

## CLE FAQs



### **How many CLE credit hours do TN attorneys have to complete each year?**

12 general and 3 ethics professionalism (EP)/dual hours per year (15 total)

### **How many credit hours can I receive for my pro bono cases?**

3 hours of EP per year – (You get one hour EP credit for each five hours of approved pro-bono). To find out information about Earned Indigent Defense Credits, please visit

[https://www.cletn.com/Documents/Request\\_for\\_Indigent\\_Defense\\_Credits.pdf](https://www.cletn.com/Documents/Request_for_Indigent_Defense_Credits.pdf).

### **How do I find out how many continuing legal education credits I've earned through the KBA?**

You must login to the members-only section of the KBA website and view your "my KBA Profile". Select "CLE Tracker" to review all the KBA CLE courses you have taken.

### **Does the KBA submit the CLE credit for attorneys or am I responsible for submitting my own credit?**

The KBA will submit any CLE credits earned from a KBA-sponsored CLE program directly to the TN CLE Commission within 30 days of the when the course (live or online) is taken.

### **What are the CLE requirements for Newly Licensed Attorneys (the year they pass the bar)?**

Newly licensed attorneys will receive 12 hours of general CLE credit and 3 hours of dual CLE credit for taking and passing the bar exam. An attorney will automatically receive their yearly CLE requirements of 15 hours for the first two calendar year that he/she passes the bar exam.

### **What is the age limit when CLE requirements are no longer required for Attorneys?**

Attorneys must meet CLE requirement through the year they turn 65.

### **How can I get more information about TN CLE requirements and to view my current CLE credit status report?**

Contact the Tennessee Commission on CLE at (615) 741-3096 or at [www.cletn.com](http://www.cletn.com). It is very easy to log in using your BPR number to get a current list of your CLE hours.

### **Can I receive CME credit for CLE programs offered by the KBA?**

The KBA will submit CME credits for programs that have been approved for CME credit by the Administrative Office of the Courts. The CLE programs offering CME credit will cover topics based on Mediation or Arbitration and courses on general and ethics CME credit are typically available. In addition, non-attorney mediators are welcome to attend KBA-sponsored CLE/CME programs.

### **How many online CLE courses can I take?**

Distance learning credit (online) is limited to eight hours per year. The KBA CLE catalog currently has numerous online CLE programs that have been recorded from our "live" seminars held in the past year. In addition, you will find some additional CLE programs, typically on topics that are more specialized, that have been recorded just for the purposes of an original online CLE program. All of the online video CLE programs are high quality and require no special programs or software. General and Dual credits are available. [View available online CLE courses.](#)

### **How do I register for an upcoming or online KBA CLE program?**

Registration for any program can be completed by phone, mail, or deliver payment to the KBA office. You may also pay online at the KBA website. If you choose to register online through the "CLE Center", you will pre-pay using American Express, MasterCard or Visa. Reservations will not be recorded until payment is received. [View a list of all CLE seminars and register online.](#)

**How do I take an online CLE program?**

Whether you want to register for a live (on-site) course or take an online program, the KBA CLE Catalog makes it easy. The Search Form permits you to search by course type (On-Site CLE, Online Videos, Online Text or Webcasts), course topic, and type of CLE credit or by the program's title or date. The KBA provides you with convenient & affordable online CLE programs available, 24 hours a day, 7 days a week! Sign up today and take the program at your convenience. Once you have purchased the online program via the KBA Website, you will receive a confirmation e-mail that will contain a link to the video program and a link to the online attendance form. You do not have to watch the online program the same day or time you purchase the online program. You can save the confirmation e-mail and come back to view the program at your convenience. However, you will not receive CLE credit for the online program until you have completed the online CLE attendance form. The registration process is the same for online program as it is for an onsite program; the only difference is you will receive links to the online program in your confirmation e-mail.

**How do I know that my registration order was received?**

The KBA does not send out confirmation letters for registrations that are received through the mail or by phone. All online registrations will receive a confirmation of their order via e-mail. If you have any doubt that your registration was received, please contact the KBA office at (865) 522-6522 or e-mail CLE Administrator Tammy Sharpe at [tsharpe@knoxbar.org](mailto:tsharpe@knoxbar.org).

