APPLYING FOR CSR RENEWAL IN ONLINE SYSTEM

The screen prints below reflect how to renew your court reporter certification in the online system. The continuing education screens are following the instructions in section VIII of our pdf Guide to Using the Online System on the [home page](#) of our website.

How to Apply to Renew:

Login to your online profile and click the **Renew** link on the **What Do You Want to Do** menu of your home page (as shown below).

Click **Next** on the screen below:

Personal Information tab: Leave the "Preferred Name" field blank (if shown), click **Next** on the screen below:

Address Information tab: Update information, then click **Next** on the screen below:

Education Detail tab. To enter CE courses & upload CE certificates click **Add** on screen below:

You'll be taken to the **Course Detail and Information** page (as shown below). On this page, click on this screen, click the '**Click Here**' link to locate your course(s):

Course Detail and Information - Google Chrome

ⓘ Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ContinueEduDetails.aspx?LicenseeId=101054&LicenseeType=I&CreateApplicationOrNot=Y&BusinessUnitCode=CSR&sessionid=if5muygx...

Welcome KARA EL

Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information
If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *   Court Reporter Certification ▾

Course Title *   [   ]   You must Click Here to choose from list of approved Continuing Education Course.

Completion Date * [   ] 🗓

Provider Name   Course Type

Requested Credit Hours	
Credit Type	**Credit Hours**
Non-Ethics *	
Ethics *	

Close   **Save**

To search for your course(s) you can search by the full (or partial) name of the course title, or the full (or partial) name of the course provider. Sometimes, less is more, so a partial name search may be easier. For example, enter just the first word of the course title in the **Course Title** field. Leave all other fields blank and hit **Search**. In the sample below, we're searching for the "Ethics by Choice or By Chance" seminar by Jeff Justice Seminars. We're only entering the word "Ethics" in the Course Title field and hitting search. The course was found on page 2 of the search results. **NOTE:** You must select the exact seminar you took by clicking on the Course Title. Selecting anything else is misreporting your information. The seminar name on your certificate is the seminar you will report. Also, do not report each session of a seminar you took. Just report the actual seminar.

Course Search - Google Chrome

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/CourseSearch.aspx?LikePopup=Y&BusinessUnitCode=CSR&IsEnabledBusinessunit=false&StatusCode=ACT&sessionid=if5muygxdqn42c0y...

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Fields marked with asterisk (*) are required.

Course Search

Course Search

Program	Court Reporter Certification		
Course Title	Ethics	Provider Name	
Offered Date	to	Type	All

Reset   Search

Search Results

Course Title ▲	Provider Name	Course Offered Date	Location	Hours	Contact Person	Phone
Ethics with Judge Engelhart	TCRA	09-01-2016 to 09-01-2017	,	Total Hours:1.5, Ethics:1.5, Non-Ethics:0		
Ethics- Get a Clue	Jeff Justice Seminars	01-01-2017 to 01-01-2018	,	Total Hours:2.5, Ethics:2.5, Non-Ethics:0		
Ethics Shortcuts Solutions & Humor	Jeff Justice Seminars	01-01-2017 to 01-01-2018	,	Total Hours:10, Ethics:2.5, Non-Ethics:7.5		
Ethics By Choice or By Chance	Jeff Justice Seminars	01-01-2017 to 01-01-2018	,	Total Hours:2.5, Ethics:2.5, Non-Ethics:0		
Ethics w/Judge Engelhart	TCRA	09-01-2017 to 09-01-2018	,	Total Hours:1.5, Ethics:1.5, Non-Ethics:0		
Ethics: To Do or Not To Do in a Deposition	CTCRA	09-23-2017 to 09-23-2017	,	Total Hours:1.5, Ethics:1.5, Non-Ethics:0		

1 2

11-16 of 16 records

When you find your course, **click on the name of it** (which is hyperlinked) to select it. It will now show up on your Course Detail and Information page (as shown below). On this page, you'd just enter the date you completed the course and click **Save**. (Note: the system will automatically reflect the number of hours approved for the course. Uploading your CE certificates will reflect how many hours you obtained for the course).

AOE Online - Google Chrome

▲ Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ContinueEduDetails.aspx?LicenseeId=101054&LicenseeType=I&CreateApplicationOrNot=Y&BusinessUnitCode=CSR&sessionid=if5muygx...

Welcome KARA EL

Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information

If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *	Court Reporter Certification ▾
Course Title *	Ethics By Choice or By Chanc You must Click Here to choose from list of approved Continuing Education Course.
Completion Date *	10/15/2017 🔲
Provider Name	Jeff Justice Seminars Course Type Other

Requested Credit Hours

Credit Type	Credit Hours
Non-Ethics *	0
Ethics *	2.5

Close   **Save**

After clicking **Save**, you'll see the course has been added to your Continuing Education Details.

