

Phase I: Administrative Rule Inventory for Alabama Board of Court Reporters

Due date: September 15, 2023 | Inventory current as of September 1, 2023

Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
257-x-1-.01	Meetings of the Board	(1) The Board shall comply with the Alabama Open Meetings Act.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-x-1-.01	Meetings of the Board	(2) A minimum of two (2) regular meetings shall be held each year. The annual meeting shall be the first meeting of the calendar year.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-x-1-.01	Meetings of the Board	(3) Four members shall constitute a quorum for the transaction of business.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-x-1-.01	Meetings of the Board	(4) At its first meeting each calendar year, the board shall elect a Chair, a Vice Chair, and Secretary from its membership. No member shall be elected to serve more than two (2) consecutive years in the same office.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-x-1-.01	Meetings of the Board	(5) The Chair shall , in accordance with these rules, rule upon all questions of procedure at meetings of the Board. The decision of the Chair shall be final.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-x-1-.01	Meetings of the Board	(6) All proceedings of the Board shall be governed by Roberts Rules of Order, latest revised edition, except during disciplinary hearings and except where otherwise provided in these rules. A majority of those members on the Board present and voting on any matter shall decide that matter before the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	1
257-x-1-.01	Meetings of the Board	(8) Notice of a meeting shall be given to all Board members at least seven (7) days in advance of the meeting, unless all Board members agree to waive the seven (7)-day notice.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-x-1-.01	Meetings of the Board	(9) Requests to present information to the Board during a regularly scheduled Board meeting shall be in writing to the Executive Director at least fourteen (14) days prior to the meeting. Exceptions may be made in extraordinary circumstances at the direction of the Chair. All requests are subject to review and approval by the Chair. The usual time limitation for presentations will be five (5) minutes with exceptions made by permission of the Chair. Written requests should include:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	1

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		(a) Contact information of the designated spokesperson; and summary of information to be presented.		
257-x-1-.01	Meetings of the Board	(10) The Executive Director or designee shall keep a record of all regular meetings. The minutes shall be transcribed and presented for approval or amendment at the next regular meeting of the Board. The minutes or a true copy thereof, approved by the Board, shall be open to public inspection.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-x-1-.01	Meetings of the Board	(11) All regular meetings of the Board shall be open and public except for executive sessions as provided by the Alabama Open Meetings Act.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.02	Duties Of The Officers Of The Board	The Chair shall preside at meetings of the Board, appoint members to serve on committees as may be created, serve as ex-officio member of all committees, and determine the agenda of Board meetings.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.02	Duties Of The Officers Of The Board	The Vice Chair shall preside in the absence of the Chair and shall assume the duties of the Chair when necessary.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.02	Duties Of The Officers Of The Board	The Secretary shall preside in the absence of the Chair and Vice Chair and shall assume the duties of the Chair in such instances pending the election of a Chairman Pro Tem.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.03	Board Member Compensation	(1) Each member of the Board shall serve without compensation, but shall be reimbursed for travel expenses incurred in attendance at meetings of the Board and any other business of the Board at its discretion. Mileage rates shall be the same as established for state employees. Board members are also entitled to receive the same per diem provided to state employees, pursuant to Section 36-7-20, et seq., Code of Ala. 1975	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.03	Board Member Compensation	(2) Travel expenses and per diem shall be paid from funds derived from the Alabama Board of Court Reporting Fund. If funds are not available, payment shall not be made.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
257-X-1-.05	Use Of Forms	Applications and forms shall be made on the prescribed forms approved by the Board. Copies of instructions and forms are available from the office of the Board and on the Board website.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.06	Maintenance And Inspection Of Board Records	(1) The Board shall maintain its records in accordance with the Alabama Open Meetings Act.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.06	Maintenance And Inspection Of Board Records	(2) Public records maintained by the Board shall be subject to public disclosure pursuant to the Alabama Open Meetings Act and the Alabama Open Records Act.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.06	Maintenance And Inspection Of Board Records	(3) Upon request to the Executive Director, public records maintained by the Board shall be available for inspection and duplication at the office of the Board during regular business hours. The inspection and duplication of public records shall be under the supervision of the Executive Director or an authorized designee.