

# COURT REPORTERS CERTIFICATION BOARD

Chair  
CATHARINA HAYNES

Director  
MICHELE L HENRICKS

TO: Seminar Sponsors  
FROM: Sheryl Jones, Administrator of Licensing  
DATE: January 7, 2004  
SUBJECT: Requirements for Certificates of Attendance

Dear Sponsors:

Please be advised that in the *CE Rules section (c) (8) CEU Sponsors and Programs* states the requirement of what **shall** be contained on the certificates of attendance you provide to your attendees.

- (8) **Certificate of Attendance.** It shall be the responsibility of a sponsor to provide each participant in a program with a certificate of attendance or participation. The sponsor's certificate of attendance shall contain:
- (A) The name, address and CEU program number of the sponsor;
  - (B) The name, address and CSR number of the participant;
  - (C) A brief statement of the subject matter;
  - (D) The number of hours attended and/or CEUs earned in each program;
  - (E) The date and place of the program; and
  - (F) The signature of the sponsor.

Please be advised that anything less would be insufficient. The course applications you sign and have notarized also provide the information on this requirement. Certificates where information has been crossed out and handwritten in will be considered altered and therefore unacceptable as adequate verification of attendance for the attendees. A complete copy of the CE Rules can be found at [www.crcb.state.tx.us/rules.htm](http://www.crcb.state.tx.us/rules.htm) for your review.

If you have further questions or concerns please feel free to contact us at one of the methods indicated below.

Sincerely,  
Sheryl Jones  
Administrator of Licensing  
Court Reporters Certification Board