



Continuing Education Manual

For Georgia Certified Court Reporters

Court Reporters Training Council

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PART I. IMPORTANT CE INFORMATION

A. STATEMENT OF PURPOSE

The Court Reporters Training Council (CRTC) was created by rule of the Board of Court Reporting of the Judicial Council of Georgia to devise and implement procedures and standards for mandated continuing education. (See Article 8 of the Rules and Regulations of the Board of Court Reporting of the Judicial Council of Georgia.) All reporters licensed to practice verbatim court reporting in Georgia are required to comply.

The objectives of the CRTC are to:

1. Promote the highest possible standards in the court reporting field.
2. Promote education and the use of new technology and skills directly related to court reporting.
3. Broaden the perspective and approach toward the responsibilities and functions of the profession.
4. Encourage each court reporter's growth as a professional.
5. Promote interaction and exchange of ideas among court reporters in a professional educational setting.
6. Provide a diverse selection of continuing education options for court reporters.

B. DATES TO REMEMBER

- January New year begins for the 10-hour CE requirement.
- Suspension of CCRs who did not complete the previous year's CE requirement. Revocation of individuals who were suspended and not reinstated by the close of the previous year.
- March **Deadline** for submission to the BCR of **renewal forms and fees.**
- April Suspension of CCRs who did not renew their licenses.
- December **Deadline** for submission to ICJE of 10 hours of **continuing education** to fulfill the annual CE requirement.

C. LISTING OF ACRONYMS OR TERMS

BCR	Board of Court Reporting
CCR	Certified Court Reporter
CE	Continuing Education
CRTC	Court Reporters Training Council
GCCRA	Georgia Certified Court Reporters Association
GSRA	Georgia Shorthand Reporters Association
ICJE	Institute of Continuing Judicial Education
LEAP	Learning Essentials About Professionalism
NCRA	National Court Reporters Association (stenotype/machine shorthand)
NVRA	National Verbatim Reporters Association (stenomask/voice writer)

Certificate Designations by NVRA:		Certificate Designations by NCRA:	
CVR	Certified Verbatim Reporter Certificate of Merit	CBC	Certified Broadcast Captioner
CM	Grand National Speed Champion	CCP	Certified CART Provider
GNSC	National Speed Champion	CLVS	Certified Legal Video Specialist
NSC	Past National Speed Champion	CMRS	Certified Manager of Reporting Services
PNSC	Realtime Verbatim Reporter	CRI	Certified Reporting Instructor
RVR		CRR	Certified Realtime Reporter Master Certified Reporting Instructor
		MCRI	Registered Diplomat Reporter
		RDR	Registered Merit Reporter
		RMR	Registered Professional Reporter
		RPR	Reporter

D. WHERE TO SUBMIT CE FORMS – ICJE INFORMATION

EMAIL CE Credit Hour submissions to:

CRCE@gaaoc.us

For forms and information:

ICJE Court Reporters Website: <http://icje.uga.edu>
(click on “Court Reporters”)

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 returned.

PART II. RULES

A. CE Training Requirements

1. CE Requirement for Newly Certified Court Reporters

Each newly certified court reporter shall be required to take the first Learning Essentials About Professionalism Seminar (LEAP Seminar) authorized by the Board after their certification.

2. Annual CE Requirement

Each certified court reporter shall be required to attend a minimum of 10 hours of approved training per calendar year. However, any reporter issued an initial certificate is not required to acquire credit hours for that calendar year, except that every newly certified Georgia court reporter shall complete the LEAP Seminar required hereinabove.

B. Course Accreditation

1. Continuing Education Subject Guidelines

Classes in the following subjects are generally recognized as contributing to the professional competence of the practicing court reporter and will, in most cases, be approved by the CRTC for CE credit.

a) Ethics and Professionalism

- (1) Knowledge of and compliance with Code of Professional Ethics and Guidelines for Professional Practice (see Georgia Certified Court Reporters Handbook);
- (2) Professional demeanor and ethics as relates to lawyers, judges, fellow reporters, court personnel, witnesses and litigants.

b) Professional Business Practices

- (1) Shorthand/machine shorthand/voice writer skills;
- (2) Transcript production skills;
- (3) Management skills (e.g., accounting, finance, marketing, personnel, tax, insurance, and contracts);
- (4) Business entities (e.g., partnership, corporation, LLP);
- (5) Business writing.

c) Legal

- (1) Legal terminology and etymology;
- (2) Trial and appellate procedures;
- (3) Trial and deposition transcripts;
- (4) State and federal rules of discovery;
- (5) Legal revisions affecting reporters;
- (6) Substantive law (e.g., civil litigation, corporate law, criminal law, estate law, family law, workers' compensation);
- (7) Legal research.

