

REN001

\$10 Coding Details:
T-Code: 195 PCA: 18102 COBJ: 3175

\$200 Coding Details:
T-Code: 188 PCA: 99906 COBJ: 3175

Revised: 08/12/09

COURT REPORTERS CERTIFICATION BOARD
A Division of the Office of Court Administration

Remit only to this address:

P.O. Box 13122
Austin, Texas 78711-3122

2009 RENEWAL FORM

For Certifications That Expire **December 31, 2009**

This form must be typed. Please complete all items below and return this form with the **\$210 renewal fee** in the form of a **money order, cashier's check, or bank-certified check** made payable to the State of Texas or the Court Reporters Certification Board. Cash, personal/business checks, and credit/debit cards cannot be accepted.

Applicant Name: <i>(If new name, complete name change form.)</i>	Certification Number:

Mailing Address:	
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City:	State: <i>(XX)</i>	Zip Code + Four: <i>(12345-1234)</i>

County:	Phone Number: <i>(123-456-7890)</i>

E-mail: <i>(Must have @ symbol and dot Example: janedoe@myemail.com)</i>	Facsimile Number: <i>(123-456-7890)</i>

Business Contact Information *(Required)*

Info below to be used for Public Information Requests and posted on CRCB website. Can use mailing address.

Business/Employer Name:	Phone Number:
Address:	
City, State & Zip:	
County:	Email :

Please check <u>one</u> of the following:	Official: <input type="checkbox"/>	or	Freelance: <input type="checkbox"/>	or	Other: <input type="checkbox"/>
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Since your last renewal, have you 1) been convicted of a criminal offense other than a minor traffic offense? Or 2) been the subject of a disciplinary action by a licensing authority, including Texas?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
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It is the procedure of the Board office to submit any and all applications to the Board where the applicant answers "yes" to being convicted of a criminal offense other than a minor traffic violation and/or to being the subject of disciplinary action.

Revised: 08/12/09

Applicants who have been the subject of disciplinary action:

§52.029(a) of the Government Code states: After receiving a complaint and giving the certified shorthand reporter notice and an opportunity for a hearing as prescribed by §52.028, the board shall revoke, suspend, or refuse to renew the shorthand reporter's certification or issue a reprimand to the reporter.

If you have been the subject of disciplinary action, submit a notarized statement explaining in detail the facts and circumstances concerning the action. Include pertinent dates, name of the state in which the action occurred, your present status concerning the action, copies of any relevant documents, and any other information that may be relevant.

Applicants who have been convicted of a criminal offense:

§ 52.0211 (a) of Chapter 52, V.T.C.A states: Chapter 53, Occupations Code, applies to an applicant for or holder of a certification or registration under this chapter, notwithstanding section 53.002, Occupations Code.

§53.021 of the Occupations Code states:

- (a) A licensing authority may suspend or revoke a license, disqualify a person from receiving a license, or deny to a person the opportunity to take a licensing examination on the grounds that the person has been convicted of a felony or misdemeanor that directly relates to the duties and responsibilities of the licensed occupation.
- (b) A license holder's license shall be revoked on the license holder's imprisonment following a felony conviction, felony community supervision revocation, revocation of parole, or revocation of mandatory supervision.

If you have been so convicted, submit a notarized statement explaining in detail the facts and circumstances concerning the charge and conviction. Include pertinent dates, name of court in which the case was tried, your present status concerning the conviction, copies of any relevant court documents, and any other information that may be relevant.

- I understand that per §53.021 of the Occupations Code, and §52.029 of the Government Code, as referenced above, renewal of my license may be denied due to my criminal conviction or disciplinary action.
- I understand that per §53.021 of the Occupations Code, and §52.029 of the Government Code, as referenced above, the Board may revoke my license due to my criminal conviction or disciplinary action.
- I understand that per §53.021 of the Occupations Code, and §52.029 of the Government Code, as referenced above, the Board may suspend my license due to my criminal conviction or disciplinary action.
- I understand that it is my sole responsibility and ethical duty to provide the Board with any and all information (*documentation included*) in relation to my conviction or disciplinary action.
- I understand that my application to renew my license may not be processed until such time as an eligibility determination is made in relation to my criminal conviction or disciplinary action.
- I understand that once my license expires I will not be able to provide court reporting services in Texas until such time as my license is renewed and issued.
- I understand that I cannot indicate my new expiration date until such time as my license is renewed and issued.

<p>I hereby apply for renewal as a shorthand reporter under the provisions of Chapter 52 of the Government code, V.T.C.A., and tender herein the required recertification fee in the form of a money order, cashier's check or bank-certified check made payable to the State of Texas or the Court Reporters Certification Board. I acknowledge I have read the policy regarding Student Default Loans on the Board's website. I have read the foregoing information and acknowledge that I have been informed of the rules on consequences of a criminal conviction or disciplinary action. To ensure that the records maintained by the Court Reporters Certification Board are accurate and current, I will submit written notification to the Board of any changes in my name and/or contact information (including county changes). I understand that the Board often submits notifications (inclusive of renewal notices) via email and will ensure that a current email address is always on file with their office. I further acknowledge that it is my sole responsibility, not that of the Board, to ensure I am familiar with all the rules and that I may access these rules from the Board's website.</p>
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(Date)

(Signature)