

HOW TO APPLY FOR
CONTINUING
EDUCATION(CE)
APPROVAL WITH
THE JBCC



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- Online System overview (*what you can do in the system*)
- Contact Information for the Licensing Department



THINGS YOU CAN DO IN THE ONLINE SYSTEM

CE COURSE PROVIDERS:

- Submit your Application
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
- Reset your forgotten password.

CE COURSE ATTENDEES (i.e., licensees)

- Submit your Application
- Update your contact information.
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
- Reset your forgotten password.



RULES AND
PROCEDURES FOR
CE COURSE
APPROVAL



JBCC RULES FOR CE OVERVIEW

- Per section 4.0 of the Judicial Branch Certification Commission (JBCC) Rules:
 - A regulated person must obtain the minimum number of hours of continuing education (CE) for their certification, license, or registration.
 - The regulated person must obtain the required hours with the prescribed time period (i.e., during their 2-year certification, license, or registration cycle).
- **Courses must be relevant to the profession for which it is being offered** (i.e., *court reporter certification, guardian certification, licensed court interpreters, and process server certification*).
- **CE courses must be approved by the JBCC.**
 - Courses not approved by the JBCC cannot be used for renewal purposes.
 - CE providers may apply for approval of their courses.
 - Regulated persons may apply for approval of courses they've attended or will attend.
 - Course approval applications must be submitted no less than 30 days prior to your expiration date.
- **Course providers whose courses we have approved, must issue a certificate of attendance (COA) to their attendees** to prove the person's attendance or completion of all CE activity (of the course taken by the regulated person).
 - The regulated person must maintain a copy of their COA for a period of 3 years from completion of the course.
- **A list of approved courses will be listed on our website via our online licensing system.**



CE INFORMATION
FROM THE JBCC
WEBSITE



CE INFORMATION ON THE JBCC WEBSITE

On the website for each profession we regulate, you can do the following:

- Locate the CE requirements for the profession on the Continuing Education page of each program's website.
- Locate information on applying for CE approval.
- Locate a link to the FAQ's page of each program's website.
- Locate the CE Hour Calculations chart which shows how to convert CEUs to CE Hours, as we do not use a CEU system.
- Access this slideshow for how to apply for CE approval on the homepage of each program's website.
- Access the pdf Guide to Using the Online System, which instructs you on how to do things such as:
 - Track the status of your registration, including seeing which items are still pending.
 - Upload documents to your registration.
 - Update your name and contact information.
 - Withdraw your registration.
 - Reset your forgotten password.



DOCUMENTATION
REQUIREMENTS
FOR CE APPROVAL



DOCUMENTATION REQUIRED FOR CE APPS

- There are only 2 documents required for CE approval purposes:
 - **The course outline.** Outlines should not be more than a few pages.
 - **The speaker's bios.** If you have multiple bios, they must be uploaded as one complete file.
- These 2 documents must be uploaded to your application in PDF, Word, or Excel format only.
- These documents are required from whomever is seeking approval (*i.e., the course provider, or the regulated person*). Regulated persons cannot create their own outlines, it must be the outline issued to them by the course provider.
- **Course outlines must include the following 4 pieces of information:**
 1. **Describe the course content** (*i.e., a brief, but detailed, description of each session of the program*).
 - Listing the names of each session without the detailed descriptions, for example, is insufficient.
 2. **Indicate the time allotted to each segment** (*i.e., the start and end time of each session of the program for in-person courses or listing the duration of each session in quarter hour increments*). See examples below.
 - In-person course example: 8:00-8:15, 9:45-11:30, etc.
 - Online course example: .25 hrs., .50 hrs., .75 hrs., 1.0 hrs., 2.5 hrs., etc.



DOCUMENTATION REQUIRED FOR CE APPS

- Course outline requirements continued...
 3. The date and location of the course. For example:
 - The city and state for in-person courses, or
 - The website address for online courses.
 4. Any special category sessions must be clearly identified. Special categories include the following:
 - For Court Reporter Certification: Ethics and Texas Rules.
 - For Guardian Certification: Ethics and Legislative Update.
 - For Licensed Court Interpreters: Ethics.
 - For Process Server Certification: Ethics.
- **Course materials, samples of certificates, slideshows, etc. are not required.** Please feel free to keep such items for your internal records.