**Do I have to have a registration form to get signed up for a CLE program?**

No. You may register and pre-pay online using American Express, MasterCard or Visa or send in your check along with a note that indicates the title and date of the CLE program and your name and BPR number.

**What if I decide to attend a seminar at the last minute?**

The KBA permits walk-in registrations at all CLE programs if room is available. Individuals paying the day of the program will be charged an additional fee of five dollars.

**What if I register for a seminar and find out that I cannot attend?**

A refund will be issued if notice is given to the KBA office within 48 hours before the program. If you are not able to attend, you may call and substitute another person for your registration fee. If that person is not a KBA member, the difference between the member and non-member rate will be charged. If you miss the refund deadline and cannot find a substitution for your registration, then you can request a copy of the handout materials.

**Can I transfer my registration to another CLE program if my schedule changes and I am unable to attend?**

If you notify the KBA office more than 48 hours before the scheduled CLE program, we would be happy to transfer your registration to another KBA-sponsored CLE program. If notice is provided less than 48 hours before the program, you may substitute another attendee but not transfer the registration fee to another program.

**What if I have special needs when attending a seminar?**

If you have any specific dietary concerns or special accommodations are required, please contact the KBA office at (865) 522-6522 or e-mail [tsharpe@knoxbar.org](mailto:tsharpe@knoxbar.org). Please provide the KBA Office with at least 48 hour's notice to make special accommodations. Also, please make the request directly to the KBA Office instead of contacting the venue directly. This will eliminate any confusion on the day of the program (and any unnecessary charges).

**How will I know if a program has been canceled or if the venue location has changed?**

A KBA staff member will contact you via phone or e-mail about the cancellation or location change.

**What is the format for a Lunch & Learn?**

A buffet style lunch is offered from 12 Noon – 12:30 p.m. and the CLE program is presented from 12:30 p.m. – 1:30 p.m. Open seating only – reserved seating is not available. If you have any specific dietary concerns or special accommodations are required, please provide the KBA Office with at least 48 hour's notice to make special accommodations.

**Can I order materials from CLE programs even if I do not register or attend the CLE program?**

Yes. Handout material for any CLE programs can be purchased for a charge of a dollar per page.

**Do KBA Members receive a discount on CLE registrations?**

Yes. The KBA charges a member and non-member rate for all registrations fees. The member rate is one of the many benefits we provide to our members. It pays to be a KBA member when it comes to the discount you receive.

**Can I attend CLE programs at no charge if I do not need CLE credit?**

You can attend "Section" CLE programs at no charge if no CLE credit is required. The handout materials will not be provided and we ask that you make a reservation in advance of the program so that we know how many members to anticipate in attendance.

**Does the KBA offer a discount rate for CLE Programs for Law Students?**

Yes. The KBA offers a Law Student KBA member rate. In order to receive the law student rate you must be a current KBA member.

**Can I register one of my staff or bring a guest to a CLE program?**

Yes. The KBA encourages members to invite guests and bring their staff to KBA-sponsored CLE programs. The fee for non-attorney guests is the same as the member rate if they are accompanied by a current KBA Member.

**Can I register an attorney who is not a current KBA member for a CLE program?**

Yes. The KBA offers a non-member rate for attorneys who are not current members of the KBA.

**How do I become involved as a presenter at a future KBA CLE program?**

If you have a CLE program or topic that you would be interested in offering as an online or live CLE program, please send the proposal via e-mail to CLE Administrator Tammy Sharpe at [tsharpe@knoxbar.org](mailto:tsharpe@knoxbar.org). The program proposal should include a description of the topic, along with bullet points of items that will be addressed and the target audience for the program. The program proposal will be submitted to the CLE Committee for their consideration.

**For any other questions not listed?**

E-mail Tammy Sharpe, CLE Administrator, at [tsharpe@knoxbar.org](mailto:tsharpe@knoxbar.org) or call (865) 522-6522.