- d) Medical
 - (1) Terminology and procedures;
 - (2) Disciplines (e.g., anatomy, pharmacology, physiology, psychiatry, psychology, dentistry, chiropractic);
 - (3) Forensics, DNA.
- e) Technology
 - (1) Realtime reporting, captioning, CART;
 - (2) Computer skills: hardware, software, Internet;
 - (3) Videography, videoconferencing, telecommunications.
- f) Communication
 - (1) Grammar and punctuation;
 - (2) Proofreading and spelling;
 - (3) Vocabulary;
 - (4) American Sign Language;
 - (5) English or foreign language;
 - (6) Regional dialects or colloquialisms;
 - (7) Cultural diversity.
- g) Technical
 - (1) Use of reference materials and libraries;
 - (2) Technical terminology (e.g., products liability, accident reconstruction, aeronautics).

2. Activities NOT Acceptable for CE Credit Hours

Certain activities are not acceptable for CE credit hours. (See also Repetition of Classes.) The following are examples of the types of activities for which CE credit hours will not be awarded:

- a) Attendance at business meetings, conferences, general sessions, or similar meetings called for purposes of elections, policy-making, or program orientation, except that legitimate education and professional development presentations scheduled for inclusion during the course of any of the foregoing shall be entitled to appropriate credit, provided that such presentations comply with the standards for accreditation as set forth elsewhere in these rules;
- b) Entertainment, performing arts, studio arts, and crafts;
- c) Recreation, exercise, and physical therapy;
- d) Tours;
- e) Visiting exhibits and/or vendors;
- f) Home-study book reviews;
- g) Jury duty;
- h) Personal counseling sessions with attorneys, financial consultants, physicians, etc.;

- i) Defensive Driving and similar courses (e.g., 55 Alive, DUI School);
 - j) CPR, First Aid, and similar emergency aid courses (e.g., Heartsaver, Basic Life Support, Disaster Services);
 - k) Repeated submission of courses directed to career development in professions outside of court reporting and related fields;
 - l) Courses at the adult education level not consistent with the Statement of Purpose.
- 3. Credit Hours Allowed**
- Continuing education credit hours are computed as follows:
- a) Preapproved Seminars. CE credit hours may be attained by attendance and participation in seminars preapproved by the CRTC. Credit shall be given on an hour-for-hour basis unless otherwise specified. See the ICJE Court Reporters Website for a list of preapproved activities. It is incumbent upon continuing education providers to seek and obtain this preapproval in a timely fashion, as discussed in Part IV.
 - b) Professional Court Reporting Association Seminars and Adult Education. CE credit hours may be attained by attendance and participation in professional court reporting association seminars and adult education classes. Activities that meet the CRTC guidelines will be approved as follows:
 - (1) Professional Court Reporting Association Seminars
Continuing education activities that are sponsored by professional court reporting associations generally will be accepted on an hour-for-hour basis. Court reporting seminars/workshops held in other states fall in this category. Some exceptions may apply as noted in this Manual.
 - (2) Adult Education Activities
Continuing education activities that are sponsored by colleges or universities, vocational/technical, proprietary, or commercial vendors will be accepted on an hour-for-hour basis. Some exceptions may apply as noted in this Manual.
 - c) College Degree Courses and Court Reporting Schools.
CE credit hours may be attained by attendance and participation in courses offered by accredited universities and colleges toward degrees, and by accredited court reporting schools, which will be approved as follows:
 - (1) Universities and colleges
A court reporter who has enrolled in an accredited university or college and successfully completed an academic or technical subject and received a passing grade of C or better may receive the following credit hours:

One semester course	6 CE credit hours
One trimester course	5 CE credit hours
One quarter course	4 CE credit hours

The following are **NOT** considered for separate credit:

Lab courses that accompany academic or technical subjects, and studio courses (e.g., art, photo, music, dance) where the emphasis is on technique rather than scholastic achievement.

(2) Accredited Court Reporting Schools

A court reporter who has enrolled in an accredited court reporting school and successfully completed an academic or technical subject and received a passing grade of C or better may receive the following credit hours:

A court reporter enrolled full-time will receive 10 CE credit hours per academic term.

A court reporter enrolled part-time will receive 5 CE credit hours per academic term.

d) Certification and Testing

CE credit hours may be attained by Georgia CCRs in the year the following activities are completed. The pertinent date is the date the test was taken, not the date the scores were received.

