

Instructions for Applications for Re-Examination (Special 2.19)

*Submit this form **only** if you have previously taken a Tennessee bar examination, not if you have taken a bar examination in another jurisdiction.*

Special February 2019 Applications for re-examination applicants can be filed beginning January 25 through February 6, 2019 only by those who have previously taken a TENNESSEE examination and who have applied to sit for the February 2019 District of Columbia bar examination. The Tennessee Special February 2019 Application is an application for admission to the bar of Tennessee. Your UBE score will not be reported directly to the District of Columbia and you will be subject to the rules, policies and processes for admission in Tennessee. In order to pass the bar in Tennessee, you must earn at least a 270 on the UBE and must meet the character and fitness standards for admission in Tennessee. *

IMPORTANT NOTE: If you have applied previously for the Tennessee bar examination as a first-time applicant but did not sit for the examination, DO NOT SUBMIT AN APPLICATION FOR RE-EXAMINATION. You must submit an application for First Time Examination.

All documents listed in Board Policy P-3.01(a)(2) – (10) must be **received by** the Tennessee Board of Law Examiners (TBLE or Board) in the proper format on or before the noted deadline in order to be eligible to sit for the examination. Details regarding the documents required for a complete application are listed in the step-by-step instructions below. **If more than 70 applications are received, the first 70 submitted and paid on or before February 6, 2019, will be accepted and the others will be returned and the fee refunded as soon as possible after the deadline.**

As an applicant to the Bar of Tennessee, you are responsible for ensuring that all documents are submitted to the TBLE in a timely manner, even if the documents are coming from a third party. You may be notified by the TBLE, time permitting, that there is a deficiency in your file. **Documents must be received on or before the deadline or you will not be eligible to sit for the bar examination.** Notice of a deficiency does not entitle the Applicant to an extension of time to submit the required documentation. Neither the application nor the fees are transferable if you fail to complete your application prior to the deadline.

The process for submitting an application for admission by examination includes completion of an NCBE Application for Background Investigation, if your has expired as explained below, and the Tennessee online application found at synergy.tnble.com. You must finalize and submit your Synergy application before you make payment. We cannot accept payment without a Synergy application. Hard copies of applications are not accepted. Applications for Admission by Examination are governed by Tennessee Supreme Court Rule 7, Sections 3.01 and 3.03 and Board Policy P-3.01 and P-3.03.

STEPS TO TAKE TO COMPLETE YOUR RE-EXAM APPLICATION

STEP 1

Read and familiarize yourself with [Tennessee Supreme Court Rule 7](#) and the [Board Policies and Procedures](#), found on the same page as these instructions or by clicking the highlighted text.

STEP 2

Determine what documents you need to submit. An application admission by examination consists of the following items, many of which will already be on file for a re-exam applicant:

a. Application for re-examination applicants – completed online; see Step 4 (REQUIRED EACH EXAM) by **February 6, 2019**;

b. a .pdf file of the NCBE background investigation application completed online and any required attachments. If your most recent NCBE background investigation application was completed 2 years or more before the date of the examination, you must submit a supplemental NCBE application with the NCBE for an updated background investigation and upload a .pdf of the supplemental application to your Synergy Application file; see Step 3. (REQUIRED EVERY 2 YEARS) by **February 6, 2019**;

c. a .pdf file of your current resume (REQUIRED EACH EXAM) by **February 6, 2019**;

d. a current, color passport photo in .jpg file format only (REQUIRED EACH EXAM) by **February 6, 2019**;

e. If you last applied more than 5 years ago, verify with the TBLE that an undergraduate transcript and a Law Degree Verification form are on file; if not, you must order an Official Undergraduate transcript and submit a Law Degree Verification form to your law school. Both documents must be mailed from the school or transcript service directly to the TBLE office (see the address at bottom of this page) and **received** on or before the filing deadline; see below for more information by **February 19, 2019**;

f. if you are licensed in another U.S. jurisdiction*, certificates of admission and of good standing for each jurisdiction in which you have been admitted (.pdf format only) – some states use one form for both but certification of admission to the highest court and of current good standing before the Bar are both required for admission (see below for more information)(REQUIRED WHENEVER THERE IS A CHANGE IN STATUS, THEN REQUIRED AS AMENDMENT UPON CHANGE) by **February 6, 2019**;

g. if you received your legal education outside the United States*, District of Columbia or U.S. territories, an equivalency evaluation and/or completed Certification of Dean of Legal Studies in the U.S. form and Affidavit of Practice in Foreign Country, and letters from three attorneys in each country in which you are licensed who can verify that you

