

## COURT REPORTERS CERTIFICATION BOARD

### URGENT: 2009 Renewal Information Checklist

Below are the items that are essential in order to process your renewal application. Any incomplete forms will be rejected thereby delaying the processing of your renewal and issuance of your new license. We will be strictly adhering to this information. Please contact the Board office at [info@crfb.state.tx.us](mailto:info@crfb.state.tx.us) if you have any questions.

**Packets include: Renewal Form, Continuing Education Reporting Form, and Renewal Checklist.** These items are to be obtained from our website. If you cannot access [forms](#) online, you must submit a **written request** for the items you need by way of mail, email, or fax.

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**Please review the following information to ensure your forms are completed correctly:**

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- Completed **Renewal form** with original signature.
- **Renewal fee** (by money order, cashiers check, county checks or bank-certified check only). Neither cash nor Personal/Business checks not certified will be accepted.
- The **Continuing Education Reporting Form** must be completely filled out by the licensee. Staff will not complete any forms or transfer information from one form to another. You cannot attach documents and list 'see attached'. Omission of program #'s is also considered submitting an incomplete form.
- A **Continuing Education Course Approval** form is required for programs not approved by the Board office. A written request will be required to obtain this form, or you can download it from our website.
- You must **notate the program number, AKA 'sponsor number'**, on your **Continuing Education Reporting Form**. If you do not know this information you must **call the sponsor** of the program that you attended, as the Board will not provide this information. Sponsors (i.e., providers) who have had programs approved by the Board office have been assigned a program number and will have this information. All programs require a CRCB program number, except those sponsored by NCRA. If it's an NCRA sponsored program you must indicate so by writing "NCRA" in the program # field. If the provider didn't have the program approved by the Board office, or if you're unsure the program was approved, the burden falls to the individual reporter to submit an application for course approval, **prior to submitting their renewal papers.** Course approval forms are to be obtained from the '[Forms](#)' page of our website.
- **Do not** list each session of the program you attended. You must list the following: **Name of Provider, Title of the Program, Date, City & State, # of Ethics/Rules hours, and Total Program Hrs** for the program. Example: *ABC Seminars, ABC's of Reporting, June 01, 2008, Austin, TX, 2 ½ hrs in ethics, and 10 hrs total.*
- You **must sign, date,** and include the *total hours* on the last page of the Continuing Education Reporting Form.
- **All forms must be typed.** You do not need a typewriter to complete these forms. You can complete the forms on our website prior to printing them. You can also renew online and pay by credit card at: [www.texas.gov](http://www.texas.gov).
- **Not receiving a renewal notice is not cause for an extension of time to renew.** It is solely your responsibility to ensure you have the forms/information necessary to timely renew your license.