

**TEXAS COURT REPORTERS CERTIFICATION BOARD**

P.O. Box 13131  
Austin, Texas 78711-3131  
512/463-1630

**CONTINUING EDUCATION WAIVER REQUEST FORM**

***The deadline to request a waiver is September 30<sup>th</sup> of the year your license expires.***

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Certification Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Certification Expiration Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Daytime Phone Number

In accordance with Rule (m) of the *Continuing Education Rules for Court Reporters*, please set out below a detailed statement of the facts and grounds upon which your waiver is requested. If more space is needed, please insert and number additional pages immediately following Page 1. Also, attach any documents supporting your request. **IN ORDER FOR YOUR WAIVER TO BE CONSIDERED, THIS PORTION MUST BE COMPLETED.**

(Attach additional pages as needed.)

**CONTINUING EDUCATION WAIVER REQUEST FORM** *(continued)*

My request for a continuing education waiver is based on: (Please check the hardship situation that applies to you.)

\_\_\_\_\_ Full-time service in the armed forces of the United States during a substantial part of the renewal period.

\_\_\_\_\_ An incapacitating illness documented by a statement from a currently licensed physician.

\_\_\_\_\_ A physical inability to travel to the sites of approved programs documented by a statement from a currently licensed physician.

**Note:** Per section (m) (2) of the CE Rules:  
For CSRs who wish to retire from court reporting, but maintain their license, the requirements to maintain their licenses shall be the same as those for reporters actively reporting i.e., CE compliance, renewal fees, etc. CSRs who wish to retire from court reporting and do not wish to maintain their license, shall submit written notification to the Board office of their intent to retire and their desire to have their status reflect said change from active to inactive.

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, state that I have read the foregoing waiver request and attached documentation, if any, and have made each statement therein and answered each question therein fully and frankly and without concealment or reservation, and such questions are, within my personal knowledge, true and complete.

\_\_\_\_\_  
Signature of Court Reporter

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

*(Personalized Seal)*

\_\_\_\_\_  
Notary Public's Signature