

**Instructions for Completing Continuing Education Reporting Form for
Alabama Certified Court Reporters (ACCRs)**

A complete Continuing Education Reporting Form is required when submitting Continuing Education (CE) to the Alabama Board of Court Reporting (ABCR) for license renewal. Only those who are selected for audit are required to submit this form and supporting documentation to the ABCR office. However, it is recommended that licensees utilize these instructions and the Continuing Education Reporting Form as a tool to keep track of their own hours.

1. Continuing Education activities that are accepted are set forth in the ABCR Rules & Regulations. It is important that ACCRs are familiar with the rules regarding renewals and Continuing Education. The complete Rules & Regulations are available at www.abcr.alabama.gov.
2. Audits of CE shall be conducted at random and/or upon receipt of a written complaint. Should you be notified of audit requirements you must attach acceptable proof of attendance to substantiate the named CE contact hours. A court reporter who fails to comply with reporting requirements, requirements of the audit, requests for documents, or submitting false, inaccurate, or incomplete evidence of meeting CE requirements shall be subject to disciplinary action by the Board. Any licensee selected for audit who has not submitted the required proof of compliance by September 30 of the renewal year may not practice court reporting until acceptable proof of compliance has been submitted to the Board.
3. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance for the current renewal year and the three (3) years previous to the current renewal year if requested by ABCR.
4. Most licensees will need five (5) hours of CE relevant to the practice of court reporting to renew a license. Additional CE hours obtained may be rolled over to the next renewal for up to 36 months (Chapter 257-X-6-.01(1)). New licensees are not required to obtain CE for their first license renewal (Chapter 257-X-6-.01(4)).
5. It is the licensee's sole responsibility to ensure that CE credits are acquired from approved sponsors or programs as listed in Chapter 257-X-6-.03(1), or that the coursework will be approved upon submission to the approving organizations, in advance of the licensee's participation in the CE program. If a CE sponsor (other than a college or university course, State Bar CE course, or CE course provided to employees by a city, county, or judicial body) has not received prior approval from NCRA, NVRA, or ACRA, the licensee will be responsible for contacting the applicable approving organization and submit any required paperwork and fees to have the CE approved. If the CE course (other than a college or university course, State Bar CE course, or a CE course provided to employees by a city, county, or judicial body) is not approved by NCRA, NVRA or NVRA, it will not be accepted by the Board. The Board will accept no responsibility for disputes or discrepancies concerning CE approvals between licensees, sponsors and/or approving organizations.
6. You may find that you have CE in excess of the number required for a renewal year. You are not required to document all CE but only sufficient CE to support your renewal. For instance, if your NCRA transcript documents 30 or more hours, it is not necessary to list additional CE in the other sections of the report. You can list excess hours, but they do not enhance or otherwise affect your renewal application.
7. You may submit your completed Continuing Education Reporting Form with copies of supporting documentation by e-mail to board@abcr.alabama.gov, or by mail to ABCR, P.O. Box 241565, Montgomery, AL, 36124-1565. Faxes not accepted.

8. Keep a copy of the Completed Continuing Education Reporting Form with the original documents of supporting documentation for your own records.

Instructions for Completing Form

The Continuing Education Reporting Form is approved for submission to the ABCR as evidence of CE hours. This completed Continuing Education Reporting Form is required in order to receive CE credit. Supporting documentation (i.e. copies of certificates/transcripts) should be submitted with this form. Supporting documentation will not be accepted in lieu of a correctly completed ABCR Continuing Education Reporting Form or vice versa. The ABCR will not act as your agent in completing this form or obtaining supporting audit documentation.

Section 1 - ACRA Hours - verified attendance at or participation in a program, activity, or course through the Alabama Court Reporters Association including any state court reporters association whose course or program has been approved for CE Credits under the guidelines of NCRA [Rule 257-X-6-.03(1)(c)]; or any other school, college or university, state agency, or any other person, firm or association that has been approved by ACRA to coordinate and present CE Courses and programs in conjunction with Rule 257-X-6.

Section 2 - NCRA Hours - verified attendance at or participation in a program, activity, or course through the National Court Reporters Association including any computer users group whose program has been approved for CE credits under the guidelines of NCRA [Rule 257-X-6-.03(1)(d)]; if already an RPR, 0.25 CE's may be obtained through verified passage of a higher certification test of the RMR; CRR; CBC; RDR (WKT only); CLVS (Skills or WKT); or CRC [Rule 257-X-6-.02(1)(f)]; Verified Stenographic University Program, Realtime Coach, or similar program may be counted for up to 0.25 CE's per renewal period [Rule 257-X-6-.03 (1)(g)]; and Verified Oral Histories Project may be counted for up to 0.25 CE's per renewal period [Rule 257-X-6-.03 (1)(h)]. Other NCRA Personal Development Courses (PDC's) will not be accepted see Rule 257-X-6-.04 for a complete listing of activities not accepted for CE Credit.

Section 3 - NVRA Hours - verified attendance at or participation in a program, activity or course through the National Verbatim Reporters Association.