(1) Attaining a CRTC-approved national certificate designation, such as but not limited to CRR, RPR, RMR (NCRA designations) or CVR, CM, RVR (NVRA designations) - 10 credit hours

(2) Attaining any portion of a CRTC-approved national certificate designation - a balanced fraction of 10 hours such that all portions total 10 credit hours when the achievement is complete

(3) Qualifying on any one section of a speed contest given by a state or national court reporting organization - 4 credit hours on a one-time basis

e) Teaching

Credit hours may be attained by teaching in programs for which CE credit would be awarded to participating CCRs. Teachers shall be given the following credits, on a one-time basis, for conducting a class, seminar, lecture, or panel discussion that meets the CRTC guidelines for court reporter continuing education:

(1) 3 times the CE credit hours ordinarily given to a student for a class when reference materials are distributed;

(2) 2 times the CE credit hours ordinarily given to a student for a class when no reference materials are distributed.

f) National or State Service

CE credit hours may be attained once each year for any one of the following:

(1) Service in an elected or appointed position in a national or state court reporting association or court reporting regulatory agency, 5 hours;

(2) Committee member of a national or state court reporting association or court reporting regulatory agency, 3 hours;

(3) Court reporting related article (500 word minimum) published in a state or national periodical, 2 hours.

Verification must be provided by an independent source.

- g) **Classes with Limited Credit Hours**
Upon review by the CRTC, partial credit may be given for career training in professions other than court reporting and related fields (other than College Degree Courses explained above). Courses may include: real estate, insurance, finance, teaching, etc.
- h) **Home Study Courses**
Credit hours may be attained if the home study course meets CRTC guidelines and satisfies the minimum criteria listed below:
 - (1) Written verification from CE Provider that student completed the course;
 - (2) Course included interactive feedback and/or testing;
 - (3) Providers maintain a record of student participation that can be confirmed separately by ICJE;
 - (4) Provider supplied quantifiable educational contact hours, i.e., CEUs or other nationally recognized unit of continuing education hours.

Credit hours cannot be attained by completing home-study book reviews.
- i) **CE Taken Prior to Georgia Certification**
Courses, tests or other CE activities dated prior to a reporter's initial Georgia certification will not be eligible for CE credit.

4. Repetition of Classes

The CRTC discourages the repetition of a class within a period of three calendar years. However, classes directly applicable to the development of court reporting skills and of sufficient complexity to warrant repetition may be taken a second time within the 3-year period. CRTC review may be required. In most cases, classes repeated within three calendar years will not receive credit. Repetition of a home study class within three calendar years will not be allowed.

C. Requesting CE Credit Hours and Allocation

1. Request for Credit

Within 30 days after attending an educational activity (**or by December 31, whichever is earlier**), request for credit must be submitted by fax or mail to: The Institute of Continuing Judicial Education (ICJE).

Forms are available at the ICJE Court Reporters Website:. A complete request for credit includes the following:

- a) CRTC-1 Request for Credit form;
- b) Verification of attendance as furnished by the CE Provider;
Verification may be in the form of a punch card, a certificate of completion, an NCRA/NVRA transcript, a grade card, a letter from the course provider with original signature, or some other verifiable proof of attendance. The verification must include quantifiable educational contact hours or allow clear computation of CE credit hours according to the guidelines stated in this Manual (i.e., punchcard with accompanying itemized agenda, transcript/grade report for completion of a college degree course, etc.).
The pertinent date of a CE course shall be the date the course was completed, the date the test was taken (for professional exams and speed tests), or the date the certificate was issued (for home study courses).
- c) CRTC-2 Course Evaluation form, or a reasonable facsimile;
- d) A copy of the program schedule or agenda, if the course was not preapproved by the CRTC; and

- e) A self-addressed, stamped envelope to receive an acknowledgment of receipt and the credit hours allowed. (Optional)

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 returned.

2. Confirmation by the Institute of Continuing Judicial Education (ICJE)

- a) Reporters can review their CE credit hour status at the ICJE Court Reporters Website.
- b) As needed, reporters will be notified of: (1) denial of request for credit; (2) any changes made to the request; (3) significant delay in processing due to the necessity for CRTC review; or (4) issues deemed necessary for clear communication of CE records.

