

CERTIFIED COURT REPORTERS CONTINUING EDUCATION REQUEST FOR PRE-APPROVAL/REQUEST FOR CREDIT

For Missouri Certified Court Reporters:

- ◆ This form is to be submitted in the interest of fulfilling the Continuing Education Requirements required pursuant to Supreme Court of Missouri Rule 14.09 and 14.10.
- ◆ Credit request must be submitted on this form and will not be honored without all appropriate documentation.
- ◆ Only one submission per form is permitted. However, feel free to duplicate this form if you are making multiple submissions.
- ◆ If your activity is NOT sponsored by the Court Reporter Education Committee (CREC) or approved for credit by NCRA or NVRA, you must complete this form and submit it for pre-approval 60 days prior to attending the activity.
- ◆ Failure to seek pre-approval for a CEU activity may result in denial of your request for continuing education credit.
- ◆ You will be notified of the approval or denial of your request within 30 days of receipt of your request.

1. Court Reporter Information:

C.C.R. No: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Home Telephone: _____

Office Telephone: _____

 Name Change Address Change**2. Request Type:** Request for Pre-Approval Request for Credit**3. Continuing Education Activity and Provider Information:**

Name of Provider: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Date and Location of Activity: _____

Title of Seminar/Class/Program: _____

If this is a college course taken for credit or an audited college course, you **must** indicate the school's operating timeframe: semester trimester or quarter hours.

Name of Instructor: _____

Qualifications of Instructor: _____

Total Hours of Instruction: _____

Do not include breaks, meals, etc.

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For NCRA and NVRA Members:

◆ If a C.C.R. attends a CEU activity approved for credit by NCRA or NVRA, the C.C.R. may submit a current transcript from NCRA or NVRA as verification of attendance. In order to receive credit/pre-approval for attendance at non-NCRA/NVRA programs documentation must accompany this form.

◆ It is the responsibility of the C.C.R. to submit credits earned via NCRA- or NVRA-sponsored activities as that information is not automatically shared.

Things to Remember:

- ◆ Rule 14.09 requires each Missouri C.C.R. to obtain 10 CEUs per reporting year.
- ◆ The reporting year shall be from July 1 of each year through June 30 of the following year, with credits to be reported before July 31.
- ◆ A maximum of 10 excess CEU credits may be applied to the next succeeding reporting year.
- ◆ For information on individual CEU credits accrued pursuant to Rules 14.09 and 14.10 and request for exceptions, please contact:
Board of Certified Court Reporter Examiners
Attn: Ms. Maggie Burch
P.O. Box 150
Jefferson City, MO 65102
Phone: 573/751-7342

4. Required Signatures:

By the Provider:

I certify the information contained in Item 3 to be correct, to the best of my knowledge, and verify that the Certified Court Reporter named in Item 1 attended the CEU activity outlined in Item 3.

Instruction/Provider Signature

Date

By the Reporter:

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

C.C.R. Signature

Date

5. Attach Documentation

Attach all supporting documentation in the following order:

1. Completed Credit Request Form/Request for Pre-Approval Form;
2. Copy of Program Schedule or Agenda with contact hours noted, and Course Outline of Subjects covered;
3. Verification of attendance, unless this is a Request for Pre-Approval;
4. Sign the Request under Item 4; and,
5. Keep copies of all documents for your files.

6. Submit to:

Board of Certified Court Reporter Examiners
Maggie Burch, Administrative Asst.
Supreme Court of Missouri
P.O. Box 150
Jefferson City, MO 65102
Tel: 573/751-7342