Section 4 - City, State, or Federal Judicial Body Hours - courses or programs approved for its employees [Rule 257-X-6-.03 (1)(e)].

Section 5 - Alabama State Bar Hours - courses approved by the Alabama State Bar for continuing legal education [Rule 257-X-6-.03 (1)(h)].

Section 6 - College Courses - A university or college course or adult education program that contributes directly to the court reporter's knowledge, ability or competence to perform his/her duties [Rule 257-X-6-.03 (1)(f)]. One semester of course work is equivalent to five (5) hours of CE, and one quarter of course work is equivalent to two and a half (2.5) hours of CE [Rule 257-X-6-.03 (2)].

Section 7 - CE Lecture Preparation and Presentation - 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 two (2) hours for each hour of presentation. Credits for preparation time shall not be allowed for repetitious presentations. No more than two (2) hours of credit can be earned under this category in any one renewal period [Rule 257-X-6-.02(1)(d)].

Section 8 - Writing Articles - Writing articles regarding the profession of court reporting that are published in a state or nationally recognized professional journal of court reporting or law. No more than two (2) 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 [Rule 257-X-6-.02(1)(e)].

Section 9 - Report Summary - Transfer the total hours for each section here and record on the appropriate line. The ABCR will not calculate additional roll-over hours for licensees. Therefore, it is important that you list here how many hours you are counting towards this year's renewal if you have roll-over hours (good for the last thirty-six months).

Section 10 - Name, Address, and Employer Information - Verify your Legal Name, Address, and Employer as part of an audit [Rule 257-X-2-.01].

Section 11 - Sign the form whereby you attest to the accuracy of your report under penalty of law.

Supporting Documentation - any of the following are acceptable proof of compliance with CE Requirements. Basically, ABCR must be able to see proof of the following in order to award CE credit for license renewal: course title, hours awarded, date completed, and that the provider is approved. Do not send a copy of NCRA's request for approval form to the ABCR office for CE Credit.

1. An NCRA, ACRA, or NVRA CE Transcript Report
2. For non-members acquiring CE at NCRA, ACRA, or NVRA conventions or meetings an approved punch card, punch letter, sign in sheet, certificate of completion, grade card or letter from the course provider with an original signature
3. For CE acquired outside of a NCRA, ACRA, or NVRA convention or meeting a certificate of completion or letter with Pre-Qualification ID Number provided to the sponsor by NCRA, ACRA, or NVRA.
4. A transcript from a college or university
5. A certificate of completion or letter from a city, county, or federal judicial body providing CE to employees
6. Official letter from NCRA proving passage of a higher certification test as defined in Rule 257-6-.02(1)(f)
7. Official letter from NCRA proving participation in an Oral Histories Project
8. Official letter or qualifying certificate from Realtime Coach, a stenographic university, or similar program approved by NCRA proving participation in said program or speed contests
9. Official letter or qualifying certificate from the State Bar Association proving participation in CE Legal Education
10. Proof of providing education presentation(s) pertaining to the profession of court reporting
11. Proof of article publication in a state or nationally recognized professional journal of court reporting or law

ABCRC CONTINUING EDUCATION REPORTING FORM

Name: _____ License #: _____ Renewal Year: _____

Section 1 - ACRA Hours

Date	Course/Program Title	ACRA CE Approval Number	Hours

Section 2 - NCRA Hours

Date	Course/Program Title	NCRA CE Approval Number	Hours

Section 3 - NVRA Hours

Date	Course/Program Title	NVRA CE Approval Number	Hours

Section 4 - City, State, or Federal Judicial Body Hours for courses or programs for its employees

Date	Course/Program Title	Institution	Hours

Section 5 - Alabama State Bar Hours

Date	Course/Program Title	State Bar CE Approval Number	Hours

Section 6 - College Courses - One academic semester hour = 5 hours; one academic quarter hour = 2.5 hours

Date	Course Title	Institution	Hours

Section 7 - CE Lecture Preparation and Presentation

Date	Presentation Title	Institution/Organization	Hours

Section 8 - Writing Articles

Date	Title of Article	Organization or Publisher	Hours

Section 9 - Report Summary/Transfer of Hours

Enter total of ACRA Hours	
Enter total of NCRA Hours	
Enter total of NVRA Hours	
Enter total of City, State, or Federal Judicial Body Hours (courses for employees)	
Enter total of Alabama State Bar Hours	
Enter total of College Course Hours	
Enter total of CE Lecture Preparation and Presentation (Limited to two (2) hours)	
Enter total for Writing Articles (Limited to two (2) hours)	
Total Continuing Education Hours	

Section 10 - Name, Address, and Employer Information

Current Legal Name	
Current Mailing Address	
Current Employer Name and Address	

Section 11 - Signature

I affirm that all the information submitted on this form is an accurate and true representation of my continuing education activities for meeting the requirements for renewal of my Alabama Certification in Court Reporting. I have attached copies of supporting proof of CE compliance (certificates, cards, letters, transcripts, etc.) that reflect the total number of Continuing Education hours earned for each item listed on this form.

Signature _____

Date _____