

# IMPORTANT NOTICE – ACTION REQUIRED

## PLEASE READ IMMEDIATELY

### Attention Alabama Certified Court Reporters

The annual license renewal period for ACCRs for 2024-2025 is now open. All licenses must be renewed online. You may renew your license at:

<https://www.alabamainteractive.org/abcr/welcome.action>

In order to avoid an interruption in a licensee's ability to work, the license must be renewed by September 30, 2024. **After September 30, 2024, a licensee may not work as a court reporter, nor hold oneself out as a court reporter, until the license is renewed.** Licensees have the ability to renew a license until November 30, 2024, without having to pass a certification test and reapply for licensure. If a license is not renewed prior to November 30, 2024, the license is revoked. After November 30, 2024, any licensee who did not renew the license will be required to pass a certification exam and submit a new application for licensure.

### Renewal month – fee

August-September:	\$200.00
October:	\$240.00
November:	\$280.00

### Important Reminders

1. **Do not renew until you have met the CE requirements.** You are required to certify that you have met the CE requirements upon renewal. Indicating that you have met the requirements when you have not will result in the submission of a fraudulent application and disciplinary action.
2. **You must print your certificate before exiting the system.** After you have inputted your information, a receipt confirmation page will come up. **That page will include a link to access and print your certificate as well as a self-printable wallet-sized licensure card.** You may also print your receipt. Please note that if you do not print your certificate, and you later need a certificate, you will have to request a replacement from ABCR and pay a fee of \$25.00 as provided in the Rules & Regulations.
3. As required by Chapter 257-X-2-.01 of the Rules & Regulations, licensees are required to notify ABCR within 30 days of any address, name, or employment change. Your license renewal information must match the information that is on file with ABCR. If you have had a recent change of address, name, or employment, please make sure you have submitted that information to ABCR prior to renewal, with the required form and fee of \$25.00. A change of information form may be found on the ABCR web site, [www.abcr.alabama.gov](http://www.abcr.alabama.gov), under the Forms tab.

If you have any questions or need any assistance, please contact ABCR at [board@abcr.alabama.gov](mailto:board@abcr.alabama.gov) or by telephone at 334-328-7708.