

CACG024

(Revised 06/2008)

Date Rcvd: Program #:

Office Use Only: T-Code: 188 PCA: 99906 COBJ: 3727

COURT REPORTERS CERTIFICATION BOARD <i>A Division of the Office of Court Administration</i>

P. O. BOX 13122
AUSTIN, TEXAS 78711-3122
(512) 463-1630, ext. 0

COLLEGE COURSES

For University, College, or Other Educational Institution that Leads to an Academic Degree

APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

Application Fee: \$25 (If submitted after 09/30 there is an additional \$25 penalty fee.)

(Acceptable forms of payment: Money order, Cashier's Check, or Bank-Certified Check)

The applicant must adhere to all applicable *Continuing Education Rules for Court Reporters* to be eligible for course approval by the Texas Court Reporters Certification Board. A copy of the Rules can be found at www.crcb.state.tx.us. Submit one application per course.

Name of CSR requesting approval:

Requestor CSR#:

CSR Expiration Date

Requestor Mailing Address:

Requestor Phone Number:

Requestor Email: _____

Title of Course:

Date(s) of Course:

Location of Course:

Name, Address, & Phone Number of School:

of Ethics/Rules hours requested: _____

Total Hours Requested: _____

(May be photocopied. Attach additional pages as needed.)

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Please answer the following questions concerning the course you desire the Board to review.

1. This course is offered by a: (Please check the appropriate answer.)

University College Adult education program

2. I am in pursuit of the following academic degree:

Associate Bachelor's Master's Doctorate

3. My major or area of study for my academic degree is: _____

4. I have completed this course and received a final grade of: _____

(In order for you to obtain CE credits, you must have received a "C" or better or a "Pass" on a Pass/Fail system.)

5. How many credits did you receive from the school for taking this course? _____

(Also, please specify whether it was given in semester, trimester, or quarter increments)

6. Is this course approved in any other jurisdiction or by any other licensing entity? If so, list the jurisdiction(s), names(s) of licensing entity and continuing education credit assigned.

7. Please summarize how you believe that this course contributes directly to the Certified Shorthand Reporter's knowledge, ability, or competence to perform his/her duties.

(Attach additional pages, if necessary.)

8. I have attached proof of my final grade, copy of the course description, and proof that I am

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9. I have read the *Continuing Education Rules for Court Reporters* and agree to abide by all the rules and regulations adopted by the Court Reporters Certification Board (and approved by the Supreme Court of Texas).

10. I understand that the Board, after written notice, may refuse to accept CE credit attendance at or participation in any CE program until such time as the Board receives assurances of compliance with the *Continuing Education Rules for Court Reporters*.

I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and true of my own knowledge. I certify that this program offered for CE credit complies with all the criteria in the Continuing Education Rules for Court Reporters. I understand that failure to maintain the required proof of attendance records for less than four years, falsifying records, or intentionally misrepresenting programs for CE credit may provide grounds for disciplinary action under Sec. 52.027, Texas Government Code. 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 can access these rules from the Board's website.

Applicant's Signature

Date (mm/dd/yyyy)