

ALABAMA BOARD OF COURT REPORTING
Frequently Asked Questions

Q. When do I renew my license?

A. Regular unrestricted licenses (as distinguished from temporary licenses) expire on September 30 of each year. On or about August 1 of each year all unrestricted licensees will receive an e-mail notification for renewal that will include a link to the renewal application.

Q. What is the late renewal period?

A. Licensees have a two-month grace period through November 30 of each year for renewal. After November 30, any non-renewed licenses expire.

Q. How much is the license renewal fee?

A. The fee is \$200 for renewals received by September 30, \$240 for renewals received by October 31, and \$280 for renewals received by November 30.

Q. How do I apply for new unrestricted licensure or temporary licensure?

A. Forms for filing either an application for unrestricted licensure or for temporary licensure, and the respective requirements and fees for each, are located on the board's web site.

Q. What are the Continuing Education (CE) requirements for licensed court reporters?

A. Per Chapter 257-X-6-.02 of the Rules & Regulations, licensed reporters are required to complete five (5) hours each year. Hours greater than five (5) per year may be rolled over to meet subsequent year requirements for up to 36 months. The required hours must be earned from a program, activity, or course through NCRA, NVRA, or ACRA, or through a vendor whose hours are approved by the aforementioned organizations. Note that Personal Development Courses (PDCs) are not ordinarily accepted as approved CE.

Q. How are CE audits done?

A. Each year approximately one-third of renewal applications are selected for CE audit unless the licensee meets some other cause for audit based on the licensee's answers to the certification questions on the renewal application. If the licensee is selected for CE audit, it is the licensee's responsibility to submit timely the applicable CE documentation. If the submission of the CE documentation is incomplete or there are issues needing clarification, it could prolong the verification process. It is important to keep this in mind because if a licensee waits until September 30, or close thereto to renew, the licensee will not be able to work after September 30 until the audit has been satisfactorily completed and the new certificate issued. **IMPORTANT NOTE:** When completing the renewal application, the licensee will be asked to certify several things, including that the minimum number of CE hours have been obtained. **DO NOT** certify that the requisite hours have been completed if this is not the case. If a licensee does not actually have the

minimum CE hours, exit the system, obtain the CE hours, and then return to the link to renew.

Q. How does a licensee access the new certificate after completing the renewal application?

A. The renewal certificate is accessed in one of two ways:

1. If the licensee is not selected for CE audit, the renewal receipt page will include a large box with a link to click to access the certificate. Click the link and then print out the certificate. NOTE: Once the licensee has exited the system, the link to printing the certificate cannot be accessed. Thereafter, if the licensee needs a certificate it will be necessary to complete a Change of Information/Replacement License Request form and pay the \$25 fee for a replacement certificate.
2. If the licensee is selected for CE audit, the CE documentation will need to be submitted to the board. Once the documentation is received and verified, the board will send the certificate to the licensee.

Q. Are licensees required to notify the board of changes?

A. Yes, licensees are required to notify the board of changes to name, address, employer, e-mail, telephone number, etc. A change of information form is available on the web site to facilitate such reporting. There is a \$25 fee, as prescribed in the Rules & Regulations, when a change of information form is submitted. Also, it is recommended that when licensees enter the renewal portal they verify that their information is correct and current. If the information is not correct, the licensee should submit a change of information form with the fee before completing the renewal.

Q. Can a licensee work if the license is not renewed by September 30 but the grace period is still in effect?

A. No. A licensee cannot work after September 30 without a renewal. However, a licensee has until the end of the grace period on November 30 to renew without having to retest.

Q. What are the certification requirements of licensees for transcripts?

A. Licensees are required to place their license numbers and license expiration dates on each transcript.

Q. Is digital reporting allowed in the state of Alabama?

A. No, digital reporting is not allowed in Alabama. Any observance of such practice should be reported promptly to the board.

Q. What is the process of disciplinary action for violations of the Rules & Regulations?

A. When cases of alleged or possible violations are reported to, or observed by, the board, a review will be conducted that will include inquiry with the reporter and the complainant (if applicable). If warranted, the board chair will appoint an investigative committee to assess the facts and, if applicable, initiate formal disciplinary proceedings.