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.06	Maintenance And Inspection Of Board Records	(4) Any person wishing to obtain copies of public records shall submit a written request to the office of the Board and will be supplied copies upon payment of the cost of copying, handling and postage.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.07	Rules And Regulations	All rules and regulations of the Board shall be adopted, amended, or repealed in accordance with Section 41-22-1, et. seq., Alabama	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-1-.08	Electronic Documents	(1) In satisfaction of the requirements under these rules, the Board shall accept any document submitted in electronic format, including, but not limited to, facsimiles, scans, pdfs with a resolution of 200 dots per inch (DPI) or higher, and picture images in an electronic mail attachment, in lieu of a paper submission; provided, however, that the Board reserves the right to require submission of an original paper copy of any such document upon the request of the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	2
257-X-1-.08	Electronic Documents	(2) Initial applications for temporary or court reporter licenses or for reinstatement of a revoked or expired license must be filed in paper format; electronic submission of such applications will not be accepted by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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257-X-2-.01	Change Of Name Or Address	(1) The applicant or licensee shall notify the Board of any legal name change within thirty (30) days of change. Appropriate legal documents and fees shall be submitted prior to changing the name of the licensee on the license certificate.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.01	Change Of Name Or Address	(2) The licensee shall notify the Board office of any change in the licensee's address within thirty (30) days of the change. The address of record is the address provided by the applicant or licensee.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.01	Change Of Name Or Address	(3) The licensee shall notify the Board office of any change in the licensee's employer within thirty (30) days of the change. The employer of record is the name and address of the employer provided by the applicant or licensee.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.02	Lost License	The licensee shall promptly report, in writing, the loss of a license certificate to the Board. A duplicate license certificate requires a completed form.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.03	Verification Of Alabama License	(2) Upon receipt of a written request, the Board's designee shall provide written verification of Alabama licensure.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.04	Fees	(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.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.04	Fees	(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.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.04	Fees	(d) Statutory charges for returned checks shall be paid by the applicant or licensee within ten (10) business days from receipt of notice to remit full payment pursuant to Code of Ala. 1975, §13A-9-13.1(b)(2) and shall be the maximum fee allowed by Code of Ala. 1975, §8-8-15.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.04	Fees	(6) A license may not be issued until payment in full for all applicable fees is received by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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257-X-2-.05	Inactive Status	(2) Any transcripts provided by an inactive court reporter must include his/her license number and the date that the court reporter became inactive from the practice of court reporting.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.05	Inactive Status	(4) An inactive license must be renewed annually, as provided in Rule 257-X-3-.05.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.05	Inactive Status	(5) The annual fee for an inactive license shall be Ten Dollars (\$10.00).	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.06	Restoration	(1) A person seeking restoration of a license after it has been placed on inactive status for up to five (5) years shall file an application with the Board together with the required fees. After September 30, 2008, in order to restore a license, a person shall submit proof of fifteen (15) hours of continuing education completed within one (1) year before restoration. The applicant shall also submit either:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.06	Restoration	(b) Affidavits from two (2) members of the bench or bar attesting to the applicant's active practice of court reporting in a state that does not require licensure for at least one (1) year immediately prior to the date of application; or	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.06	Restoration	(2) The applicant must receive a renewal certificate reflecting active status prior to providing any court reporting services. Failure to comply with this requirement may constitute unprofessional conduct in Rule 257-X-4-.01.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-2-.07	Review Process	Upon receipt of an application and the appropriate fee, the Board shall issue a license, notify the applicant in writing of the reasons for denying the application, or notify the applicant in writing of the deficiencies in the application. Applicants have one (1) year from the date of the notification of deficiencies to complete the application process. If the process has not been completed within one (1) year, the application shall be denied, and the fee forfeited, and the applicant must reapply and meet the requirements in effect at the time of reapplication. In the event of a	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		hardship, the applicant may apply in writing for a one (1)-year extension to complete the process.		