HOW TO ENTER INFORMATION INTO THE ONLINE SYSTEM



ENTERING INFORMATION IN SYSTEM

- For the **Course Location** field of the application:
 - **In-person courses:** enter just the city/cities. Skip the City, State and Zip fields. For non-Texas courses, you must select the state.

Course Contact Information	
Country *	United States ▾
Contact Person *	JANE DOE
Course Location *	Brooklyn
City	
State/Province	NEW YORK ▾
County	Out of State ▾
Primary Phone # - Ext *	█-555-5555
Fax	
Primary E-mail *	█
Web Address	█

- For the **Course Location** field of the application:
 - **Online courses:** enter the website address where the course is offered. Skip the City, State, and Zip field.

Course Contact Information	
Country *	United States ▾
Contact Person *	JOHN DOE
Course Location *	www.myfakececompany.com
City	
State/Province	TEXAS ▾
County	-- Choose One -- ▾
Primary Phone # - Ext *	512-555-5555
Fax	
Primary E-mail *	█
Web Address	



ENTERING INFORMATION IN SYSTEM

- The Course Title must be entered exactly as it appears on your certificate(s) of attendance.
 - Deviation from this can make it difficult for licensees to locate it when they must select it for renewal of their certifications, licenses, or registrations.
- The course's Provider Name must be entered exactly as it is, whenever you apply for CE approval.
 - Deviation from this can make it difficult for licensees to locate all approved courses listed for your organization in our online system. If the name is "Snow White's Education Association", enter that name each time. Do not enter SWEA sometimes, and the full name other times.
- For the Course Type, options are:
 - Seminar (For example, in-person courses).
 - Online. (For example, on-demand courses).
 - Other. (For example, live webinars).
- Enter the name, phone number, and email address of the contact person, not that of the person completing the form.
- Skip the Comments field unless providing information necessary to approve your course that is not already contained on your application or course documentation.
- For Credit Hours, the Non-Ethics and Ethics fields should equal to total number of hours being requested once calculated. For example, you are applying for 10 hours of CE, and 2.5 of those are in ethics, you must enter it this way.

Credit Hours	
Credit Type	Credit Hours
Non-Ethics *	7.5
Ethics *	2.5



HOW TO APPLY FOR CE COURSE APPROVAL



CREATE YOUR ONLINE PROFILE

- CE course providers must create an online profile only when applying with us for the first time.
- Go to the JBCC website and click the link for the appropriate program (i.e., court reporters, guardian certification, licensed court interpreters, and process servers).

Scroll down and click the big, red button to access the online system

Judicial Branch Certification Commission

Home / Organizations / Policy & Funding / Judicial Branch Certification Commission

JBCC HOME

- Register a Guardianship
- Court Reporters Certification
- Court Reporting Firms
- Guardianship Certification
- Guardianship Programs
- Licensed Court Interpreters
- Process Server Certification

WELCOME TO THE JUDICIAL BR



**ACCESS THE JBCC
CERTIFICATION,
REGISTRATION &
LICENSING SYSTEM**

Online System Resources

- [Guide to Using the Online System \(pdf\)](#) 
- [Watch How to Apply for Renewal- Slideshow \(pdf\)](#) 
- [Watch How to Apply for CE Approval Online-Slideshow \(pdf\)](#) 

CREATE YOUR ONLINE PROFILE

- CE course providers must create an online profile only when applying with us for the first time.
- Go to the JBCC website and click the link for the appropriate program (i.e., court reporters, guardian certification, licensed court interpreters, and process servers).

