

TENNESSEE COMMISSION ON CLE
221 Fourth Avenue North, Suite 300, Nashville, TN 37219
Fax: (615) 532-2477

Request for Credits Earned Out of State, Online or Other Unpaid Credits

Title of Seminar/Course: _____

Sponsor: _____

Date(s) Held: _____ City/State of Seminar: _____

OR Online _____ Webcast _____ Teleconference _____ Other (explain) _____

FOR EXPEDITED PROCESSING, provide TN CLE Course Number: _____

NOTE: Course search tab at www.cletn.com. If course number not found or provided, you must attach an agenda or brochure showing the schedule of instruction for calculation of available credits.

Attorney: _____ **BPR Number:** _____

Address: _____

Email: _____ **Phone:** _____

Number of Credits Requested: *(If provided, attach copy of sponsor issued Certificate of Attendance)*

General: _____ **Dual/Ethics:** _____ **Total:** _____ x \$2.00 **Fee Due*** _____

(One credit per 60 mins. of instruction. Do not count opening or closing remarks, breaks or luncheon speakers.)

Speaker/Panel Member Extra Credit: *(Include with multiplier in above total.)*

Session time: General _____ Dual/Ethics _____

Hand-out Material: More than 1,500 words or 5 pgs. _____ (to receive 4 times session time extra credit)

Less than 1,500 words or 5 pgs. _____ (to receive 2 times session time extra credit)

I certify the foregoing to be complete and accurate.

Signature: _____ **Date:** _____

Return this form by fax only if online payment is made and receipt attached. Priority Processing will be given for online payments.

Return this form by mail if paying by check or money order. **Please do not submit duplicates.**

***TN Supreme Court Rule 21, Section 8.03** – Attorneys attending approved out of state CLE programs, or other programs for which the sponsor does not report and pay the per-hour fee, shall be responsible for remitting their individual fees at the rate set under Section 8.04. This fee shall be paid at the time of, and along with, the report of such hours.