

TENNESSEE COMMISSION ON CLE
1321 Murfreesboro Pike, Suite 810, Nashville, TN 37217
Fax: (615) 532-2477

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

Title of Seminar/Course: 54th Annual Southern Federal Tax Institute

Sponsor: Southern Federal Tax Institute

Date(s) Held: Oct. 21-25, 2019 City/State of Seminar: Atlanta/GA

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

FOR EXPEDITED PROCESSING, provide TN CLE Course Number: 245899

NOTE: Course search tab at www.cletn.com. If course number not found or provided, you must attach a **detailed agenda** with speaker bios for calculation of available credits.

Attorney: _____ **BPR Number:** _____

Address: _____

Email: _____ **Phone:** _____

Number of Credits Requested: *(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.

**HOW TO OBTAIN CLE CREDIT FOR AN OUT OF STATE COURSE
OR OBTAIN OUT OF STATE COURSE ACCREDITATION**

All courses accredited in Tennessee and held anywhere in the world are listed on our website. Providers of courses held in Tennessee are required to seek course accreditation. Out of state providers may or may not seek accreditation. Tennessee has different standards and requirements for accrediting CLE than other states. Just because a course received credit in another state does not mean that it will receive credit in Tennessee. If the provider of the OUT OF STATE CLE program did not submit the course to Tennessee for accreditation, then the responsibility for ACCREDITATION will fall on the attendee if they want to receive credit. CLE Rule 21 Section 5.05 (d) only allows attorneys to seek accreditation for a course attended outside of Tennessee. Complete the Request for Out of State, Online and Other Unpaid Credits form. Attach to the form the following information:

1. A Certificate of Completion for the course showing the number of hours attended by type of credit.
2. A detailed agenda listing the topics and start/stop times. If the course was two or more hours in length, the agenda will need to include breaks.
3. A list of the speakers and biographical information on the speakers showing they are qualified to teach the course (failure to include this required information will result in the denial of your course).

The information we require to accredit a CLE program can generally be found in a brochure, advertisement or course materials for that program.

There is a \$2.00 posting fee for each attendance hour posted to your account. You can mail us the information or email it to info@cletn.com.



**CERTIFICATE OF ATTENDANCE
FOR TENNESSEE LAWYERS**
54th Annual Southern Federal Tax Institute
October 21-25, 2019

Title of Course: 54th Annual Southern Federal Tax Institute Course #: 245899

Location: Atlanta, Georgia Date: October 21-25, 2019

Sponsor of Seminar: Southern Federal Tax Institute

Approval: 3.25 Dual, 34.33 General; 37.58 Max

<p>Name: _____ BPR Number: _____</p> <p>Address: _____</p> <p>_____</p> <p>Number of Hours Actually Attended:</p> <p>General: _____ Dual/Ethics: _____ Total: _____</p> <p>**Speaking credits Session time: General _____ Dual/Ethics _____</p> <p>Hand-out Material Word Count: More than 1,500 _____ or Less than 1,500 _____</p> <p>I certify the foregoing to be complete and accurate.</p> <p>Signature: _____ Date: _____</p>

TN Commission on CLE & Specialization
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Nashville, TN 37219
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