The screenshot shows the 'Online Certification and Licensing System' interface. At the top, there are navigation tabs for 'Court Reporters', 'Process Servers' (which is highlighted), 'Court Interpreters', and 'Guardians'. Below the tabs, a welcome message reads: 'Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission'. A 'USER LOGIN' section contains input fields for 'Login Name' and 'Password', a 'Forgot Login/Password' link, and a 'Login' button. A note states 'Password is case sensitive.' To the right, a paragraph explains the Process Server Certification program and provides a link to the JBCC website: <http://www.txcourts.gov/jbcc/process-server-certification>. Below this, there are sections for 'Existing Certification' (with a 'Click Here' link) and 'First Time Applicant' (with a 'Click Here' link). A 'Continuing Education Course Provider' section includes a 'Click Here' link. At the bottom, it says 'We accept:' followed by logos for VISA, MasterCard, DISCOVER, and American Express.

SELECTING APPROPRIATE PROGRAM(S)

- On this page, you must select the department for the certification, registration, or license base you wish to offer CE to.
 - You are not required to select all 4, but you can if you intend to offer CE to all of those licensees, or
 - You can just select the one you prefer.

Continuing Education Course Approval Request by a Provider (Process Server Certification) - Preliminary

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply?

- Continuing Education Course Approval Request by a Provider (Process Server Certification)
- Continuing Education Course Approval Request by a Provider (Court Reporter Certification)
- Continuing Education Course Approval Request by a Provider (Guardianship Certification)
- Continuing Education Course Approval Request by a Provider (Court Interpreter)

Reset

Next

CREATE YOUR ONLINE PROFILE

- Fields with a red asterisk are required.
- Enter the provider's information:
 - Provider's Name
 - Skip Federal ID
 - Provider's contact information
- Create your Login Name. This cannot be changed later.
- Create your password:
 - Passwords are case sensitive
 - It must be at least 8 characters long
 - It must contain 1 uppercase letter, and 1 lowercase letter
 - It must contain 1 number
 - It must contain 1 special character such as: #,@,&, etc.
- Click **Register** to start the CE approval application. Follow instructions accordingly.

Fields marked with asterisk (*) are required

Continuing Education Course Provider Registration

Provider Information

Provider Name *

Federal ID

Mailing Address

Country *

Address * Apt/Unit/etc.

City * State/Province *

County * Primary Phone # - Ext * Zip *

Fax Primary E-mail * Alternate Phone # - Ext

Alternate E-mail

Online Account Information

Login Name *

Password * Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.

Re-type Password *

HOW TO GET TO THE CE APPROVAL APPLICATION

If you already have a profile, you must do the following:

1. Login to your profile
2. Click the **CE Approval Request** button on the **What Do You Want to Do** menu. After that, you will be taken the application, and follow the instructions from there.
3. Click on the tab for the appropriate program. See sample to the right.

The screenshot shows the 'Online Certification and Licensing System' interface. At the top, there are navigation tabs for 'Court Reporters', 'Process Servers' (which is highlighted), 'Court Interpreters', and 'Guardians'. Below the tabs, a welcome message reads: 'Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission'. A paragraph explains the Process Server Certification program and provides a link to the JBCC website: <http://www.txcourts.gov/jbcc/process-server-certification>. There are three main sections: 'USER LOGIN' with input fields for 'Login Name' and 'Password', a 'Forgot Login/Password' link, and a 'Login' button; 'SITE LINKS' with links for searching for certified process servers, approved continuing education courses, and contact information; and 'Existing Certification' with a link to create an online profile. At the bottom, there are logos for accepted payment methods: VISA, MasterCard, DISCOVER, and American Express.

Online Certification and Licensing System

Court Reporters **Process Servers** Court Interpreters Guardians

Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission

The Process Server Certification program certifies process servers and improves the standards for persons authorized to serve process statewide. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/process-server-certification>

USER LOGIN

Login Name

Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

SITE LINKS

To Search for Certified Process Server: [Click Here](#)

To search for an approved Continuing Education Course for Process Server: [Click Here](#)

For any questions please contact us at processservers@txcourts.gov. For more information, please [Click Here](#)

Existing Certification

Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant

To apply for New Certification: [Click Here](#)

Continuing Education Course Provider

If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

We accept:    

HOW TO GET TO THE CE APPROVAL APPLICATION

(CONTINUED)

To start the application process, you must click on **CE Approval Request** on the **What Do You Want to Do** menu of your profile's home page.