257-X-3-.01	Temporary Licensure	(3) Temporary licenses are not renewable. In the event that a temporary license expires without the temporary licensee having passed the examination for full licensure, court reporting services by the temporary licensee shall cease and desist immediately upon the expiration of the temporary license. The Board will issue a Cease and Desist notice upon the expiration of an expired Temporary License and copy the employer of record. The Board investigator will follow up with the expired temporary licensee to ensure the individual is not operating with an expired temporary license (if the individual has not been issued their full licensure). Upon expiration of a temporary license, the temporary license number will be removed from the listing of temporary licenses on the Board’s web site. The Board may not be held liable for lost income to the temporary licensee or to the court reporting firm due to expiration of a temporary license.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	1
257-X-3-.01	Temporary Licensure	(a) The court reporter with a temporary license shall function under the supervision of a currently licensed court reporter.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	1. “Supervision” requires the licensed, supervising court reporter to be physically present with the temporary licensee and readily accessible to the licensee to designate or prescribe a course of action or give procedural guidance, direction and periodic evaluation. When it is not possible for the supervising court reporter to be physically present or physically accessible, the supervising court reporter may be accessible to the licensee for direction and consultation on a limited, occasional or emergency basis through electronic or telephonic communication. The supervising court reporter shall be responsible to ensure that the temporary licensee does not routinely provide court reporting services in	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		the absence of the direct supervision of the supervising court reporter, as defined in this section.		
257-X-3-.01	Temporary Licensure	(b) Temporary licensees may not direct bill for court reporting services provided; such services may be billed solely through the employing court reporter firm or the temporary licensee’s supervising court reporter.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	(d) All individuals issued a temporary license shall be subject to regulation pursuant to any rules promulgated by the Alabama State Board of Court Reporting and Code of Ala. 1975, Section 34-8B-1, et seq.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	(e) Failure of any temporary licensee to meet the requirements for licensure enumerated in Reg. 257-X-3-.03 shall result in the expiration of the temporary license. Temporary licensees are encouraged, at the earliest opportunity, to take and pass the Licensure Examination, as prescribed under Reg. 257-X-3-.03, and must immediately notify the Board and the supervising court reporter in writing of their passage or failure of the Licensure Examination.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	(f) Temporary licensees are required to notify the Board in writing every six (6) months of the status of the work being performed under their temporary license, to include a listing, by style and number, of the cases for which they have provided court reporting services and the contact information for the contracting entity for each case.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	1
257-X-3-.01	Temporary Licensure	(g) The temporary licensee shall notify the Board in writing of the termination of the supervisory relationship and/or the licensee’s transfer to another supervisor, within fourteen (14) days of said termination or transfer. Failure to maintain a current acknowledgement form (Form ABCR TL 1) on file with the Board office, signed by the temporary licensee and his/her supervising court reporter, may subject both the temporary license and the supervising court reporter to disciplinary action by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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257-X-3-.01	Temporary Licensure	(6) A licensed court reporter serving as a supervisor for a temporary licensee must submit a completed application therefore, be in good standing with the Board, and must not have been subject to disciplinary action within the five (5) years previously to his/her application to serve as a supervising court reporter. The application to serve as a supervising court reporter may be denied only for failure to meet the qualifications of this section.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	(7) Supervising court reporters shall also be required to comply with the following:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	(a) Accept full responsibility for the actions of the temporary licensee while under the supervising court reporter's supervision. Supervising court reporters may not make a temporary or permanent assignment of their supervisory duties over a temporary licensee to another licensed court reporter.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	(b) Ensure that the temporary licensee shall not take on an assignment above the temporary licensee's skill level, competency or abilities.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.01	Temporary Licensure	(8) Upon notification to a temporary licensee that he/she is the subject of a complaint or any anticipated disciplinary action by the Board, the licensee's supervisor shall also receive a copy of the notification provided to the licensee. Any violation of the Board's enabling law or its rules by a temporary licensee may also subject the supervising court reporter to disciplinary action from the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.02	Traditional Application For Licensure	(1) Applicants for licensure as court reporters must meet the following requirements in order to obtain a license:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.02	Traditional Application For Licensure	(2) For purposes of this rule, "court reporting program or its equivalent" shall mean any court reporter education programs that have met the General Requirements and Minimum Standards (GRMS) established by the Council on Approved Student Education (CASE) of the National Court Reporters Association (NCRA), and thus designated as NCRA-	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		<p>approved, or any other non-NCRA approved instructional programs designated by the Board as providing an equivalent standard of instruction. Non-NCRA-approved programs seeking designation as an approved program must submit an application to the Board establishing that its program is equivalent to those receiving NCRA approval. Applicants may also seek recognition of a program under this Section. To be recognized for licensure purposes in Alabama, a school or program curriculum should include, at a minimum, instruction on steno theory or voice writing theory, technology, judicial procedures, speed building (requiring a speed equal to or exceeding the state certification exam requirements), and punctuation. Approval of a non-NCRA approved instructional program may be subject to periodic review and may be revoked upon a determination by the Board that the instructional program no longer meets the requirements of an "equivalent" program.</p>		
