



# Tennessee Commission on Continuing Legal Education

1321 Murfreesboro Pike, Suite 810 • Nashville, Tennessee 37217  
Office: 615-741-3096 • Fax: 615-532-2477 • Email: info@cletn.com

## REQUEST FOR CREDITS

Name \_\_\_\_\_ TN BPR No. \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Seminar/Course: \_\_\_\_\_

Provider/Sponsor Name: \_\_\_\_\_

Date(s) Held: \_\_\_\_\_ TN CLE Course Number: \_\_\_\_\_

### COURSE TYPE & REQUIRED DOCUMENTS – do not submit course materials/handouts

#### In Person Course • List City, State:

Required Documents (use PDFs only):

- [Application for Accreditation](#)
- Course Description
- Speaker Bios
- Agenda (events with multiple CLEs)
- Certificate of completion signed by provider verifying hours completed<sup>^</sup>

<sup>^</sup>Self-certification of hours completed does not satisfy this requirement

#### Online Course • Select One:

- On-Demand
- Live Webinar
- Other (Explain): \_\_\_\_\_

Required Documents (use PDFs only):

- [Application for Accreditation](#)
- Course Description
- Speaker Bios
- Agenda (events with multiple CLEs)
- Certificate of completion signed by provider verifying hours completed<sup>^</sup>
- Platform Assessment Form

### NUMBER OF CREDITS REQUESTED

General: \_\_\_\_\_ Dual/Ethics: \_\_\_\_\_ Total: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ **Fee Due**  
(60-minute credit hour – do not include opening/closing remarks, breaks, luncheon speeches)

Check here if you were a presenter at this CLE event, you may receive 2x or 4x credit.  
Number of minutes you presented: \_\_\_\_\_

See Tenn. Sup. Ct. R. 21 4.03 (a) and INCLUDE ANY ADDITIONAL HOURS IN THE TOTAL ABOVE.

### CERTIFICATION

**I certify the foregoing to be accurate. I agree to pay reporting fees associated with courses submitted and understand failure to pay fees may result in CLE noncompliance.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment for credit hours is due when this form is submitted. Credit is awarded after payment is received. Payments may be made through online attorney accounts at [CLETN.com](http://CLETN.com), or by check to the address above.

**Duplicate submissions may delay processing. Please check status before resubmitting materials.**

## **HOW TO OBTAIN CREDIT FOR AN OUT-OF-STATE CONTINUING LEGAL EDUCATION COURSE**

If a course has been approved for CLE credit in Tennessee, it will be listed on our website at [www.cletn.com/for-attorneys/course-search](http://www.cletn.com/for-attorneys/course-search). Providers of courses presented in Tennessee are required to seek course approval, report the attorney's attendance and pay the posting fee for the course. Attorneys **cannot** self-report a course that was presented in Tennessee or if the provider is a provider located in Tennessee. Approval of a course in another state does not automatically mean course approval in Tennessee.

If an **OUT-OF-STATE** provider did not or will not submit a course for approval in Tennessee, an attorney can self-report to earn CLE credit for that course in Tennessee. Tennessee Rule 21, Section 5.05(d) allows attorneys to seek course approval for a course that was presented outside Tennessee if the provider does not seek course approval. To self-report a course, you must submit the following information **ONLY**:

1. The completed **"Request for Credits" form**;
2. A **Certificate of Attendance supplied by and signed by the provider**;
3. A **timed, detailed agenda** with the start and end times of each session along with the lunch and break times. If a course is two (2) hours or less, please submit a detailed course description; and
4. A **brief bio of the speaker(s) with their background information** showing the speaker is qualified to teach the course. A picture of the speaker with their name and title is **NOT** enough information. Do not submit multi-page CVs or links to webpages.

**DO NOT SEND** copies of the handout materials and/or slide presentations. And do not include this page of the form.

You can submit this information as PDFs via email to **info@cletn.com** or by mail to:

1321 Murfreesboro Pike, Suite 810  
Nashville, Tennessee 37217

We must receive all required information above in order to grant CLE credit for a course in  
Tennessee.

The fee for self-reporting and posting the CLE credit to your record is \$2 per credit hour. You  
can pay the fee online, or mail a check or money order.