Contact Information

Name: MY FAKE CE PROVIDER
1234 ANYWAY ST.,
DALLAS, TX 75243
Phone #: 214-555-5555
Email: [REDACTED]

WHAT DO YOU WANT TO DO?

[View Pending Online Application\(s\)](#)

[CE Approval Request](#)

[Change Password](#)

COMPLETING THE CE APPROVAL APPLICATION

On the Course Information tab, you must do the following:

- Upload your course outline, and your speaker's bios.

The outline should only be a few pages (at most) and include all required information. **It must be uploaded as one file.**

For the speaker bios, if you have multiple pages, **they must be uploaded as one complete file,** instead of as multiple files.

- Enter the course detail information
- Enter the course contact information and the course location
- Enter the number of hours you are seeking approval for.

Course Information Address Information Questions Attestation

<< Back Next >

Mandatory Required Documents

You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Course outline. It must indicate the time allotted to each segment (i.e., the start and end time of each session of the program for in-person courses or using quarter hour increments for online courses) as well as identity times for breaks and lunch. (Examples of quarter hour increments: .25= 15 min., .50=30 min., .75= 45 min, 1 or 1.0= 1 hr.) It must also include all locations and dates that the course will be offered. Additionally, outlines must include a detailed description of each session of the program and must clearly identify any sessions in special categories, such as ethics, etc	Documents (1)
2	Speaker resumes/credentials. Please provide the resume and credentials for each speaker. If you have multiple resumes to submit please upload them as one complete file versus multiple individual files. For example, scan and upload them as one complete pdf file	Documents (1)

COMPLETING THE CE APPROVAL APPLICATION (CONTINUED)

In this section, enter the course information below in the *Course and Detail Information* section:

Course Title: enter this exactly as it is to, or will, appear on your certificate(s) of attendance.

Deviation from this makes it difficult for licensees to locate it when it's time for them to renew.

Provider Name: enter the name exactly as it appears on your certificate of attendance (for licensees), or as you entered it when creating your CE provider profile..

Deviation from this makes it difficult for licensees to locate it when it's time for them to renew.

Offered Date(s): enter the start and end dates of the course.

Skip the Comments field, unless you're providing information necessary to approve your course that is not already contained on your application or course documentation.

- For online courses offered on-demand, the dates offered are limited to a maximum of a 1-year window. If you wish to offer the course again, you must reapply. You will be assigned a new program number.
- For courses offered on specific dates, CE approval would only be for the dates offered, not to exceed 1-year. If you wish to offer the course again, you must reapply. You will be assigned a new program number.

Course Detail and Information

Program	Process Server Certification		
Course Title *	Court Interpreting from A to Z	Provider Name *	MY FAKE CE PROVIDER
Offered Date *	07/01/2024 to 07/01/2025	Type *	Online
Comments	<div style="border: 1px solid gray; height: 150px;"></div>		

COMPLETING THE CE APPROVAL APPLICATION (CONTINUED)

In this section, enter the course contact information and the course location.

Country: skip if the course is in the U.S.

Contact Person : enter the name attendees should contact for information about the course, their certificates, etc.

Course Location: in this field enter the website address for online courses or enter the city/cities for in-person courses. See examples to the right.

Skip these fields:

- Apt/Unit/etc.
- City and Zip

Requested Credit Hours: enter the number of non-ethics hours sought, or other special categories that may be shown on the page.

Course Contact Information			
Country *	<input type="text" value="United States"/>		
Contact Person *	<input type="text" value="JANE DOE"/>		
Course Location *	<input type="text" value="Brooklyn"/>		
City	<input type="text"/>	State/Province	<input type="text" value="NEW YORK"/>
County	<input type="text" value="Out of State"/>	Primary Phone # - Ext *	<input type="text" value="-555-5555"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value=""/>
Web Address	<input type="text" value=""/>		

Course Contact Information			
Country *	<input type="text" value="United States"/>		
Contact Person *	<input type="text" value="John Doe"/>		
Course Location *	<input type="text" value="myfakececompany.com"/>	Apt/Unit/etc.	<input type="text"/>
City	<input type="text"/>	State/Province	<input type="text" value="TEXAS"/>
County	<input type="text" value="-- Choose One --"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/> <input type="text" value="1"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="myfakececompany@cecc"/>
Web Address	<input type="text"/>		
		Zip	<input type="text"/>
		Alternate Phone # - Ext	<input type="text"/>
		Alternate E-mail	<input type="text"/>

Credit Hours	
Credit Type	Credit Hours
Non-Ethics *	<input type="text" value="7"/>
Ethics *	<input type="text" value="3"/>

COMPLETING THE CE APPROVAL APPLICATION (CONTINUED)

Questions tab:

- You must answer all questions on this page

Click **Next** once completed.

