

THE CSR RENEWAL PERIOD BEGINS SEPTEMBER 15, 2014!

(Refer to the 'Renewals' page of our website for details on renewals/CE requirements.)

- **If you choose to renew via US mail the process is as follows:**

1) Mail your Renewal Form, CE documentation (i.e., certificates of attendance), and the renewal fee to the address indicated on the form and, barring any insufficiencies,

2) your certification card will be issued by the Commission via regular US mail

Renewals are not accepted prior to September 15, 2014. Forms are to be obtained from the 'Forms' page of our website after September 15, 2014. If you cannot access the forms online, you must submit a written request to the Commission to have them sent to you. Form requests may be submitted to (F) 512-463-1117, (E) crbinfo@txcourts.gov, or to our general correspondence address of PO Box 12066, Austin, TX 78711-2066. Form requests are not accepted by phone. Forms will not be available prior to September 15, 2014.

- **If you use the online renewal website, the process is as follows:**

1) Enter your renewal data online,

2) Submit a copy of your online payment receipt and CE documentation to Fax # 512-463-1117 or mail them to PO Box 12066, Austin, TX 78711-2066, and barring any insufficiencies,

3) your certification card will be issued by the Commission via regular US mail.

The renewal window for the online submissions is September 15, 2014 - June 30, 2015. Renewals submitted after 06/30/15 must be mailed to P O Box 13122, Austin, TX 78711-3122 with the appropriate forms, fees and CE documentation.

- **Business Contact Information:** All CSRs are required to provide business contact information. This information will be publicly available. If you do not provide business contact information staff will use your main contact information to satisfy this requirement.

- **Delinquent Renewals.** A person whose certification has been expired for 90 days or less may renew for 1½ times the normally required renewal fee (\$310). A person whose certification has been expired more than 90 days but less than one year may renew for twice the normally required renewal fee (\$410). You are strongly urged not to submit renewals at the last minute. The sooner you submit your renewal the more time you will have to correct any errors that may have been made. If your certification is not renewed within a year of expiration, you will be required to sit for the public CSR exam. Exceptions will not be granted and fees will not be waived, refunded, or transferred. Please refer to section 6.3 of the Commission's Rules for more information.

- **Your certification is not considered renewed until a certification card has been issued and/or your name has been added to the renewal list on our website.** If you do not submit your renewal until the end of December you will not be certified to work on January 1st. Furthermore, until a certification card is issued and/or your name has been added to the renewal list, your expiration date shall remain 12/31/2014. Please refer to the CSR Renewal List located on the 'Renewals' page of our website to track your renewal status as your name(s) will be added to the list after you've been renewed. Be advised that staff will only contact you if there are insufficiencies with your renewal that requires further action on your end.

- **Court Reporters in default on student loans, and/or those with disciplinary actions against them will need to submit their renewals via USPS mail** as supporting documentation must accompany their paperwork before they may be renewed.

- **Please make certain to read the instructions and proof your paperwork before** you submit it to the Commission. Catching/correcting errors beforehand may help to prevent non-renewal, paying additional fees, and/or being required to retake the certification exam.

Updated: 09/29/14

Please be advised that there is no longer an option to get a waiver for obtaining continuing education credit to renew your certification.

FREQUENTLY ASKED QUESTIONS

Q. I have until the postmark date of 12/31 to submit my renewal. If it's postmarked on time will I have to pay any additional fees if for some reason my renewal cannot be processed?

A. Yes. Per section 6.3 of the Commission's rules the renewal fee increases once a certification has expired. If yours expires you are subject to this fee. Also, after 12/31 if you have not been renewed you cannot provide court reporting services until a new certification card is issued, regardless of the postmark date on your papers. This is another great reason not to put off your renewal any longer than absolutely necessary.

Q. How long does it take to process renewals once the Board office receives them?

A. Staff strives to process complete applications within 10 business days of receipt. However, mid-November - December (even January) processing times may exceed the goal we strive for. Another factor to consider is days we're closed (i.e., holidays).

Q. Can you tell me if you have received my paperwork or check on the status of my paperwork?

A. **To receive receipt confirmations** you must submit items using a method that will allow for confirmation on your end. **To track your renewal status** you must refer to the CSR Renewal List on the 'Renewals' page of our website. Status checks will only be accepted by mail, email, or fax and will not be conducted unless deemed necessary by staff, for example, if it has been more than 2-3 weeks since you submitted your items to us. Responses to inquiries will be submitted in writing by mail, email or fax.

Q. Can I renew my certification if I have a criminal history or have been the subject of disciplinary action?

A. It is possible that your renewal application may be denied. Refer to section 3.5 of the Commission's rules for information on these topics.

Q. How many hours of continuing education do we need?

A. Per section 6.6 of the Commission's rules, you are required to obtain 10 hours inclusive of 2 ½ hours in ethics or Tx rules.

Q. Will the program I'm taking will count towards the CE requirements?

If the program in question is not on the list of approved programs on our website you must submit an application for course approval to the Commission for an official determination. The CE approval form is located in the Continuing Education section on the 'Forms' page of our website. The deadline for CE approval is September 30, 2014.