

## 2014 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). Ensure 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 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 hrs. earned in each program session (noting sessions in ethics/TX rules);*

(E) *The date and location (i.e., city/state or website); and*

(F) *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.*

**CRCB 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. Renewals whereby the applicant indicates "NCRA" for the program number will be rejected. 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 prior to submission of their renewal application.

**Not receiving a renewal notice is not grounds for extension of time to renew and/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.

**Forms must be typed.** You can complete forms on our website prior to printing them. You can also submit your renewal data electronically & pay by credit card with Texas.gov. You can get to Texas.gov via the 'Online Renewals' link on the **Renewals** page of our website.

**All CE programs must be approved prior to submission of your renewal.** If at all possible this must be done by September 30<sup>th</sup>. We strongly recommend you do not wait until December to submit your course approval applications as this could result in delays for your renewal and subject you to additional fees.