



JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

Court Reporters Certification

Certified Shorthand Reporter CE Approval Form

Please Type or Print Legibly

Please check the appropriate box below.

Program Attendee

Writing an Article

Presenter of Educational Presentation

Submit completed form to:

P O Box 12066, Austin, TEXAS 78711-2066 or 205 W. 14th St., Ste. 600, Austin, TEXAS 78701

(All fields must be completed. Notifications to applicants will be sent via email.)

Name of Requestor:	
Certification Expiration Date:	
Court Reporters Certification Number:	

Mailing Address: (Include city, state, and zip)			
Phone #:		Fax #:	
		Email Address:	

Name of Program Provider:	
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Provider Contact Person:	Provider Phone Number:

Title of Program: <i>(35 characters max.)</i>	
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Type of Program <i>(Check the box that best describes the program you attended or participated in):</i>
<input type="checkbox"/> Program <input type="checkbox"/> E-program <input type="checkbox"/> Training <input type="checkbox"/> Article you wrote <input type="checkbox"/> Program you presented

Date Program Completed:	City & State of Program: <i>(website, if online program)</i>

Complete this section only if you were the program presenter.	
Total # of hours of presentation time:	Total # of hours of preparation time:

Complete this section only if you wrote an article that was published.	
Name of Publication:	Date of Publication:

Total Hours Requested:	#of Ethics/TEXAS Rules Hours Requested:

(Updated: 08/26/14)

Please provide the following information and attach a copy of the program brochure and outline issued by the provider. If you wrote an article, ensure to attach a copy of the article to this form.

Describe the content of the program, the time devoted to each segment, and the presenters.

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How many hours of actual clock time?
(in quarter hour increments)

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How does this program increase or maintain the skills or competence of a certified shorthand reporter?

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- I agree to maintain my CE documentation (i.e., certificates of attendance) for not less than three (3) years.
- I understand it is my sole responsibility to provide the following to the Commission with my form:
 - (a) a copy of my certificate or other documentation of attendance for the program for which I am applying for approval.
 - (b) a copy of the program or other documentation e.g., outline or brochure for the program for which I am applying for approval.
- The certificate or other documentation of attendance should contain the following information:
 - (a) the name and CE program number of the sponsor
 - (b) the name and CSR number of the participant;
 - (c) the title of the program;
 - (d) the number of hours attended and/or 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 I must submit additional information to establish compliance with the rules.
- I understand that the Commission, after written notice, may refuse to approve CE for attendance at or participation in any CE program.
- I understand that I will receive written notice if my request for CE approval is denied.
- I understand the Commission may audit any CSR regarding any approved CE program at any time to ensure compliance with the rules.
- I understand that my CE approval request packet must be complete before it will be considered by the Commission. A complete packet consists of the completed CE approval form and copies of my supporting documentation.

Signature of Applicant

Date