

CERTIFIED COURT REPORTERS

CONTINUING EDUCATION

APPLICATION FOR ACCREDITATION

To Program Sponsors:

- ◆ In determining whether a program is accredited for purposes of complying with Missouri CE requirements, the Subcommittee shall consider whether the seminar, workshop or other CE opportunities
 - a) meet curriculum subject matter guidelines,
 - b) is appropriately directed,
 - c) provides qualified instruction, and,
 - d) meets contact-hour criteria.
- e) See Application for Accreditation details in Policies and Procedure Manual, Section IV.
- ◆ The program sponsor must submit an application to the **Board at least 60 days prior to the CE activity** to ensure proper processing and notification. In a timely fashion, the sponsor will be notified of the number of CEUs assigned to the program.
- ◆ It is the responsibility of the sponsor to provide all necessary documentation to attach with the completed application form.
- ◆ See Policies and Procedure Manual, Appendix E for further information regarding Continuing Education Curriculum Guidelines.

1. Continuing Education Activity and Provider Information

Name of Provider: _____

Address: _____

City/State/Zip Code: _____

Daytime Telephone: _____

Date and Location of Activity: _____

Title of Seminar/Class/Program: _____

Name of Instructor: _____

Qualifications of Instructor (**Attachments may be affixed.**) _____

Total Hours of Instruction: _____

Do not include breaks, meals, etc.

2. Attach Documentation

Attach all supporting documentation in the following order:

1. Completed Accreditation Application Form;
2. Copy of Program Schedule or Agenda with contact hours noted, and Course Outline of Subjects covered;
3. Copy of any promotional literature used to advertise the program or reach the court reporter population;
4. Verification of qualified instructors utilizing effective teaching methods;
5. Copy of program evaluation intended for all participants to complete before adjournment;
6. Sign the Application; and,
7. Keep copies of all documents for your files.

3. Submit to:

Board of Certified Court Reporter Examiners
 Maggie Burch, Administrative Assistant
 Missouri Supreme Court Building
 P.O. Box 150
 Jefferson City, MO 65102
 Tel: 573/751-4342