

## **PART IV. INSTRUCTIONS FOR PREAPPROVAL AS A CE 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:** [bcr@georgiacourts.gov](mailto:bcr@georgiacourts.gov)

**BCR Website:** <http://bcr.georgiacourts.gov>

# 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 CE provider. An applicant shall:

1. Have either substantial recent experience in offering CE 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 can be subject to a recommendation of a course audit at any time by the CRTC . These audits allow the CRTC, the BCR, 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 Board of Court Reporting;*
11. Notify BCR 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: [bcr@georgiacourts.gov](mailto:bcr@georgiacourts.gov). 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 BCR 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 BCR 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 CE Provider section of the BCR 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 CRTC. 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 BCR with a Request for Credit. If the CE Provider wishes to submit a list of attendees and hours completed to BCR as a courtesy, it is helpful.**

11. Annual renewal is required for each successive year's approval of a course. The BCR 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 CCR 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 Request for Course as a Continuing Education Provider and the Approval Process**

Please follow these guidelines whenever possible:

1. Download the CRTC-4 Request for Preapproval form from the following address: <http://bcr.georgiacourts.gov/>
2. Fill out the application.
3. Save the document with the vendor name. *For example, if we at BCR were requesting preapproval, we would save it as BCRPreapprovalApplication.doc*
4. Attach the application in an email to: [bcr@georgiacourts.gov](mailto:bcr@georgiacourts.gov)
5. Four additional documents requested, namely 1) a course agenda and schedule; 2) a list of the speakers and their qualifications; 3) a sample course evaluation form; and 4) a sample certificate of completion. Feel free to attach these documents as well.
6. Once you have submitted your application, you will receive an email acknowledging receipt of the application within three business days. If you have not received a reply within three business days, please call our office in case we are having email difficulties.
7. Your application will be processed as soon as possible. Once it has been reviewed, you will be notified via email of the outcome. If your course has been approved, it will be listed on the BCR 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 BCR of the date of your next planned course as soon as possible.