



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[^]

[^]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[^]
- 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)

**If you were a presenter at this CLE event, you may receive 2x or 4x credit.
See Tenn. Sup. Ct. R. 21 4.03 (a) and INCLUDE THE HOURS IN YOUR 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, 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. 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, the 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 us copies of the handout materials and/or slide presentations.

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 of the required information above in order to receive 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.