#	Question	Response
4	For online courses only. Describe your security protocols of how you will track the time of those who take the course and how you will confirm the person that applied took the course. *	<input type="text" value="This course will have multi-factor authentication whereby attendees provide their email address and mobile numbers. They login with the"/>
1	Will you be providing this course at locations other than listed in "Course Location and Contact Information " of this application? If Yes, Please provide additional locations. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Please provide a summary of the program in the space below. Do not copy/paste content of the course materials in this field. You must also attach a brochure or course outline to include the content of the program, the presenters, and the time devoted to each segment (in quarter hour increments). Attach a copy of the article, or a synopsis, if seeking writing credit. *	<input "="" type="text" value="Attendees will Learn how to craft a concise and persuasive synopsis that attracts the target audience. Find out the key characteristics,"/>
3	How does this program increase or maintain the skills or competence of a process server? *	<input type="text" value="It will Identify your strengths and weaknesses, brush up on your hard and soft skills, and achieve your goals."/>

COMPLETING THE CE APPROVAL APPLICATION

(CONTINUED)

- The Attestation page.
- You must carefully read all bullets of the attestation page.
- You must check all boxes on the page.
 - The system will not allow you to submit your application if all boxes are not checked.
- You must electronically sign your name, then press the **Tab** button to go to the date field.
- Enter the date, then **press the Tab button to go to the Submit Application button.**
- Press **Enter** to submit your application.

The screenshot shows the 'Attestation' step of a CE approval application. At the top, a navigation bar contains four buttons: 'Course Information', 'Address Information', 'Questions', and 'Attestation'. The 'Attestation' button is highlighted with a dark blue background and a downward-pointing arrow. To the right of the navigation bar is a '<< Back' button. Below the navigation bar is a dark blue header with the word 'Attestation' in white. The main content area has a light gray background and contains the following text: 'You must check the following:'. Below this are several checklist items, each with a checked checkbox. The first item is 'As part of the application process, I understand and agree that:', followed by a bulleted list of six points: 'I have read the JBCC's continuing education rules for court reporters and agree to abide by all the rules and regulations adopted by the Commission.', 'I agree to maintain a list of participants following each CE program specifying the title, date, provider's name, location of the program, number of CE hours for not less than three (3) years.', 'I understand it is my responsibility as the CE Provider to verify attendance at each program and to provide a certificate or other documentation of attendance to each attendee. The documentation should state: a) the name and CE program number of the provider; b) the name, and CSR number of the participant; c) the title of the program; d) the number of hours attended and CE hours earned in each program session (noting sessions in ethics/Texas rules); e) the date and location of the program (i.e., city/state, or website); and f) the signature of the provider.', 'I understand that upon request by the Commission, the Provider must submit additional information to establish compliance with the rules.', 'I understand the Commission, after written notice, may refuse to approve CE credit for any program.', and 'I further understand the Commission may evaluate any Provider of any approved CE program at any time to ensure compliance with the JBCC's continuing education rules.'. The second checklist item is 'I declare under penalty of perjury that the information provided in this application is true and correct.'. At the bottom of the form, there are two input fields: 'Applicant's Name *' with the value 'John Doe' and 'Date *' with the value '05/03/2024'. To the right of the date field is a small calendar icon. At the bottom right of the form is a dark blue 'Submit Application' button and a '<< Back' button.