257-X-3-.02	Traditional Application For Licensure	(3) The provisions of Chapter 257-X-3-.02(2) shall not serve to invalidate any license granted by the Board prior to its effective date.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.02	Traditional Application For Licensure	(4) In the case of an NCRA certified reporter (RPR) or NVRA certified reporter (CVR) seeking a license in the state of Alabama and unable to provide proof of graduation from a court reporting program or its equivalent due to the school/program having closed, the applicant shall provide to the Board an affidavit setting forth his or her past education and work experience as a court reporter and an affidavit of a judge for whom the individual has worked, or three licensed attorneys, or two currently licensed Alabama court reporters, unrelated by blood or marriage to the applicant and who have utilized the services of the reporter, which attest to the applicant's proficiency in court reporting.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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257-X-3-.03	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), NVRA CRA Examination, or Alabama Skills Examination administered by ACRA. Passage of examination legs from the State and National Examination may be determined.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.04	Renewal	(1) Every Court Reporter License in Alabama shall lapse on September 30th of each year. The holder of the license may renew such license during the sixty (60) days preceding September 30th by paying the required fee and completion of the application for renewal.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.04	Renewal	(2) It is the responsibility of each licensee to notify the Board in writing of any change of address or legal name within thirty (30) days of such change. Failure to receive a renewal form from the Board shall not constitute an excuse for failure to renew licensure.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.04	Renewal	(3) Late renewals may be received up to sixty (60) days following lapse of licensure with the required late renewal fee and application for renewal. An individual may not provide court reporting services under a lapsed license. Failure to renew a lapsed license within the period for late renewal established by the board shall result in an expired license.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.04	Renewal	(4) The Board will notify all individuals with expired licenses of their licensure status in writing, copy the employer of record, and post all expired licenses on the Board web site. The Board Investigator will follow up on each expired license to ensure that court reporting services are not being provided under an expired license and provide a report to the Board's Executive Director. Persons providing court reporting services under a lapsed or expired license shall be subject to disciplinary action by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.05	Licensure By Reciprocity	(a) The applicant for licensure by reciprocity must possess a license in good standing in the reciprocating state.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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257-X-3-.05	Licensure By Reciprocity	(b) The applicant must not be the subject of any pending complaint or investigation in any state or jurisdiction in which the applicant holds or has held a license. The applicant must provide all information, including any information or documentation requested by the Board, in connection with any pending complaint or investigation for the Board’s review. The pendency of any complaint or investigation may be considered by the Board as reason for denying licensure by reciprocity.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.05	Licensure By Reciprocity	(c) The applicant must not have been disciplined in any state in which he or she holds or has held a license resulting from conduct which would constitute a violation of any of the grounds set forth in the Court Reporter Practice Act and the rules and regulations established by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.05	Licensure By Reciprocity	(d) The applicant must be current with continuing education requirements of the reciprocating state.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.05	Licensure By Reciprocity	(2) The applicant must complete all forms required by the Board including but not limited to an application for licensure by reciprocity. In addition, as part of the application process, and in order for the application to be considered complete, it shall be the responsibility of the applicant to submit the following:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.05	Licensure By Reciprocity	(b) Certification from the reciprocating state board that the applicant’s license is currently in good standing. This certification from the Board(s) shall also include a statement that the applicant is in compliance with the provisions of paragraph (1) above.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.05	Licensure By Reciprocity	(3) The Board may consider as part of the application process whether the applicant has ever been denied licensure in any state, regardless of the type of licensure. Upon request of the Board, the applicant shall submit any documentation in connection with such denial.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.06	Non-Resident Licensure	(1) Nonresident court reporters desiring to make a verbatim record of any testimony of a proceeding, the jurisdiction of which is within the	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		courts of Alabama or where appeal to any court of Alabama is allowable by law, shall make annual application for a nonresident license.		