3. CRTC Review of CE Submissions

- a) A court reporter who receives a denial of request for credit from ICJE may appeal in writing to the CRTC within 30 days after receipt of the denial. The appeal should state in detail the reason for disagreement as well as a request for reconsideration. Address: Board of Court Reporting, CRTC Appeal, 244 Washington Street, Suite 300, Atlanta GA 30334.
- b) All CE deadlines remain intact during the review process. Thus, a reporter may need to submit alternate training to satisfy a deadline while the appeal is pending. **No credit will be given until the CRTC renders a decision.**

4. Audit of Attendance Records

The ICJE will, at its discretion, conduct periodic audits to verify attendance records submitted with requests for credit.

5. Falsified Records

In the event that the ICJE is unable to verify the information provided with the request for credit and is satisfied after exercising due diligence to contact course sponsors and the applicant that the information provided is false, both the CRTC and the reporter will be informed that credit is denied. ICJE will forward the suspect information with a full report of the investigative action taken to the BCR for further investigation and possible disciplinary proceedings.

6. Allocation of CE Credit Hours

CE credit hours will be allocated to fulfill annual requirements on a chronological basis. Hours earned in a given year will apply first toward incomplete annual requirements. Once a given year's CE requirement of 10 hours is met, up to 10 excess CE credit hours completed in that year will be applied to the next year's CE requirement. **After these 20 hours have been credited, any additional hours earned will be reported in the year the course was completed.**

D. Compliance with CE Training Requirements

1. Correction of Record

Each reporter carries the responsibility to review his or her CE credit hour status and, if necessary, provide ICJE with information to correct the record. If the deficiency is a matter of having failed to submit evidence of continuing education credits already obtained, the court reporter shall submit proof to ICJE of such CE credits, pursuant to Part II.C.1, which must be postmarked by December 31st of that year.

2. Suspension and Revocation

- a) Failure to Meet Annual CE Requirement

A certificate is automatically suspended for failure to meet the annual CE requirement. Suspension is effective immediately upon noncompliance. A suspended certificate may be reinstated by curing the cause of the suspension before December 31st of the year in which the suspension occurs. If the suspension is not cured by December 31st of the year in which the suspension occurs, the certificate is automatically revoked.

b) **Failure to Meet CE Requirement for Newly Certified Court Reporters**

Any newly-certified Georgia court reporter who fails to complete the LEAP seminar as required shall be automatically suspended and must cease all court reporting. This suspension shall result in automatic revocation if said newly-certified Georgia court reporter fails to complete the next LEAP seminar following suspension.

If the certificate is revoked, the reporter may become certified again only by meeting current certification requirements, and no sooner than the first day of April following the date of revocation. The revoked reporter must also pay a penalty fee as established by the Board.

3. Discipline for Failure To Comply

Failure to comply with the continuing education requirements shall also be grounds for disciplinary action under Article 11 of the Rules and Regulations of the Board of Court Reporting of the Judicial Council of Georgia. Sanctions may be imposed for the following reasons:

- a) Failure to complete required credits within specified time period
- b) Failure to submit required reporting form or proof of compliance
- c) False information on a reporting form

E. Extension of Time to Meet CE Requirements

1. The CRTC may, for extenuating circumstances on a case-by-case basis, recommend to the BCR that an extension of time to meet the CE requirements be granted. Under no circumstances will applications for an extension of time be considered until the reporter has received a Notice of Suspension.
2. No extension of time shall be granted unless written application and supporting documentation are properly submitted (Form CRTC-3). Filing of request will not stay the suspension of a CCR's license to practice. Suspension may only be lifted when the reporter is notified by the BCR.
3. The CRTC shall have 60 days in which to rule on a request for extension of time. The granting of an extension of time to meet delinquent CE requirements may be granted at the discretion of the CRTC and the BCR, and shall be in the manner prescribed by the CRTC or the BCR.

PART III. FORMS

These forms may be copied from the following three pages or downloaded from the ICJE Court Reporters Website:

CRTC-1 Court Reporter Request for Credit

CRTC-2 Course Evaluation Form

CRTC-3 Application for Extension of Time

**COURT REPORTER
REQUEST FOR CREDIT**
To Meet Annual Continuing Education Credit Hour Requirement
for Court Reporters Licensed in Georgia

Requests for CE credit must be submitted by the Court Reporter on this form within 30 days of completion of the CE activity. Downloadable forms are available at the ICJE CR website. Please use a separate form for each event. Refer to the CE Manual for GA Certified Court Reporters for details.

NOTE: Retain a copy for your files. Enclose a self-addressed, stamped envelope for confirmation.

1. FILL IN COURT REPORTER INFO

For Address/Name Changes, place X here (Have you notified the BCR about these changes?)

