

(Updated: 02/26/16)



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Court Reporters Certification

### Continuing Education Provider CE Approval Form

Please Type or Print Legibly

**Submit completed form to:**

P O Box 12066, Austin, Texas 78711-2066 or 205 W. 14<sup>th</sup> St., Ste. 600, Austin, Texas 78701, or email it to [Continuinged@txcourts.gov](mailto:Continuinged@txcourts.gov). Physical address is for overnight or hand delivery only.

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

<b>Name of Requestor:</b>	
<b>Name of Provider:</b>	<b>Contact Person:</b>
<b>Mailing Address:</b> <i>(Include city, state, and zip)</i>	<b>Email Address:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Title of Program:</b> <i>(Max. of 60 characters)</i>	
<b>Date(s) of Program:</b>	
<b>City/State of Program:</b> <i>(List website if online program)</i>	
<b>Actual Clock Time of Instruction:</b> <i>(In quarter hour increments)</i>	
<b>Total # of Hours Requested:</b>	<b># of Ethics/Texas Rules Hours Requested:</b>

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Please provide the following information and attach a copy of the announcement brochure and course outline which includes a breakdown of session times and descriptions.

**Please provide a detailed description of the program in the space below.** *(Additionally, attach a brochure or course outline to include the content of the program, the presenters, and the time devoted to each segment. Attach a copy of the article, or a synopsis, if seeking writing credit).*

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

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**Additional dates and locations not listed on page 1 of form.**

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- Identify each presenter on a separate sheet and include their credentials.
- 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **Please carefully review the following information**

- **Program Numbers.** These are the numbers assigned by the JBCC to the Provider for a particular program. Please clearly indicate the Texas program number on your certificates of attendance that you issue to your attendees. For example, putting ‘*TX Program Number*’ in front of it. Please do not use spaces, dashes, or symbols in the program number; it must appear on the certificates exactly as it is on the approval notification you receive from our office.
- **Program names.** We find that sometimes applicants do not seem to know the names of the programs they attended. Example: ‘ABCD Midyear Seminar, Food for Thought’. Sometimes they cannot tell which of the title is the actual program name or if it’s the entire name. A suggestion would be to put “title” in the appropriate place. For example, *Title: “ABCD Midyear Seminar, Food for Thought.”*
- **Hours earned for program.** Hours earned for programs must be listed as actual clock hours in quarter hour increments. *Example: .25= 15 min., .50=30 min., .75= 45 min, 1 or 1.0= 1 hr.*
- **Listing clock time of instruction.** Actual clock time of instruction is to be listed as a total; not per session.
- **A complete application packet consists of:** the application itself, the course outline/agenda/brochure, and the speaker resumes/credentials. Copies of the program materials are not needed (i.e., slide show printouts, booklets, etc.).
- **Course outlines** must break down the programs by showing the start/end times of each session, as well as identity times for breaks/lunch. Additionally, outlines must include a description of each session of the program. For online courses, as they tend to be self-paced, please indicate the duration of each session in quarter hour increments.
- When completing your approval request forms, if you have one program in several locations, it is not necessary to complete a separate form for each location. On the approval form, where it requests the location of the program, you will list all locations if it is the same program. A separate form is needed for different programs.
- Please **do not** indicate ‘see attached’, or variations thereof, in lieu of completing the form. All fields on the form must be completed.
- **Program Dates for online programs.**
  - 1) Indicate the specific date(s) the course will be offered (if it’s only to be offered on a certain date or dates),
  - 2) Indicate the date you intend to start the program the program as well as the end date (which can be no more than a year from the start date), **OR**
  - 3) Indicate ‘One year from approval’ (if it’s an ongoing course without a specific start date.)
- **Reporting locations for online programs.** For online courses, please indicate the website address for the program.
- **Electronic Submission of Forms.** If submitting form electronically, please submit your packets as one complete file that contains everything. For example, one pdf document that includes the application as well as all supporting documentation. Please do not submit Zip files. Please do not submit emails with multiple attachments (i.e., the application, outline/brochure/agenda, and speaker resumes/credentials as separate attachments).

**Please submit questions or concerns regarding this process to: [Continuing@txcourts.gov](mailto:Continuing@txcourts.gov). Thank you.**