257-X-3-.06	Non-Resident Licensure	(2) The applicant shall make application on the same forms as required of other applicants, shall pay the appropriate licensure fee, and shall present proof that the applicant is a competent licensed court reporter in another state.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.06	Non-Resident Licensure	(3) The board shall issue a nonresident license upon the finding that the applicant is a competent licensed court reporter in another state.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-3-.06	Non-Resident Licensure	(4) The license shall be valid for a period not to exceed one (1) year and shall be renewed annually in accordance with the procedures established by the Board, together with payment of the annual renewal fee.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(1) In order to establish and maintain a high standard of integrity in the practice of court reporting, the following Standards of Professional Conduct shall be binding on every person holding a CCR (Certified Court Reporter) or a Temporary License from the Board:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(a) A licensee shall be fair and impartial toward each participant in all aspects of reported proceedings.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(c) A licensee, if requested, shall provide information regarding services to be rendered regarding administration of professional services to all parties. The licensee must strive to meet promised delivery dates whenever possible, make timely delivery of transcripts when no date is specified and provide immediate notification of delays.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(d) A licensee shall be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict arises, the licensee must disclose that conflict or potential conflict.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(f) A licensee shall preserve the confidentiality and ensure the security of information, oral or written, entrusted to the licensee by any and all of the parties in the proceeding.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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257-X-4-.01	Standards Of Professional Conduct	(h) Once the transcript is prepared, audio files (if any) must be maintained for one (1) year from the date the transcript is filed.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(i) Audio files are the property of the licensee and shall be provided by request at the licensee’s discretion or by order of the Court.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(j) A licensee’s signature, license number, and expiration date, and the date the transcript was certified shall be affixed to a transcript of his/her stenographic notes to certify to its correctness if the transcript has been prepared by him/her or under his/her direct supervision.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(k) A licensee shall not permit the use of his/her name or firm’s name, nor shall a licensee be associated in business ventures with persons or firms that the licensee has reason to believe to be engaging in fraudulent or dishonest business practices.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(l) A licensee having knowledge of any alleged violation of the Court Reporter Act shall cooperate with the Board of Court Reporting or appropriate governmental agency, furnishing such information or assistance as may be required to conduct an investigation resulting from a complaint.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(m) A licensee shall be truthful and accurate when making public statements or when advertising qualifications or services provided.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(n) A licensee shall meet all mandated continuing education requirements and should keep abreast of current literature and technological advances and developments.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-4-.01	Standards Of Professional Conduct	(o) Licensees having knowledge of possible/probable violations of any of these Rules and Regulations shall file a complaint form with the Board and cooperate as necessary with the Board investigation of such violation.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.03	Grounds For Discipline Of A Licensee Or Denial Of Renewal Or Reinstatement	(4) Has been convicted of any felony offense or has been convicted of any misdemeanor which would relate to the disqualifications contained elsewhere in Section 257-X-5-.03. In the event that a plea or finding of	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		quilt is for a lessor or different offense, the Board shall have the authority to review the factual circumstances of the initial charge, any amended charge, and/or the conviction in determining what action, if any, is appropriate.		
