



CONTINUING EDUCATION

CEU / CREDIT REQUEST



For NCRA Members:

This form is to be submitted in the interest of fulfilling the Continuing Education Requirements of Court Reporters certified by or affiliated with the National Court Reporters Association.

For your convenience, NCRA Distance Learning packets are available. Call the Member Services Information Center at 1-800-272-NCRA (6272).

For Non-NCRA Reporters:

NCRA recognizes the value of lifetime learning for all court reporters and will maintain a Continuing Education Transcript for your personal records and your state's certification requirements.

Important Information:

Credit requests must be submitted on this form and will not be honored without appropriate documentation.

Only one submission per form is permitted. If your activity is not on the pre-approved CE Program Calendar, you must complete this form to have the activity evaluated and posted to your NCRA Continuing Education Transcript. In general, CEUs are awarded at a rate of .1 CEU per hour of instruction and will be listed on the transcript by the date of completion.

Court Reporter Information:

NCRA Member ID#: _____ (see JCR mailing label)

Name (Last, First, Middle): _____

Address: _____ Apt./Ste.: _____

City/State/Zip Code: _____

Home Telephone: () - Office Telephone: () -

Name Change Address Change

Evaluation Fee:

NCRA Member \$40 **CHECK ONE** Non-NCRA Reporter \$50

SELECT PAYMENT TYPE



Print Name on Card: _____



Account Number: _____

Expiration Date: _____



Signature: _____



For Office Use Only:

Date: _____ **Amount:** _____

Check #: _____ **Batch #:** _____

Check

Money Order

Continuing Education Activity:

- NCRA Approved Book Report
- NCRA Reading List Book Test
- Journal of Court Reporting Article Test
- Grammar for Court Reporters Test
- Cardiopulmonary Resuscitation (CPR)
- First Aid
- Formal Supervised Dictation Practice
- Reporting School Post-Grad Course
- Other: _____
- College/University Course
- Correspondence Course
- CLEP Exam
- Adult Education Course
- Live Seminar (Not NCRA Pre-approved)
- On-line/Computer-based course
- Distance Learning Broadcast/Video
- Mentoring
- Training Video



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≠ Continuing Education Provider Information:

Name: _____

Address: _____

Telephone: () - _____

Title of Seminar/Class/Program: _____

Location of Activity: _____

Date of Activity: _____

Start Time: _____ End Time: _____

Total Hours of Instruction: _____ (Do not include rest breaks, meal periods, or other non-educational activities)

Name of Instructor: _____

Qualifications of Instructor: _____

Required Signatures:

I certify this information and all attachments to be correct, to the best of my knowledge.

Instructor/Provider Signature: _____

Reporter Signature: _____



Attach Documentation

Attach all supporting documentation in the following order:

- ⌘ Complete Credit Request Form
- ⌘ Copy of Program Schedule or Agenda
- ⌘ Outline of Subjects covered
- ⌘ Verification of attendance/completion
(NCRA Test Answer sheet, report card/transcript, certificate of completion, letter from instructor/provider, or other documentation to provide information requested in section 4.)
Not required if section 4 is completed and signed by instructor or provider.



Submit to NCRA:

National Court Reporters Association
8224 Old Courthouse Road
Vienna, Virginia 22182-3808

Tel: 703-556-NCRA (6272)
Fax: 703-556-6291
TTY: 703-556-6289
www.ncraonline.org

The test and the use of man's education is that he finds pleasure in the exercise of his mind. (Jacques Barzun)