are licensed and attest to your practice in that country; see Rule 7, Section 7.01 and Policy P-3.05 and P-7.01, all found [here](#) (AFFIDAVIT OF PRACTICE IN FOREIGN COUNTRY REQUIRED EVERY EXAM; LETTERS ATTESTING TO YOUR PRACTICE MUST BE UPDATED EVERY TWO YEARS) by **February 6, 2019**;

h. if you attended a law school outside of Tennessee* that was not an ABA-accredited law school at the time of your graduation, proof of licensing in the jurisdiction in which the law school was located and an Affidavit of Past Practice (AFFIDAVIT OF PAST PRACTICE REQUIRED EACH EXAM) by **February 6, 2019**;

i. FOR THIS SPECIAL FEBRUARY 2019 APPLICATION, proof that you applied to the February 2019 D.C. bar examination in the form of an application confirmation letter or a receipt for application fees paid to the D.C. Committee on Admissions by **February 6, 2019**; and

j. full payment of fees (REQUIRED EACH EXAM) by **February 6, 2019**.

CALCULATION OF TWO YEAR PERIOD for supplemental NCBE background investigation (b) or letters attesting to law practice (g): The two year time period is counted from exam date to exam date; for example, an NCBE application or letter submitted for the July 2017 exam is good for July 2017, Feb 2018, July 2018 and Feb 2019; but must be updated for a July 2019 application.

STEP 3

If your NCBE Investigation is 2 or more years old, go to www.ncbex.org and complete the online NCBE supplemental application for background investigation. **Do not pay for this application by credit card; rather select the "pay by check" option as the NCBE has not determined what fee will be due for your application to Tennessee with your D.C. investigation pending. They will notify you of the fee amount when it is determined.** When you have completed the NCBE application form on-line, save the application and all attachments as a .pdf file. Submit the materials and payment to the NCBE as required in the NCBE instructions.

Note: The NCBE application and all attachments must be submitted to the NCBE and a .pdf uploaded to your Synergy Application on or before the Deadline. You will upload the saved .pdf file to your Synergy Application as provided in Step 5, below.

FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR APPLICATION. A DUTY OF CANDOR APPLIES (Rule 7, Sec. 3.08).

Expunged matters: A matter that has been **expunged** MUST be disclosed unless it is a matter that was resolved as a juvenile. See generally State v. Schindler, 986 S.W.2d 209 (Tenn. 1999), Wright v. Tennessee Peace Officer Standards and Training Commission, 277 S.W.3d 1 (Tenn. 2008).

Important Note: The NCBE and the Tennessee Board of Law Examiners are separate entities. The NCBE conducts background investigations for the TBLE. Submitting documents only to the TBLE or only to the NCBE will not meet the filing requirements and will not constitute a complete application. You **MUST** submit your application to the NCBE and upload a .pdf of your complete NCBE application to your Tennessee Synergy Application (see Step 4). You may be deemed ineligible to sit for the exam and your licensing will be delayed if you submit the application only to the NCBE or only to the TBLE.

STEP 4

A link to the Tennessee application portal can be found in the upper right corner of this page. Click on the [Synergy](#) tab and log in to Synergy from the website or by clicking [here](#). From the dashboard select "Application for Re-Examination Applicants (Special)." You will have a chance to review your answers before you "submit and finalize" the application. Be sure to read and answer each question fully. Failure to provide complete information may result in denial of your application. A duty of candor applies (Rule 7, Sec. 3.08).

Note: Applicants for admission by examination who are not licensed and/or are not in good standing in another jurisdiction must appear for an in person interview every two years, which will be scheduled up to six weeks after the bar examination. Applicants who are licensed and in good standing in another jurisdiction may, in the discretion of the Board, be required to appear for an in person interview.

STEP 5

Once you have finalized the Synergy online application, return to the Dashboard and click the "details" link next to the application (looks like a magnifying glass). From that screen, you will upload the required documents (See STEP 2, above) in .pdf format unless otherwise noted. *Certain third party forms must be sent directly from the third party to the TBLE. ALL REQUIRED DOCUMENTS MUST BE **RECEIVED BY THE FINAL DEADLINE** OR YOU WILL NOT BE ELIGIBLE TO SIT FOR THE EXAMINATION.*

STEP 6

Submit the \$375 application filing fee; if CHECK OR MONEY ORDER, it should be made payable to TN Board of Law Examiners and mailed to the Board of Law Examiners, 511 Union Street, Suite 525, Nashville, TN 37219. Please be sure to clearly mark your full name and NCBE number on the check.