257-X-5-.03	Grounds For Discipline Of A Licensee Or Denial Of Renewal Or Reinstatement	(h) Having a license denied, conditionally issued, reprimanded, placed on probation, suspended, revoked, or voluntarily surrendered in another state, territory, or country, or having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct which would constitute grounds for disciplinary action in this state. A certified copy of the record of the agency that took such action shall be conclusive evidence of the grounds for discipline.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.04	Investigation	(1) Upon self-disclosure or receipt of a written complaint on an ABCR Consumer Complaint Form signed by the person making the complaint, alleging that a court reporter has violated a statute or rule by committing one or more of the actions specified as grounds for disciplinary action, the Executive Director shall perform a preliminary review of the facts stated to determine if a violation of the Board’s law or its rules may have occurred. The Consumer Complaint Form must be complete before an investigation is initiated. Complaints must be submitted to the Board within ninety (90) days of the alleged occurrence.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.04	Investigation	(3) When the Executive Director determines there may be merit and sufficient evidence to warrant an investigation, an investigative committee shall be formed, consisting of one (1) Board member, Board counsel, and the Executive Director.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.04	Investigation	(a) Within five (5) business days of receipt of a written complaint being filed against a licensee or unlicensed court reporter, the Board or its designee shall notify the court reporter of the allegations and provide a copy of the complaint by certified mail, addressed to the last known	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		address of the court reporter on file with the Board. The court reporter may submit a written response to the allegations, together with any supporting documentation, to the Executive Director within fifteen (15) days of receipt of the Board’s notification. In addition to submitting a written response to the allegations, a court reporter may submit a written request to speak to the investigative committee in person in response to the complaint within fifteen (15) days of receipt of the Board’s notification. It is solely within the discretion of the investigative committee to grant or deny a request to meet with the investigative committee.		
257-X-5-.04	Investigation	(b) The committee shall review the complaint and other information submitted to determine if further investigation is warranted.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.04	Investigation	1. If further investigation is warranted, the Board’s investigator shall conduct a further investigation under the direction of the Executive Director;	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	1
257-X-5-.04	Investigation	2. At the conclusion of the investigation, the investigator shall submit a report to be reviewed by the investigative committee, which has the authority to act on the report.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.04	Investigation	3. The investigative committee shall send written notification to the complainant and the court reporter of any action it decides to take in response to the investigative report.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.04	Investigation	(c) If the committee determines that an investigation is not warranted, the Executive Director may close the investigative file. The Executive Director shall notify the complainant and the court reporter against whom the complaint was made that the investigation has been closed.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	1
257-X-5-.05	Board Action Following Investigation	The investigative committee shall have the power to act on the report of the investigation as follows:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.07	Formal Disposition Of Contested Cases	(1) At least thirty (30) days prior to the administrative hearing, a notice of hearing and a copy of the charges shall be served on the applicant or	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		licensee via personal service or registered or certified mail to the last known address for the applicant or licensee on file with the Board. If service of process is refused or unclaimed, and the certified mail receipt or the return of the person serving process so indicates, the board may serve the document by firstclass mail addressed to the licensee or other person at his or her last known address as shown in the Board's records. Service shall be deemed complete three (3) days after the depositing of same in the United States mail.		
257-X-5-.07	Formal Disposition Of Contested Cases	(2) The Board’s complaint may be amended prior to the hearing, but no amendment shall be permitted on fewer than thirty (30) days’ notice which is not germane to the initial charge or charges or which materially alters the nature of any offense charged in the initial complaint.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.07	Formal Disposition Of Contested Cases	(3) Requests for subpoenas shall be filed with the Board at least fifteen (15) days prior to the hearing along with the appropriate subpoena-processing fee. Any expense for service by a sheriff, process server, or other entity shall be the responsibility of the party requesting the subpoena. Any expenses incurred relative to subpoenas requested by a respondent, either for witnesses or related to production of documents, are the responsibility of the party requesting the issuance of said subpoena.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.07	Formal Disposition Of Contested Cases	(4) The hearing shall be conducted by a hearing officer appointed by the Board in accordance with the hearing procedures set forth in the Alabama Administrative Procedure Act, Section 41-22-1, et seq., Code of Ala. 1975. The hearing officer shall have the authority to perform those acts set forth in Section 41-22-12(c), Code of Ala. 1975, and shall rule on all questions of evidence and procedure, notwithstanding any other provisions of these rules to the contrary. All testimony provided at the hearing shall be under oath, and a record of the proceeding shall be transcribed by a court reporter scheduled by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
