

ALABAMA BOARD OF COURT REPORTING

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CEU APPROVAL REQUEST FORM

INSTRUCTIONS: This form is to be completed by licensed Court Reporters's requesting approval for CEU's not previously approved by NCRA, ACRA, NVRA or their affiliate divisions. Upon receipt of a complete CEU Approval Request Form, the request will be reviewed by the ABCR CEU Sub Committee for their review. You will be notified in writing of the committees' conclusion as soon as possible.

Name: _____ License #: _____

Sponsoring Organization: _____ Type of Hours Earned:

Location of Seminar: _____ College Credit

Title: _____ Published Articles

Brief Description: _____ Educational

_____ Presentation

_____ Professionalism

_____ Office Procedures

_____ Other _____

Principal Instructor: _____

Dates: _____ Hours Earned: _____

1. How does the content of the activity fit into one of the ABCR approved content areas as described in the ABCR Rules and Regulations? _____

2. How is the activity geared toward the practice of court reporting or court reporting professionals?

3. How will the activity assist you in your roles as a Licensed Court Reporter? _____

4. Do the presenters possess recognized credentials and experience related to the content of the activity? What are they? _____

5. If the activity is business oriented in nature, does it include a component on how to pass the material on to clients?

6. If the course is a teleconference, how will it provide an opportunity to interact with the instructor or facilitator? _____

7. Will the program increase your skills or knowledge in the practice of Court Reporting? _____

8. What documentation can you provide to support the number of hours you are claiming? _____
