

CSR Renewal Checklist

Renewals Submitted by Mail

Complete the CSR Renewal Form. This is where you'll report all of your current contact information (personal and business). Be sure the form is signed and dated.

CE documentation. Attach copies of your certificates of attendance to your renewal form.

CE documentation should contain the following information:

(A) *The name of the provider;*

(B) *The JBCC number assigned to the program;*

(C) *The name and CSR number of the participant;*

(D) *The title of the program;*

(E) *The number of hours attended and/or CE hrs. earned in each program session (noting sessions in ethics/TX rules);*

(F) *The date and location (i.e., city/state or website) of the program; and*

(G) *The signature of the provider.*

Renewal Fee. Submit a check, money order, or cashier's check payable to the Office of Court Administration. Cash cannot be accepted.

All Renewal Submissions

Report 10 hours of approved/eligible continuing education inclusive of 2.5 hrs. in ethics/Tx rules.

CE hours must be reported as actual hours (in quarter hr. increments).

For example: .25=15 min., .50=30 min., .75=45 min., and 1 or 1.0=1 hr.

JBCC Program numbers are required for all reported CE. This should be on your certificate of attendance (COA). If it isn't on your COA you must contact the program provider for a corrected COA. This includes programs provided by NCRA. To obtain this number, the course must have been approved by the Commission. If the provider doesn't seek approval, the responsibility shall be that of the attendee by submitting a course approval application, no later than 09/30, and prior to submission of their renewal application.

Not receiving a renewal notice is not grounds for extension of time to renew or exemption of additional fees. It is your sole responsibility to ensure that you have the forms & information necessary to timely renew your certification. To confirm your expiration date, refer to your certification card or the List of Court Reporters and Firms located on our [website](#).

Refer to the CSR Renewal List on the [Renewals](#) page of our website to track your renewal status. You'll be added to this list after you've been renewed.

For all programs, credit can only be given for actual duration time. If the duration is 1.5 hrs., only 1.5 can be applied towards your renewal even if the provider allowed 3 hrs. of credit.

All CE programs must be approved prior to submission of your renewal. The deadline for CE approval is September 30th. If the course is not approved by the deadline, it cannot be applied towards your renewal and you will be required to use an approved course in lieu of it.