

## HOW TO BECOME A CME PROVIDER

**THE FIRST STEP:** Create an account.

Please click this link to create an account : <https://amp.tncourts.gov/?ReturnUrl=https://adrrenewal.tncourts.gov>

1. Use **"Sign Up"** (bottom left, just above the "Login" button) if this is your first time or you are unsuccessful logging in: Enter your name and email information.
  - a. **If you already have an account** you will see a message pop up indicating that and asks you to either login or reset your password.
  - b. **But, If you do not have an account** complete the Registration information
2. Select "ADR Provider" in Desired Role
3. Click on "Register" button
4. Follow the instructions in the email sent to you.
5. You can email us back and we will "Approve" you as a Provider.

Once logged in, your screen should have 3 links (see screenshot). Please contact us for a "Role Change" if you do not have these links on your screen:

- Complete Course Attendance
- Enter Continuing Mediation Education Accreditation Request
- Update Profile Information

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### Rule 31 Provider Portal

[Complete Course Attendance](#)

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[Enter Continuing Mediation  
Education Accreditation Request](#)

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[Update Profile Information](#)

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**THE SECOND STEP:** Use the ADR website to Complete a Course Attendance for a recent CME you hosted. Check first to see if we already have your class title preloaded. While we have ported much of the data from the old spreadsheets, some classes are not in the dropdown.

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Please walk through the step in the AMP Provider User Manual located here starting on Numbered Page 6:

<http://tncourts.gov/docs/documents/mediation/adr-provider-user-guide>

If you would like, please email **Dana Schmidt** at [dana.schmidt@tncourts.gov](mailto:dana.schmidt@tncourts.gov) for further assistance. After you do it once, the process is quite intuitive and easy to use.

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