

D. WHERE TO SUBMIT CE

Request CE Credit for a Pre-Approved Event

1. On the [Georgia Courts Registrar](https://gcr.onegovcloud.com) home page, <https://gcr.onegovcloud.com>, login using your username or email and password.
2. On your “My Module” page, click “Events” in the gray menu on the left of the screen. This will take you to the Events page.
3. Select Court Reporters from the gray menu on the left side of the page.
4. Find the event you attended on the list, and then click the Event Title to see more details.
5. Request credit for an event by registering for the event, to register click the “Register” button.
6. When the Special Requirement screen appears click “Complete Registration.”
7. Navigate back to your “My Module” page by selecting “My Module” on the blue navigation menu at the top of the screen.
8. Click the “Documents” button on gray menu on the left of the screen to upload copies of your verification of attendance and Course Evaluation form.

To upload documents, click “Choose New” next to “Document Name”, then select the appropriate document from your personal computer file. Next to “Document Title”, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents. Return to the application page by selecting “My Module” on the blue menu at the top of the page.

9. To request credit for another event, repeat the above steps. You will receive an email once your submissions are approved.

Request Continuing Education Credit for an event that has not been preapproved

1. On the [Georgia Courts Registrar](https://gcr.onegovcloud.com) home page, <https://gcr.onegovcloud.com>, login using your username or email and password.
2. On the gray menu bar on the left of the “My Module” page, click “Events”, locate and click on “Event Management” on the blue navigation menu at the top of the screen, and select “Submit External CE Hours for Approval.”
3. From the “Select Type” menu select “Court Reporters.”

4. Enter all required information (indicated by asterisks), then click “Submit.” Repeat this process for each continuing education course.
5. Navigate back to your “My Module” page by select “My Module” on the blue navigation menu at the top of the screen.
6. Click the “Documents” button on gray menu on the left of the screen to upload copies of your verification of attendance, program schedule or agenda, outline of subjects covered, and a Course Evaluation form.

To upload documents, click “Choose New” next to “Document Name”, then select the appropriate document from your personal computer file. Next to “Document Title”, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents. Return to the application page by selecting “My Module” on the blue menu at the top of the page.

7. To request credit for another event, repeat the above steps. You will receive an email once your submissions are approved.

Forms and information can be found on the Board of Court Reporting Website:
<http://bcr.georgiacourts.gov>

NOTE: Reporters SHOULD keep a copy of all items submitted for their records. Discrepancies in the information provided shall be resolved by the CRTC. Incomplete requests will be denied.