257-X-5-.08	Informal Disposition Of Contested Cases	(1) Complaints or controversies may be considered and resolved by the Board or Board designee through informal conferences, meetings, or other informal means. Such informal measures shall be held without prejudice to the right of the Board thereafter to institute formal proceedings based upon the same or related material if circumstances so warrant.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.08	Informal Disposition Of Contested Cases	(3) A majority of those members on the Board present and voting on any matter shall decide that matter before the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.08	Informal Disposition Of Contested Cases	(4) Decisions of the Board approving the informal disposition of a contested case or denying approval of an application for licensure or renewal or reinstatement of a license shall be in writing in the form of an order. The Board’s final order shall be rendered within thirty (30) days of the date of its consideration of the informal disposition of the contested case or the application for licensure or renewal or reinstatement of a license. A copy of the Board’s final order shall be mailed to the applicant or court reporter by certified mail, return receipt requested, with a copy of the order delivered to the court reporter’s attorney by first class mail.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.09	Decisions Of The Board	(3) A majority of those members on the Board present and voting on any matter shall decide that matter before the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.09	Decisions Of The Board	(4) The decisions of the Board shall be in writing in the form of an order, which shall be made part of the record and include findings of fact and conclusions of law specifically stated. The Board’s final order shall be rendered within thirty (30) days of the date of receipt by the Board of the hearing officer’s recommended order. A copy of the Board’s final order shall be mailed to the court reporter by certified mail, return receipt requested, with a copy of the order delivered to the court reporter’s attorney by first class mail.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.09	Decisions Of The Board	(5) The decisions of the Board shall be subject to public dissemination; i.e., mass emails, website, newsletter, newspapers, etc.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
257-X-5-.10	Application Following Denial Of Licensure	(1) Application for a license following denial of licensure shall :	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.11	Reinstatement Of A Revoked, Suspended, Or Expired License	(2) Shall be made according to forms and guidelines provided by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.11	Reinstatement Of A Revoked, Suspended, Or Expired License	(3) Applicants for reinstatement of revoked or suspended licenses are required to have paid all current and past due fees and fines to the Board. In addition, applicants for reinstatement of a revoked license must meet all current certification requirements, including passage of the Written Knowledge and skills examinations, and any additional requirements imposed under the Board’s rules.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.11	Reinstatement Of A Revoked, Suspended, Or Expired License	2. Shall be made according to forms provided by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.11	Reinstatement Of A Revoked, Suspended, Or Expired License	3. An expired license may not be reinstated until the court reporter has paid all delinquent fees and met all current certification requirements, including passage of the Written Knowledge and skills examinations, and any additional requirements imposed under the Board’s rules.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.11	Reinstatement Of A Revoked, Suspended, Or Expired License	(3) An affirmative vote of a majority of the members of the board is required to reinstate a revoked, suspended or expired license.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.11	Reinstatement Of A Revoked, Suspended, Or Expired License	(4) Applicants for reinstatement of a revoked or suspended license must pay a reinstatement fee.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.11	Reinstatement Of A Revoked, Suspended, Or Expired License	(5) Applicants for reinstatement of a revoked or suspended license must complete 0.5 Continuing Education Units (CEUs) for each renewal year the applicant has failed to renew the license, unless otherwise specified in the Board’s final order revoking or suspending the court reporter’s license.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
257-X-5-.12	Conflict And Bias	(1) No Board member who has a disqualifying conflict or bias against an applicant or licensee shall participate or vote in the consideration of any application, information disposition of a contested case or any disciplinary proceeding before the Board concerning the applicant or licensee.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	1
257-X-5-.12	Conflict And Bias	(2) Any challenge to a Board member’s participation based upon any alleged conflict or bias shall be filed within the time set for the filing of motions as established by the hearing officer. Any such challenge shall be accompanied by an affidavit(s) stating with specificity the basis for the alleged conflict or bias.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	2