Course Information — Address Information — Questions — **Attestation**

<< Back

Attestation

You must check the following:

- As part of the application process, I understand and agree that:
 - I have read the JBCC's continuing education rules for court reporters and agree to abide by all the rules and regulations adopted by the Commission.
 - I agree to maintain a list of participants following each CE program specifying the title, date, provider's name, location of the program, number of CE hours for not less than three (3) years.
 - I understand it is my responsibility as the CE Provider to verify attendance at each program and to provide a certificate or other documentation of attendance to each attendee. The documentation should state:
 - a) the name and CE program number of the provider;
 - b) the name, and CSR number of the participant;
 - c) the title of the program;
 - d) the number of hours attended and CE hours earned in each program session (noting sessions in ethics/Texas rules);
 - e) the date and location of the program (i.e., city/state, or website); and
 - f) the signature of the provider.
 - I understand that upon request by the Commission, the Provider must submit additional information to establish compliance with the rules.
 - I understand the Commission, after written notice, may refuse to approve CE credit for any program.
 - I further understand the Commission may evaluate any Provider of any approved CE program at any time to ensure compliance with the JBCC's continuing education rules.
- I declare under penalty of perjury that the information provided in this application is true and correct.

Applicant's Name * John Doe Date * 05/03/2024

Submit Application << Back

CONTINUING EDUCATION COURSE APPROVAL SUBMITTED PAGE.

- Once you've submitted your application, you will be taken to the page shown on the right.
- We recommend that you print the application summary for your records.
- You may logout at this time.

Continuing Education Course Approval Request by a Provider (Process Server Certification) Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Continuing Education Course Approval Request by a Provider (Process Server Certification)** has been submitted. Your online transaction number is **266412**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print application summary: [Click Here](#)

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Mandatory Required Document(s)	N/A	Pending
2	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Return to Home](#) [Logout](#)

ONLINE SYSTEM OVERVIEW



YOUR PROFILE HOME PAGE. SEE YOUR AVAILABLE OPTIONS

- On this page you can do the following:
 - Confirm your Contact Information
 - View your pending applications to
 - See your application's status
 - See which items on your application's checklist are complete and which are still pending.
 - Submit an application for CE approval.
 - Change your Password.
- Logout of your profile

Contact Information

Name: MY FAKE CE PROVIDER
1234 ANYWAY ST.,
DALLAS, TX 75243
Phone #: 214-555-5555
Email: [REDACTED]

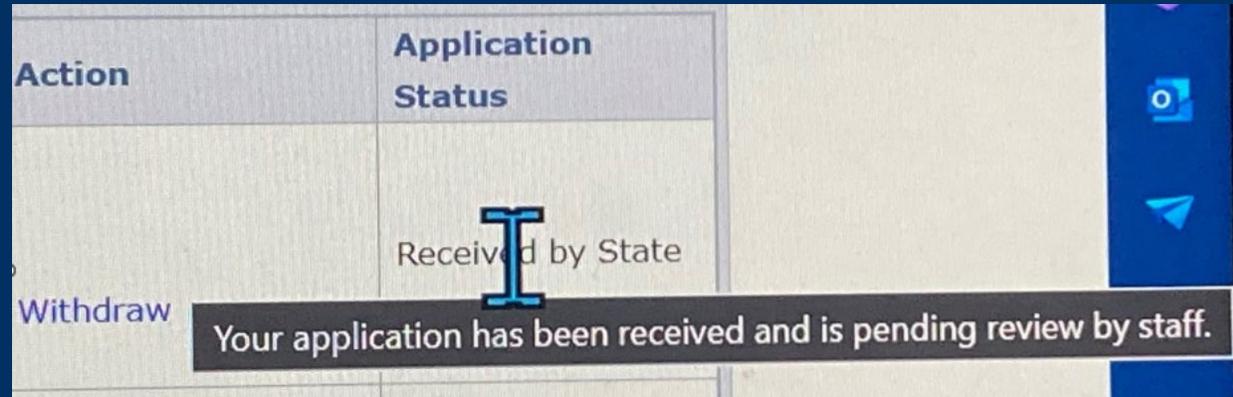
WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- CE Approval Request
- Change Password

THE VIEW PENDING ONLINE APPLICATIONS PAGE

- On this page you can do the following:
 - See the status of your registration form.
 - Hover your mouse's cursor over the status to see descriptive text regarding the status (*i.e., what the status means, and any additional information*). See sample to the right.
 - See your form's transaction number.
 - When corresponding with our office, please provide this number.
 - See the current step of your application.
 - Review and print your application summary.
 - Upload documents to your form by clicking the **View Details** link.
 - Withdraw your application
 - if you started it but did not submit it yet, you will see the Continue Application option under the Action column.