Name (Last,First,MI):	
Full Address:	
Email:	Phone:
CCR#:	Year(s) for which credit is sought:

I certify by affixing my full legal name that this information and all attachments are correct to the best of my knowledge:

Dated this		day of			Full Name	
	day		month	year		signature or typed name of reporter

2. FILL IN CE ACTIVITY INFO

Number of CE credit hours requested:	
CE Provider (Name, Address):	
Email:	Phone:
Activity Title:	
Activity Location (City, State):	Date Completed:

3. INCLUDE ALL REQUIRED DOCUMENTATION

Required Documentation to accompany this form:

- **Verification of Attendance**
- **Course Evaluation Form**
- **Copy of program schedule or agenda** -- optional if this activity was preapproved by the CRTC

The ICJE CR website posts a current list of educational activities preapproved for Court Reporters. If your activity was not preapproved, make certain to include the following (submit on a separate attachment if necessary):	
<input type="checkbox"/> Actual hours of the activity--attach program	<input type="checkbox"/> Outline of subjects covered
<input type="checkbox"/> Names and qualifications of instructor(s)	<input type="checkbox"/> To whom the program was directed

4. SEND TO ICJE

Please send completed form together with all required documentation to:

ICJE Court Reporting EMAIL: CRCE@gaaoc.us	DO NOT MAIL OR FAX
--	---------------------------

ICJE CR Website: <http://icje.uga.edu> (click "Court Reporters") Voicemail: 706-369-5818 Email: CRCE@gaaoc.us

COURSE EVALUATION FORM

To Accompany the Court Reporter Continuing Education Request for Credit

Send evaluation with your Request for Credit form to: The Institute of Continuing Judicial Education. See CRTC-1 Request for Credit form for the ICJE contact information.

CE Provider:
Title of CE Activity:
Location and Date of Training:

PRESENTER & TOPIC RATING: Please list each presenter/topic; then rate each in three categories by placing an X over the appropriate number. “1” is the LOWEST rating. “5” is the HIGHEST rating.

Presenter/Topic	Disorganized to Organized					Dull to Interesting					Of Little Use to Helpful				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
a.															
b.															
c.															
d.															
e.															
f.															
g.															
h.															
i.															

FEEDBACK: Read the following questions and give brief answers. Your first impressions are best.

What were the strengths and weaknesses of this program?

<i>Strengths:</i> 	<i>Weaknesses:</i>
-----------------------------------	------------------------------------

Use the space below to give your comments concerning anything not covered above. What topics should be addressed in future training for court reporters?

No CE penalty for constructive criticism.

___ Place X here if more comments on back

APPLICATION FOR EXTENSION OF TIME

(For Use after Receipt of a **Notice of Suspension**)

Name (Last, First, MI): _____

Street Address: _____

City, State, Zip: _____

Telephone No: Office () _____ Home () _____

CCR# or E# _____ Calendar year in which CE credit hours were not earned: _____

REASON FOR REQUEST FOR EXTENSION OF TIME: _____

PROPOSAL FOR MEETING DELINQUENT REQUIREMENTS AND COMPLETION DATE (be as specific as possible):

Attach any supporting pertinent documentation you feel the CRTC should review before making a decision on this application.

Mail this form to: Court Reporters Training Council, Suite 300, 244 Washington Street, SW, Atlanta, GA 30334-5900

DO NOT WRITE BELOW THIS LINE

ACTION BY THE CRTC IS AS FOLLOWS:

Date	Action Taken	Initial

CRTC-3

INSTRUCTIONS FOR PREAPPROVAL AS A CONTINUING EDUCATION PROVIDER

For use by organizations or individuals who conduct training
appropriate for court reporters

Via Email, submit the completed form and documentation
90 days in advance of the CE program to the
Georgia Court Reporters Training Council (CRTC) at:

Email: CRCE@gaaoc.us

**ICJE CR Website: <http://icje.uga.edu/>
("Court Reporter Training" menu)**

INSTRUCTIONS FOR PREAPPROVAL AS A CONTINUING EDUCATION PROVIDER

A. Evaluation Criteria for CE Provider

The CRTC shall use the following criteria to evaluate any applicant who wishes to become a continuing education provider. An applicant shall:

1. Have either substantial recent experience in offering continuing education or demonstrated ability and desire to organize and present effective continuing education to best serve the needs of the court reporter;
2. Be financially responsible, stable, reliable, and ethical;
3. Maintain records of completion for each licensee attending a continuing education course, which shall be available to the CRTC for purposes of inspection;
4. Provide sound and up-to-date programs consistent with the guidelines for CE objectives and subject matter set forth in the *CE Manual for Georgia Certified Court Reporters*;
5. Provide courses that are clearly and truthfully described in written material;
6. Provide qualified instructors who utilize effective teaching methods;
7. Maintain a high quality of instruction;
8. Ensure that the instruction satisfies the announced objectives;
9. Participate in identifying the needs of the users and the reporters;
10. Allow periodic audits of preapproved classes by a representative of the CRTC. *Any approved course by ICJE can be subject to a recommendation of a course audit at any time by ICJE to the Court Reporting Training Council (CRTC). These audits allow the ICJE, GCRA, and provider to maintain a constant awareness of the current curriculum as it relates to both the providers' and court reporters' needs. If you have any questions regarding to the course audit process please contact the Records Manager at ICJE;*
11. Notify ICJE of changes to contact information, course schedules or course content.

B. Standards for Program Preapproval (annual renewal required)

Each proposal for a CE Program should be submitted with form CRTC-4, 90 days prior to the date of training, to: CRCE@gaaoc.us . ICJE staff will notify you that your application is

under review upon receipt, and will notify you when final approval has been granted. The proposal should contain or provide:

1. Information regarding registration;
2. Whether the CE Provider is seeking one-time approval or approval for the calendar year;
3. A statement of the activity's learning objectives, with a description of what the reporter will be better able to do as a result of taking part;
4. Instructors thoroughly versed in the substantive contents of the topic;
5. A lesson plan that details specific objectives, activities, and assessments that will be presented and utilized during the course. A lesson plan template has been provided on the ICJE website. Providers are not required (though they are strongly encouraged) to use the template, but application materials must fulfill all of the following requirements:
 - a) List the title of the course
 - b) List the objectives covered (see Part II section B of the *Continuing Education Manual for Georgia Certified Court Reporters* for the approved subject guidelines)
 - c) A list of all informational and visual materials used for the course. This included textbooks, computer programs, worksheets, PowerPoint presentations, etc.
 - d) An outline of the activities planned for the lesson with information on the structure of the activity (lecture, worksheet, group work, etc.), which subjects that activity focuses on (commas, spelling, organizing spreadsheets, etc.), and how the instructor will assess student engagement and comprehension (graded worksheets or exams, Q&A, discussion, group presentations, etc.) Please note that a written exam is not required for live courses, but there must be some means for the instructor to gauge the student's understanding of the course material.
6. Evidence that the course activities require student engagement and understanding on multiple cognitive levels as outlined by Bloom's Taxonomy. Information on Bloom's Taxonomy is referenced on the ICJE website under CE Provider Resources.
7. Copies of all visual aids to instruction, PowerPoint presentations, worksheets, forms, etc. for emphasis and clarification. Please note that any provider created materials that utilize outside sources must provide a bibliography. All sources used should be reputable and verifiable sources. For information on how to effectively evaluate and cite sources, please see the Resources link under the CE Provider section of the ICJE website;
8. A course evaluation form for participants to assess the effectiveness of the instructional activity (e.g., CRTC-2);
9. A setting physically suitable to the educational activity of the course, with a suitable writing surface provided where necessary;

10. A written record evidencing successful completion of the course to be provided to each reporter, with a separate copy to be retained by the CE Provider for a period of 3 years. The attendance verification may be a certificate, a letter from the provider, an attendance punch card, or other documentation reviewed and agreed upon by the sponsoring organization and the Court Reporters Training Council. It must include . . .

- a) The name of the sponsoring organization;
- b) The name of the course;
- c) The name of the participant;
- d) The signature of the CE Provider (optional for punch cards);
- e) The number of educational contact hours or CEUs earned (for punch cards, punches corresponding to sessions attended);
- f) The date of completion.

Note: It is the responsibility of each individual reporter to submit the Verification of Attendance information to ICJE with a Request for Credit. If the CE Provider wishes to submit a list of attendees and the hours completed to ICJE as a courtesy, it is helpful.

11. Annual renewal is required for each successive year's approval of a course. The ICJE will inform CE Providers when submissions for the new year will be accepted and the sponsoring organization shall submit the CRTC-4 Request for Preapproval form at that time for renewal of identical programming for the following calendar year. If the course is unchanged, no additional paperwork is required, unless requested by the CRTC. Note that court reporter participants will not receive credit toward their annual CE requirements for repeating the same course.