Deadlines and Eligibility to Sit for the Examination. All of the documents listed in Step 2 above, including any additional documents required for those licensed in another jurisdiction*, educated at a non-accredited U.S. institution*, or educated in a foreign country*, must be received by the deadline noted in order to be eligible to sit for the examination and upon Board approval. Please note that all deadlines are "**received**

by” deadlines, not “postmarked by” deadlines and the TBLE Office is open from 8:00 until 4:30 p.m., Monday-Friday, other than recognized state holidays. Items from third-parties must be sent directly from the third party and must arrive prior to the time the office closes to meet the deadline. Pursuant to Tennessee Supreme Court Rule 7, Sections 3.10 and 11.02, neither the Executive Director nor the Board has the discretion to waive or extend the dates for filing applications nor may any fees be waived. Applicants may receive a notice of missing documents or deficiencies but such notice does not constitute grounds for any extension of the final deadline. You may begin your application at any time during the application period and upload documents as you receive them prior to the deadline. Applications will be considered on a first come, first served basis for the 70 available seats. The responsibility for ensuring timely completion of the application is on the applicant. The Board will deny an application if any item is missing, regardless of when it was requested by the applicant. The Board will deny an application if any item is missing, regardless of when it was requested by the applicant.

OTHER INFORMATION: TRANSCRIPTS, FORMS AND ADDITIONAL REQUIREMENTS can be found [here](#).

MPRE Requirements

Re-examination Applicants: MPRE scores of 75 or higher and less than 2 years old are acceptable for applicants who are not licensed in another jurisdiction and are applying for re-examination for the July 2018 exam or later, until such time as the MPRE score expires after two years. After scores expire, an MPRE score of 82 or higher is required to be eligible for admission.

Applicants Licensed in Another Jurisdiction: Applicants who are licensed, active and in good standing in another jurisdiction and who are using an expired MPRE score pursuant to Rule 7, Section 4.07(c) must provide proof of an MPRE score of 82 or higher, whether applying for the first time or for re-examination.

See Tenn. Sup. Ct. R. 7 § 4.07 and Board Policy and Procedures P-4.07(d)(1)-(4) for additional information. For Information Regarding MPRE Test Dates, Sites, Fees, visit <http://www.ncbex.org/exams/mpre/>.

Requests for Testing Accommodations: If you require non-standard testing (NST) accommodations, please complete the Emergency Request for Non-Standard Testing Accommodations application online and provide all of the required NST forms on or before the **February 6, 2019**, deadline. The Emergency Request for Non-Standard Testing Accommodation is in addition to the requirements for the Application for Admission by Examination and the same deadline applies. To see complete instructions for NST, click [here](#). Non-standard testing applications require a comprehensive report from your treating professional and, in most cases, professional diagnostic test results. Please familiarize yourself with the Board's Non-Standard Testing Accommodations Policy that can be found under the link for Non-Standard Testing and under Governing Authorities. **A Request for Emergency Non-Standard Testing Accommodation must be**

submitted if you have a medical need for medication, food, water, glucose testing supplies, equipment or other non-standard items at the exam table.

Laptop Testing: You will receive an email from ExamSoft, the exam Software provider, regarding the laptop testing registration procedure. Included in the email will be details regarding the deadline for registering to use your laptop for the essay testing portion of the exam. If you wish to handwrite the exam, do not respond to the email and do not download the Software. By registering and downloading the Software, you agree that you have read, understood and accepted the General Information, Instructions and Release of Liability in "Laptop Testing" [here](#) or click the link to Laptop Testing in the navigation tabs to the left. If you fail to register and download the software, you will be handwriting the examination.

SPECIAL NOTES FOR ALL APPLICANTS:

NO TRANSFERRED MBE SCORES: Tennessee does not accept MBE scores transferred from previous Tennessee exams or from another jurisdiction, whether or not concurrent. All applicants sit for the entire examination and only scores earned in a single administration will be considered.

SCORE EXPIRATIONS: Exam scores are valid for admission for three years from the date of grade release. You must complete all requirements for admission within that time or your scores expire.

SUPERVISED PRACTICE AND PRACTICE PENDING ADMISSION: For information on practice prior to admission pursuant to Rule 7, Sections 5.01 (g) or 10.04, click [here](#).

AMENDMENTS TO APPLICATION: If you have previously submitted an application for admission to the Tennessee bar, regardless of type of application, and you have supplemental, new or different information to report, please print and complete the application amendment form (see files below). Once completed, save the form as a .pdf file and upload to your Synergy application under 'Applicant Additional Documentation'. You may change your personal address and phone number in [Synergy](#) in your system profile (My Profile Page). To change your email address, please email BLE.administrator@tncourts.gov requesting the change. Please note that if your NCBE application is still pending you are required to amend your application with the NCBE as well. Visit www.ncbex.org for amendment requirements.