

CASA015  
Updated: 11/05/08

Date Rcvd:  
Program #:

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

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

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

**PROGRAM ATTENDEES**  
**APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL (.doc)**

**Application Fee: \$25 (If submitted after 09/30 there is an additional \$25 penalty fee.)**  
(\$25 per batch for multiple submissions, and \$25 each for applications submitted under separate cover. Refer to section C, 14 of Continuing Education Rules for details. Acceptable forms of payment: Money order, Cashier's Check, or Bank-Certified Check). Submit one application per program. However, an application is not needed for each session of a program.

<b>Name of Requestor:</b>	
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<b>Requestor CSR #:</b>	<b>CSR Expiration Date:</b>	<b>Requestor Email Address:</b>

<b>Requestor Mailing Address:</b>	<b>Requestor Phone Number:</b>

<b>Name of Program Provider:</b>	
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<b>Provider Contact Person:</b>	<b>Provider Phone Number:</b>

<b>Title of Program:</b>	
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<b>Type of Program:</b> ( <i>Seminar, E-seminar, Correspondence Course, Adult Ed, or Tele-training</i> )	
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<b>Date of Program:</b> ( <i>mm/dd/yyyy</i> )	<b>City &amp; State of Program:</b> ( <i>website if online course</i> )

<b># of Ethics/Rules hours requested:</b>	<b>Total Hours Requested:</b>

(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. Summarize here and attach a copy of the announcement brochure and program outline.

**1. Subject matter covered:**

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**2. Duration, frequency and location of program:**

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**3. Actual clock time of program (in hours).**

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4. I have read the *Continuing Education Rules for Court Reporters*, at [www.crcb.state.tx.us](http://www.crcb.state.tx.us), 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) pertaining to continuing education.

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

5. I agree to maintain CE documentation records for not less than 2 renewal periods (or four (4) years).
6. I understand it is my responsibility as the CSR to provide the following to the CRCB:
  - (a) a copy of my certificate of attendance for the course for which I am applying for approval.
  - (b) a copy of the course outline or brochure for the course for which I am applying for approval.

The certificate of attendance should contain the following:

- (a) the name, address and CE sponsor number (as assigned by the Board);
  - (b) the name, address and Certified Shorthand Reporter (CSR) number of the participant;
  - (c) a brief statement of the subject matter;
  - (d) the number of hours and/or CE credit attended in each program (ethics included, if part of the course); and
  - (e) the date and place of the program.
7. I further understand that upon request by the Board I must submit evidence as is necessary to establish compliance with the CE Rules. Evidence may include, but is not limited to, course materials, or a certificate of attendance.
  8. I understand that the Board, after written notice, may refuse to approve CE for 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*.
  9. I further understand the Board may audit any CSR of any approved CE program at any time to ensure 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)