C. Correspondence Course Standards for Preapproval (annual renewal required)

Because of the independent nature of home study or correspondence courses, additional information is needed for review and accreditation. In addition to the requirements set forth in Part B, above, the sponsoring organization of a correspondence course shall submit the following:

- 1.** Quantification of the educational contact hours, which can be any of the following:
 - a) Certification of CEUs or other nationally recognized unit of continuing education hours;
 - b) A copy of the course with an explanation of recommended creditable hours of study;

- c) Other methodology reviewed and agreed by the sponsoring organization and the Court Reporters Training Council.
2. Evidence that the course includes interactive feedback and/or testing which illustrates accomplishment of the requisite educational contact hours and reasonable understanding of the material.
3. Statement of the methodology by which the sponsoring organization substantiates the authenticity of the student's work, such as a dated signature certifying that the test or homework was accomplished by the student of record.
4. Annual renewal is required for each successive year's approval of a course. The sponsoring organization shall submit the CRTC-4 Request for Preapproval form by October 1 for renewal of identical programming for the following calendar year. If the course is unchanged, no additional paperwork is required, unless requested by the CRTC. Note that court reporter participants will not receive credit toward their annual CE requirements for repeating the same course.

D. Participant Evaluation of Continuing Education Courses and Providers

A written course or curriculum critique form shall be provided to each reporter and required to be completed by each reporter at the end of each course or seminar/workshop. Form CRTC-2 may be used. Where possible, preprint the "Request for Credit" and "Evaluation Form" with the CE Provider information (i.e. name, address, phone number, location, and name of event).

E. Submitting the Application and the Approval Process

Please be aware that our submission process has changed to reflect a new and entirely paperless system. While the guidelines and requirements remain largely the same, it is no longer required nor is it preferred that applications be submitted via mail. Instead, we ask that you follow these guidelines whenever possible:

1. Download the CRTC-4 Request for Preapproval form as linked from the following address: <http://icje.uga.edu/ceproviderinfo.html>
2. Fill out the application within either Microsoft Word or WordPerfect (see instructions below) rather than printing it off and filling it out as you have in the past.
 - a) If you are using Microsoft Word all you have to do is open the file which is already a Word document (.doc file) and save it again as a .doc file once you're finished to submit it.
 - b) If you are using WordPerfect please download the file and save it to your computer as a .doc file. Then close the screen and open WordPerfect (in either WordPerfect mode or Microsoft Word mode) and open the document as you saved it into WordPerfect. Edit it in WordPerfect and then save it as a WordPerfect file (.wpd). Do NOT try to

convert it back to a .doc file as that is unnecessary and may damage the formatting. We can work with either Word or WordPerfect files so either is fine!

- c) No matter which format you use *please do not change the formatting* (e.g. font, structure) aside from how it naturally changes to expand as you type. For example, if you have a very long email address and are afraid it won't fit in the box provided, just type it in. The box will naturally expand to fit. Do not try to manually change the size of the box yourself. Also, if for instance you have trouble reading the form, please do not try to make the font bigger. Instead, click "View" on your menu bar, and go to "Zoom." Then zoom in until you can read and edit things clearly.
3. When you've filled it out completely, save the document with your name as the vendor. *For example, if we at ICJE were requesting preapproval, we would save it as ICJEPreapprovalApplication.doc*
4. Then attach the application in an email to: CRTCPreapproval@icje.law.uga.edu
5. There are four additional documents requested, namely a course agenda and schedule, a list of the speakers and their qualifications, a sample course evaluation form, and a sample certificate of completion. Feel free to attach these documents as well. However, if that is not possible, you are welcome to send those separately via regular mail to the address provided on the opening page of these Instructions for Preapproval. If you choose to submit the additional materials via mail, you still are welcome to send the application via email, or you may send the application along with the additional documents via regular mail.
6. Once you have submitted your application, you will receive an email acknowledging receipt of the application. If you submit it online, you should receive an email within three business days. If you submit it via mail, please allow up to two weeks for delivery. If you have submitted your application via email and have not received a reply within three business days, please call our office in case we are having email difficulties.
7. Following that, your application will be processed as soon as possible. Once it has been reviewed, you will be notified via email of the outcome; and if your course has been approved, it will be listed on the ICJE CR website within three business days of having been approved.
8. Additionally, if you do not have a set date for your course at the time of preapproval or you are planning courses that will occur later in the year but do not yet have a set date, it is imperative that you notify ICJE of the date of your next planned course as soon as possible.

EMAIL REQUEST FOR COURSE PREAPPROVAL AS A CONTINUING EDUCATION PROVIDER

Must be submitted 90 days prior to first offering of course.