NOTE: Once the form is submitted, only staff can withdraw it.



[Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Continuing Education Course Approval Request by a Provider (Court Interpreter)	Online	266266	01/13/2023	Review by State	Application Summary	View Details	Withdraw	Received by State
Continuing Education Course Approval Request by a Provider (Process Server Certification)	Online	266412				Continue Application Withdraw		Incomplete

THE PENDING APPLICATION DETAILS PAGE

- On this page you can see the status of items that have been completed, or are still pending, such as:
 - See the status of your Mandatory Required Documents
 - Click on the link to see your documents
 - Click on the link to upload any corrected documents
 - Any additional documents you have submitted will be reflected on this page as well.
- Click **Back to Pending Application List**, then click **Return to Home**

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Continuing Education Course Approval Request by a Provider (Court Interpreter)	266266	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Mandatory Required Document(s)	N/A	Pending
2	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Back To Pending Application List](#)

THE PENDING APPLICATION DETAILS PAGE

- To withdraw an application you've not yet submitted, you must do the following:
 - In the Action column, click *Withdraw*.
 - You cannot withdraw it if you do not see *Continue Application* above it as well.A white rectangular box containing two blue text links: 'Continue Application' on the top line and 'Withdraw' on the bottom line.
 - You will see the message in the screen on the top right after clicking *Withdraw*.
 - If you do not see *Continue Application* above it, you will see the message in the screen on the bottom right.
- Click **Back to Pending Application List**, then click **Return to Home**

Are you sure you want to Withdraw Application? Click Ok to continue otherwise click cancel.

OK

Cancel

Your applications is under review by Texas Office of Court Administration. Please contact Licensed Court Interpreter at courtinterpreters@txcourts.gov to withdraw your application.

OK

THE PENDING APPLICATION DETAILS PAGE

- To continue an application you started, but have yet to finish, you must do the following:
 - In the Action column, click *Continue Application*.



- Once you are taken back to the application, click on the tab where you left off, and proceed with your application from there.

Continuing Education Course Approval Request by a Provider (Process Server Certification)

Fields marked with asterisk (*) are required.

Course Information — Address Information — Questions — Attestation

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Mandatory Required Documents

You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Course outline. It must indicate the time allotted to each segment (i.e., the start and end time of each session of the program for in-person courses or using quarter hour increments for online courses) as well as identity times for breaks and lunch. (Examples of quarter hour increments: .25= 15 min., .50=30 min., .75= 45 min, 1 or 1.0= 1 hr.) It must also include all locations and dates that the course will be offered. Additionally, outlines must include a detailed description of each session of the program and must clearly identify any sessions in special categories, such as ethics, etc.	Documents (0)
2	Speaker resumes/credentials. Please provide the resume and credentials for each speaker. If you have multiple resumes to submit, please upload them as one complete file versus multiple individual files file. For example, scan and upload them as one complete pdf file.	Documents (0)

Course Detail and Information

Program:

Course Title *

Offered Date * to

Provider Name *

Type *

Comments

Course Contact Information

ADDITIONAL INFORMATION





**JBCC LICENSING
DEPARTMENT'S
CONTACT
INFORMATION**

- **Court Reporter Certification Department:**

Email:
courtreporting@txcourts.gov

Phone: 512-475-4368, Ext. x

- **Guardianship Certification Department:**

Email:
guardians@txcourts.gov

Phone: 512-475-4368, Ext. x

- **Licensed Court Interpreter Department:**

Email:
Courtinterpreters@txcourts.gov

Phone: 512-475-4368, Ext. x

- **Process Server Certification Department:**

Email:
processservers@txcourts.gov

Phone: 512-475-4368, Ext. 1