

2016 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:

Course Name:	Date(s) of Course:
Location (city, state):	Approval requested for calendar year:
Number of educational contact hours:	Cost to attend:
Please check one of the following:	<input type="checkbox"/> Seminar <input type="checkbox"/> Correspondence
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):

Promote the highest possible standards in the court reporting field.	Encourage each court reporter's growth as a professional.
Promote education and the use of new technology and skills directly related to court reporting.	Promote interaction and exchange of ideas among court reporters in a professional educational setting.
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):

American Sign Language	Legal Revisions Affecting Reporters
English or Foreign Language	Substantive Law (e.g., civil litigation, corporate law, criminal law, estate law, family law, worker's compensation)
Grammar or Punctuation	Legal Research
Proofreading & Spelling	Realtime Reporting, Captioning, CART
Vocabulary	Computer Skills (Hardware, Software, Internet)
Regional Dialects or Colloquialisms	Videography, Videoconferencing, and Telecommunications
Cultural Diversity	Shorthand/Machine Shorthand/Voice Writer Skills
Medical Terminology and Procedures	Transcript Production Skills
Forensics and DNA	Management Skills (e.g., accounting, finance, marketing, personnel, tax, insurance and contracts,)
Use of Reference Materials and Libraries	Business entities (e.g., partnership, corporation, LLP)
Legal Terminology and Etymology	Business writing
Trial and Appellate Procedures	Knowledge of and Compliance with Code of Professional Ethics and Standards of Practice
Trial and Deposition Transcripts	Professional Demeanor and Ethics as Relates to Lawyers, Judges, Fellow Reporters, Court Personnel, Witnesses and Litigants
Technical Terminology (e.g., products liability, accident reconstruction, aeronautics)	
Medical Disciplines (e.g., anatomy, pharmacology, psychiatry, physiology, psychology, dentistry, chiropractic)	
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: bcr@georgiacourts.gov 404-463-3808

For recurring courses, please submit course sites and dates as they become available.

Annual renewal is required for approval in successive calendar years.