PART A: CE PROVIDER INFORMATION

Official name of sponsoring organization or institution as it will appear on the Verification of Attendance:	
Address:	Phone:
CE Contact Person & Title:	Email address:

PART B: SEMINAR/PROGRAM INFORMATION – Answer the questions below, or attach additional pages that give the following information:

Name of Course:	Date(s) of Course:
Location (city, state, resort):	Approval is requested for calendar year:
Number of educational contact hours in the course:	Participant’s cost to attend the course:
Please check one of the following:	<input type="checkbox"/> Recurring Class <input type="checkbox"/> One-time Class
What makes this course especially suitable for court reporters?	

Please indicate the CRTC objectives embodied in the program by placing a ‘X’ in the appropriate box(es):

<input type="checkbox"/> Promote the highest possible standards in the court reporting field.	<input type="checkbox"/> Encourage each court reporter’s growth as a professional.
<input type="checkbox"/> Promote education and the use of new technology and skills directly related to court reporting.	<input type="checkbox"/> Promote interaction and exchange of ideas among court reporters in a professional educational setting.
<input type="checkbox"/> Broaden the perspective and approach toward the responsibilities and functions of the profession.	

Please indicate the course’s content by placing a ‘X’ in the appropriate box(es):

<input type="checkbox"/> American Sign Language	<input type="checkbox"/> Legal Revisions Affecting Reporters
<input type="checkbox"/> English or Foreign Language	<input type="checkbox"/> Substantive Law (e.g., civil litigation, corporate law, criminal law, estate law, family law, worker’s compensation)
<input type="checkbox"/> Grammar or Punctuation	<input type="checkbox"/> Legal Research
<input type="checkbox"/> Proofreading & Spelling	<input type="checkbox"/> Realtime Reporting, Captioning, CART
<input type="checkbox"/> Vocabulary	<input type="checkbox"/> Computer Skills (Hardware, Software, Internet)
<input type="checkbox"/> Regional Dialects or Colloquialisms	<input type="checkbox"/> Videography, Videoconferencing, and Telecommunications
<input type="checkbox"/> Cultural Diversity	<input type="checkbox"/> Shorthand/Machine Shorthand/Voice Writer Skills
<input type="checkbox"/> Medical Terminology and Procedures	<input type="checkbox"/> Transcript Production Skills
<input type="checkbox"/> Forensics and DNA	<input type="checkbox"/> Management Skills (e.g., accounting, finance, marketing, personnel, tax, insurance and contracts.)
<input type="checkbox"/> Use of Reference Materials and Libraries	<input type="checkbox"/> Business entities (e.g., partnership, corporation, LLP)
<input type="checkbox"/> Legal Terminology and Etymology	<input type="checkbox"/> Business writing
<input type="checkbox"/> Trial and Appellate Procedures	<input type="checkbox"/> Knowledge of and Compliance with Code of Professional Ethics and Standards of Practice
<input type="checkbox"/> Trial and Deposition Transcripts	<input type="checkbox"/> Professional Demeanor and Ethics as Relates to Lawyers, Judges, Fellow Reporters, Court Personnel, Witnesses and Litigants
<input type="checkbox"/> Technical Terminology (e.g., products liability, accident reconstruction, aeronautics)	
<input type="checkbox"/> Medical Disciplines (e.g., anatomy, pharmacology, psychiatry, physiology, psychology, dentistry, chiropractic)	
<input type="checkbox"/> State and Federal Rules of Discovery	

Please email and attach copies of the following:

- | | | |
|-------------------------------|---|----------------------------------|
| Course Agenda and Schedule | List of Speakers and Their Qualifications | Sample Certificate of Completion |
| Sample Course Evaluation Form | Lesson Plan with objectives | Bibliography (as needed) |

Submit to: **CRTCPreapproval@icje.law.uga.edu**
706-369-5843

**For recurring courses, please submit course sites and dates as they become available.
Annual renewal is required for approval in successive calendar years.**

Lesson Plan Template

Title of the Course: _____

Objectives covered: _____

At the completion of this course, the student will (be able to/ better understand/ better apply/ etc)

Resources/ Supplementary Materials (If any computer programs or textbooks are used, please list below. Any worksheets, visual aids, assessments, or presentational materials must be listed below and included in the application packet):

Lesson Outline:

Structure (lecture, worksheet, group activity, etc.)	Subjects Covered (Commas, spelling, organizing spreadsheets, etc.)	Assessment (How do you measure student understanding? Discussion, written assessment, group presentations, etc)