



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, or email it to 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.)

Name of Requestor:	
Certification Expiration Date:	
Certification Number:	

Mailing Address: <i>(Include city, state, and zip)</i>			
Phone #:		Fax #:	
		Email Address:	

Name of Program Provider:	
----------------------------------	--

Provider Contact Person:	Provider Phone Number:

Title of Program:	
--------------------------	--

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 seminar 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:

Please provide a detailed description of the program. *(Attach a brochure or course outline for teaching or speaking credit, 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 for writing credit):*

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

Signature of Applicant

Date

Please carefully review the following information.

- **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.*
- **A complete application packet consists of:** the application itself, the course outline/agenda/brochure, and the speaker resumes/credentials/bios. You should be able to obtain these items from the provider. Copies of the program materials are not needed (i.e., slide show printouts, booklets, etc.).
- **Course outlines/agendas/brochures** must break down the programs by showing the start/end times of each session, as well as identify 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, must indicate the duration of each session in quarter hour increments.
- Please **do not** indicate ‘see attached’, or variations thereof, in lieu of completing the form. All fields on the form must be completed.
- **Reporting locations for online programs.** For online courses, please indicate the website address for the program.
- **Electronic Submission of Forms.** If submitting forms 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: Continuinged@txcourts.gov. Thank you.