To upload your certificate, click **Course Certificate (0)**. To get to the **Document Upload** page. Follow the instructions on this page to upload your certificate.

Document Upload - Google Chrome

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/DocumentUpload.aspx?ReferenceType=CDT&XPath=CourseDetailsList&PrimaryKeyName=CourseDetailsId&PrimaryKey=21178&Referenc...

Welcome KARA EL

Fields marked with asterisk (*) are required.

Document Upload

Instructions:
1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

Attach Document(s)	Add
Please click 'Add' to add a new row.	

Close   Upload

When your certificate is uploaded, you'll see it's uploaded when the **Course Certificate (0)** changes to **Course Certificate (1)** as shown on the screen below.

Once all courses are added, click the **Next** button to go to the **Questions tab** of the application (as shown below). Answer both questions on this page, then click the **Next** button.

Attestation tab. Check all boxes. Enter your **Name** then tab over to the **Submit Application** button to submit your application.

Hit the **Submit Application** button to be taken to the **Fee Detail** page.

Fee Detail — browser window

URL: Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/FeeDetail.aspx?ReturnURL=InitialPersonalInformation.aspx#noback

Bookmarks: Apps · APlus · ERS Health-Comparis · JBCC Home · Login - Umbraco - txc · NCSC Member States · Yahoo · Google Play · Messhall Cafe · Other bookmarks
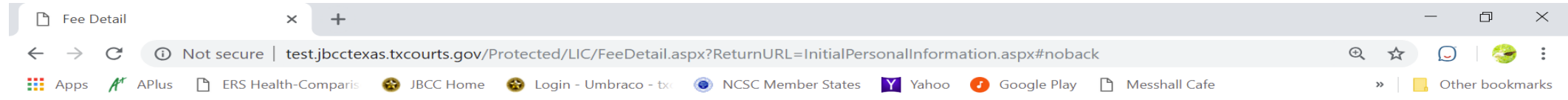
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Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details

Licensing/Certification fee (CERTIFIED SHORTHAND REPORTER)	$200.00
Texas.gov Price*	**$204.76**

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the "Pay Now" button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".
Failure to comply with these instructions may result in multiple charges.

Edit Application   **Pay Now**

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For any questions please contact: Court Reporter Certification (courtreporting@txcourts.gov)

Click the **Pay Now** button and follow the prompts from there to submit your payment. After your payment is submitted, you'll be taken back to the **Confirmation** page of your application. At this point, you can click the links(s) to View/Print your application summary and your payment receipt if you choose.

Click the **Return to Home** button on your Confirmation page to get back to your profile home page. On your home page, click the **View Pending Online Application(s)** link on the **What Do You Want to Do** menu.

Contact Information
Name: KARA EL
1234 DC UNIVERSE BLVD
AUSTIN TX 78701
Phone #: 512-555-3333
Email: COURTREPORTING@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?
View Pending Online Application(s)
Renew
Apply for Exam
Reinstate Certification
Apply for New Certification
Print Receipt
General Fee Remittance
Administrative Penalties
CE Approval Request
Track CE
Change Name

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for **Court Reporter Certification** program.
To switch your login session to a different program for Texas, Judicial Branch Ceritifcation Commission: Click Here

License Information:

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date
CERTIFIED SHORTHAND REPORTER	CSR-10727	ORAL STENOGRAPHY	None	Active	12/30/2018

For questions please email: courtreporting@txcourts.gov. We are closed on State Holidays.

On this page, you'll be able to see the application you just submitted here. This is how you confirm receipt. This is where you'll be able to track the application status. In the **Current Step** column, the status "Review by State" will be reflected. The status remain pending until the application is approved. When the application is processed, you'll be sent an automated email confirmation advising the application has been approved and the application will no longer show up on this page.

If you want to verify the courses you uploaded and see the certificates were attached, click on the **Return to Home** link (shown on the screen above). On your home page, click the **Track CE** button (as shown below).

Here you'll be able to see all CE courses you've reported to the JBCC and the certificates that were attached. **DO NOT ADD CE TO THIS PAGE.** CE is only to be added directly to your renewal applications. If you add any CE to this page, you'll still have to add it to your renewal application next time you apply to renew. To exit your profile, just click on the **Logout** link at the top of your home page.

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Continuing Education Units Detail

Fields marked with asterisk (*) are required.

Return To Home

Entity Information

Name	Mailing Address
KARA EL	1234 DC UNIVERSE BLVD
	AUSTIN, TX 78701
	COURTREPORTING@TXCOURTS.GOV

Continuing Education Details   Add

Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

Course Title	Provider Name	Type	Completion Date	Hours	Course Certificate
Ethics By Choice or By Chance	Jeff Justice Seminars	Other	10/15/2017	Total:2.5, Ethics:2.5, Non-Ethics:0	Course Certificate (1)

Total Continuing education hours :2.5

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