

CAES016

Date Rcvd:
Program #:

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

(Revised 06/2008)

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**

PUBLISHED WRITTEN ARTICLES

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 CE approval by the Texas Court Reporters Certification Board. A copy of the Rules can be found at www.crcb.state.tx.us

Name of Requestor:

Requestor CSR #:

CSR Expiration Date:

Requestor Mailing Address:

Requestor Phone Number:

Email: _____

Title of Article:

Name of Publication:

Date of Publication:

of Ethics/Rules hours requested: _____

Total Hours Requested: _____

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

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1. Please attach a copy of the article and summarize below how you believe that writing this article has contributed directly to your knowledge, ability, or competence to perform your duties as a Certified Shorthand Reporter.

(Attach additional pages, if necessary.)

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

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2. I have read the *Continuing Education Rules for Court Reporters*, at 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.
3. I agree to maintain CE documentation records for not less than 2 renewal periods (or four (4) years).
4. I further understand that upon request by the Board, the CSR must submit evidence as is necessary to establish compliance with the CE Rules. Evidence may include, but not be limited to, course materials, or a certificate of attendance.
5. 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*.
6. 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)

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

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