

ABCR Meeting Minutes

August 14, 2009

The Alabama Board of Court Reporting met on Friday, August 14, 2009, in Montgomery at the Board office for the purpose of conducting Board business. Those present were as follows: Aubrey Ford Jr., Chair; Suzanne Frazier, Vice-Chair; Laura Nichols, Member; Bill Dawson, Member; Sabrina Lewis, Member; and Kent Garrett, Member. Deanna Johnson was not present. Also present were Paula Scout McCaleb, Executive Director; Bettie Carmack, Assistant Attorney General; and Brandy L. Vanorden, Licensing Agent.

The meeting was called to order at 10:05 a.m. with a quorum present in the following: Aubrey Ford Jr., Suzanne Frazier, Bill Dawson, Kent Garrett, Sabrina Lewis and Laura Nichols.

This meeting was advertised on the Secretary of State's web site and the Board web site, in accordance with the Open Meetings Act.

Laura Nichols made a motion to approve the Minutes from November 14, 2008, as presented. The motion was seconded by Suzanne Frazier and unanimously approved by the Board.

Laura Nichols made a motion to nominate Judge Ford as Chair. The motion was seconded by Kent Garrett and unanimously passed by the Board.

Laura Nichols made a motion to nominate Suzanne Frazier as Vice Chair. The motion was seconded by Kent Garrett and was unanimously approved by the Board.

Laura Nichols made a motion to nominate Sabrina Lewis as Secretary. The motion was seconded by Kent Garrett and was unanimously approved by the Board.

Suzanne Frazier made a motion to accept ACRA's proposal to give the Licensure exam for Court Reporters. The motion was seconded by Sabrina Lewis and was unanimously approved by the Board.

Kent Garrett made a motion to have a committee consisting of: Laura Nichols, Suzanne Frazier, and Sabrina Lewis to serve as a liaison with any questions that may arise in regards to ACRA giving the Alabama Skills examination. The motion was seconded by Bill Dawson and was unanimously approved by the Board.

Laura Nichols made a motion to accept Carla Woodall's request for waiver of CEU requirements. The motion was seconded by Bill Dawson and was unanimously approved by the Board.

Kent Garrett made a motion to accept the Rule Changes as follows:

257-X-2-.04 Fees

- 1) Fees and fines are not refundable.
- 2) Fees are payable by certified check, cashier's check, corporate or business check, or money order or personal check.
 - a) Counter checks are not an acceptable method of payment. Personal checks shall be imprinted with the name, address, and account number of the applicant or licensee.
 - b) Personal checks by third parties are not acceptable.
 - c) Applicants or licensees who submit personal checks returned due to insufficient funds may be prohibited from paying any future fees or fines by personal check.
 - d) Statutory charges for returned checks shall be paid by the applicant or licensee within ten business days from receipt of notice to remit full payment pursuant to Ala. Code § 13A-9-13.1 (b) (2) and pay the maximum fee allowed by Ala. Code § 8-8-15.

~~257-X-3-.04 Reciprocity~~

~~The board shall enter into reciprocal agreements with any state, agency, or other entity that licenses, certifies, or registers court reporters (NCRA, NVRA, or both) that has substantially equal or higher requirements. Non-Resident licenses may be issued upon the finding that the applicant is a competent license court reporter in another state.~~

- ~~1) An applicant who is licensed under the laws of another jurisdiction shall file an application with the Board, together with a certification from the licensing authority of the jurisdiction stating:~~
 - ~~a) The time during which the applicant was licensed in that jurisdiction;~~
 - ~~b) Whether the file on the applicant contains any record of any disciplinary actions taken or pending;~~
 - ~~c) A brief description of the examination taken and the grades received. The brief description shall include the speeds of dictation, the percentage of accuracy to pass and the contents of the written knowledge test.~~
 - ~~d) A copy of the Act and Rules and Regulations from the state of original licensure which were in effect at the time of licensure.~~

257-X-3-.054 Traditional Application for Licensure

- (1) Proof of graduation from an accredited high school or its equivalent;
- (2) Pass the Licensure Examination;
- (3) Complete application and appropriate fees.

257-X-3-.065 Examination

Applicants for licensure, must pass the Written Knowledge Examination administered by NCRA and provide documentation of having passed the NCRA Registered Professional Reporter Examination (RPR), ~~or~~ NVRA CRA Examination, or Alabama Skills Examination administered by ACRA.

257-X-3-.076 Renewal

- (a) Every Court Reporter License in Alabama shall expire on September 30th of each year. The holder of the license may renew such license during the 60 days preceding the

expiration date thereof by paying the required fee and completion of the application for renewal.

(b) It is the responsibility of each licensee to notify the Board of any change of address within 30 days. Failure to receive a renewal form from the Board shall not constitute an excuse for failure to renew licensure.

(c) Late Renewals may be received up to 60 days following expiration of license with the required late renewal fee and application for renewal.

257-X-6-.01 Continuing Education Requirements

1) Beginning with the September 30, 2008 renewal and every renewal thereafter, every licensee who applies for renewal of a license shall complete ~~during the preceding thirty six (36) months~~ five (5) hours of continuing education (CE) relevant to the practice of court reporting. Additional CE Hours obtained, may be rolled over to the next renewal up to thirty six (36) months.

257-X-6-.02 How to Acquire CE Credit

(1) CE hours may be earned from:

a) Verified attendance at or participation in a program, activity or course through the National Court Reporters Association or ACRA.

b) Verified attendance (e.g. license of attendance or license of completion) at or participation in a program, activity or course ("program") presented by a continuing education sponsor in subsection (c) below,

c) Verified attendance at a program that is of general information value to court reporters but does not directly relate to the reporter's ability to produce an accurate and timely transcript. A maximum of ~~7.5 (seven and one half)~~ 2.5 (two and one half) hours credit may be counted during a prerenewal period for such programs, which include:

i.) Professionalism, including knowledge and application of standards of professional responsibility, impartiality, public relations, attire; and

ii.) Office procedures, record-keeping, health, including a reporter's approach to personal tax management, planning for retirement or changing careers within reporting, maintaining the individual reporter's health and emotional adjustment, ability to listen, to concentrate, to communicate, to cope.

d) Verified personal preparation of educational presentations pertaining to the profession of court reporting and serving as an instructor, speaker or panel member at an approved course will be allowed as CE credit for actual presentation time, plus actual preparation time of up to 2 hours of each hour of presentation. Credits for preparation time shall not be allowed for repetitious presentations. No more than 5 hours of credit can be earned under this category in any one renewal period.

e) Writing articles to the profession of court reporting and published in a state or nationally recognized professional journal of court reporting or law. No more than ~~5~~ 3 hours of credit can be earned under this category in any one renewal period. Credits will not be allowed for the same article published in more than one publication.

2) Courses completed that are a part of the curriculum of a university, college or other education institution. One semester of course work is equivalent to ~~4~~ 5 hours of CE and one quarter of course work is equivalent to ~~5~~ 2.5 hours of CE.

The motion was seconded by Suzanne Frazier and was unanimously approved by the Board.

The time being 12:11 p.m. and there being no further Board business, the meeting was adjourned. The Chair announced that the next meeting of the Board was scheduled for November 13, 2009.

Respectfully submitted,

Aubrey Judge Ford Jr., Chair

Suzanne Frazier, Vice-Chair

Paula McCaleb, Executive Director

Brandy L. Vanorden, Recording Secretary