

CAES016

Date Rcvd:
Program #:

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

(Revised 02/12/09)

COURT REPORTERS CERTIFICATION BOARD

A Division of the Office of Court Administration

P. O. BOX 13122

AUSTIN, TEXAS 78711-3122

(512) 463-1630

FOR-PROFIT PROGRAM SPONSORS ONLY

APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

Application Fee: \$150.00 (Applications submitted less than 45 days in advance of the seminar/course will incur a \$10 late fee per day.) **Acceptable forms of payment:** Money Order, Cashiers 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. For more details, a copy of the Rules can be found at www.crcb.state.tx.us. Submit one application per program.

Name of requestor: _____

Name of Provider: _____ **Contact Person:** _____

Mailing Address: _____ **Email Address:** _____

Facsimile Number: _____ **Telephone Number:** _____

Title of Seminar/Course: _____
(Max. of 35 characters)

Date(s) of Program:

City/State of Program: _____

No. of hours in Ethics: (if applicable) _____ **Total # of 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.

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

1. Subject matter to be covered.

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2. Measurable objectives to be taught.

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3. Method of teaching to be used.

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4. Duration, frequency and location of course.

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5. Actual clock time of instruction (in minutes).

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8. List instructors involved in the presentation of this course on a separate sheet and include qualifications, licenses, certifications and academic background. **(Resumes must be attached.)**
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) pertaining to continuing education sponsors.
10. I agree to furnish to the Board a list of participants following each CE program specifying the title, date, provider's name, location of the program, number of CE hours, and provider grades, if applicable. The list of participants must be forwarded to the Board in a timely manner and shall be in alphabetical order by last name and include each participant's CSR number. I also agree to **include the program # assigned** to me, by the CRCB board office, on the front page of my list of attendees that I forward to the board office.
11. I understand it is my responsibility as the CE sponsor to verify attendance at each program and to provide a certificate of attendance to each attendee. The certificate of attendance shall contain:
- (a) the name, address and CE program 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;
 - (e) the date and place of the program; and
 - (f) the signature of the sponsor.
12. I agree to maintain attendance records for not less than five (5) years.
13. I further understand that upon request by the Board, the sponsor must submit evidence as is necessary to establish compliance with the CE Rules. Evidence may include, but not limited to, course materials such as target audience, program planning, materials, content, objectives, outline of instructor qualifications, teaching methods and materials, evaluations tools and summary, a list of participants and original participant written evaluation forms.
14. I understand 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*.
15. I further understand the Board may evaluate any sponsor 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 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)

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Sponsor Information Checklist

PLEASE READ THIS CAREFULLY!

In order to make it easier for all applicants, the CRCB staff has made the following checklist to assist in preparing your application & documentation for your programs. Below are a few items that we find court reporters frequently do not have or know about in reference to Continuing Education programs, or items we have noticed sponsors may not be certain of.

Please review the following information:

- **Program Numbers.** These are the numbers assigned by the CRCB to the Sponsor for a particular program. Please indicate "CRCB Program Number" on your brochures/certificates, etc. *Example: CRCB Program #SP2009010.* Please do not use spaces or dashes in the program number.
- **Program names.** No more than 35 characters please. Quite a few CSR's do not seem to know what the names of some programs are. Example: ABCD Midyear Seminar, Food for Thought. Sometimes they cannot tell which of the title is the actual seminar name or if it's the entire name. A suggestion would be to put "title" in the appropriate place. For example, *Title: "ABCD Midyear Seminar, Food for Thought"*
- **Hours earned for seminar.** Hours earned for programs must be listed as actual hours with increments of ½ hour. Example: 12 ½ hours would be listed as 12.5. 10 hours would simply be listed as 10 (or 10.0). Refer to www.crcb.state.tx.us for the CE Rules and to review the conversion chart for details.
- **Completing CE Approval Forms.** When completing your approval request forms, if you have one program in several locations, it is not necessary to complete a separate application for each location. On the approval application, where it requests the location of the program, you will list all locations IF IT IS THE SAME PROGRAM. A separate application is needed for different programs.
- **Submitting Application to the Board office.** Provide 2 applications (including duplicates of all supporting documentation). In other words two complete application packets. This will save copying time on our end and allow us to forward the application in a more expeditious manner.
- **Listing clock time of instruction.** Actual clock time of instruction can be listed as a total. It is not necessary to break it down per session.
- **Listing duplicated info on application.** To save yourselves some typing, instead of listing (for example under Method of Teaching to be Used) the same method for all 10+ sessions, you could indicate the method as follows: "Sessions 2, 3, 4, 5, 6, 8, 10, 11, 13, 14, & 15: Lecture and time for Q&A". "Sessions 1, 7, & 9: Panel Presentation and time for Q&A".
- **Submitting applications/documentation.** When submitting your applications and documentation please follow these simple guidelines:
 - a) Do not submit bound items. (For example: applications or documentation in spiral binding, notebooks, or folders with tabs, etc.)
 - b) Do not staple each item (resumes, outlines, etc) separately. You can staple it all together though.
 - c) Do not submit items on colored paper.
 - d) Do no indicate 'see attached', or other variations thereof, in lieu of completing application fields/questions.
 - e) Do not submit business checks, personal checks, or cash.

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