257-X-5-.13	Reconsideration	(3) Such requests should include, by written memorandum or brief, the detailed basis for such reconsideration. The opposing party shall have the opportunity to present a written reply memorandum or brief challenging such basis within thirty (30) days from the submission of the request for reconsideration.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.13	Reconsideration	(4) The Board shall review the written arguments of the parties at its next regular or special meeting and, based upon such review, determine in its discretion by a majority vote of those members on the Board present and voting on such matter, whether to sustain its previous decision or grant such relief from the decision as may be appropriate. In reviewing the request, the Board may, at its sole discretion, hear further oral argument or new sworn testimony or suggest supplemental responses. The Board shall render a written order setting forth the determination of the Board within thirty (30) days of the vote reflecting the decision of the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-5-.13	Reconsideration	(5) The filing of the request for reconsideration shall be at the option of the parties and should not be deemed as a prerequisite to, or hindrance of, a party’s right to judicial review of a Board decision in accordance with the procedures provided under the Alabama Administrative Procedure Act, Chapter 22, Title 41, Code of Ala. 1975.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
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 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 for up to thirty-six (36) months.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.01	Continuing Education Requirements	(4) A renewal applicant shall not be required to comply with CE requirements for the first renewal of an Alabama license.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.01	Continuing Education Requirements	(5) Non-Resident Licensees shall comply with the CE Requirements set forth in this Section.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.02	How To Acquire CE Credit	(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 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.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.03	CE Sponsors And Programs	(1) Continuing Education sponsors and programs, as used in this Section, shall mean the following:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.03	CE Sponsors And Programs	(2) All programs shall :	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.03	CE Sponsors And Programs	(3) Each CE program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program, or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluations and revise subsequent programs accordingly.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.03	CE Sponsors And Programs	(c) All programs given by approved sponsors shall be open to all licensed court reporters and not be limited to members of a single organization or group.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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257-X-6-.03	CE Sponsors And Programs	(e) License of Attendance. It shall be the responsibility of a sponsor to provide each participant in a program with a license of attendance or participation. The sponsor's license of attendance shall contain:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.03	CE Sponsors And Programs	(f) The sponsor shall maintain attendance records for not less than five (5) years.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.03	CE Sponsors And Programs	(g) The sponsor shall be responsible for ensuring that no renewal applicant shall receive CE credit for time not actually spent attending the program.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.04	Activities Not Qualifying For CE Credit	(1) Activities that are not acceptable for CE credits include, but shall not be limited to, the following:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.05	Certification Of Compliance With CE Requirements.	(1) Each renewal applicant shall certify, on the renewal application, full compliance with the CE Requirements set forth in the Board's rules.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.05	Certification Of Compliance With CE Requirements.	(2) The Board shall conduct random audits to verify compliance with CE Requirements.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.05	Certification Of Compliance With CE Requirements.	(6) When there appears to be a lack of compliance with CE Requirements, an applicant shall be notified of the same in writing, and the applicant may request an interview with the Board. An interview neither forecloses nor mandates the institution of formal disciplinary proceedings against the renewal applicant by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.06	Waiver Of CE Requirements	(1) Any renewal applicant seeking renewal of a license without having fully complied with the CE Requirements may request a waiver of these requirements from the Board. A request for waiver may be made by filing a renewal application along with the required renewal fee, a statement setting forth the facts concerning non-compliance and request for waiver of the CE Requirements on the basis of the facts stated. A request for waiver shall be made no later than thirty (30) days prior to the renewal date. If the Board finds from the documentation submitted that an extreme hardship has been shown, the Board shall waive	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0

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		enforcement of the CE Requirements for the renewal period for which the applicant has applied.		
257-X-6-.06	Waiver Of CE Requirements	(1)(a) Extreme hardship shall be determined on an individual case basis by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.06	Waiver Of CE Requirements	(b) Extreme hardship shall be defined as an inability to devote sufficient hours to fulfilling the CE Requirements during the application renewal period due to:	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0
257-X-6-.06	Waiver Of CE Requirements	(2) Any renewal applicant who submits a request for a waiver, in whole or in part, pursuant to the provisions of this section, shall be deemed to be in good standing until a final decision regarding the request for waiver is made by the Board.	Ala. Code 1975 §§ 34-8B-1 thru 34-8B-18.	0