

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 Profile page, click “Events” in the top blue menu bar. This will take you to the Events page.
3. Choose from the list on the left side of the page the category of events from which you will select. (Select Court Reporters)
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, answer questions by checking relevant boxes and typing in other information in the text boxes provided. If you are finished entering information or have no information to enter, click “Complete Registration.”
7. In the blue menu bar at the top of the Profile page, click “Documents” to upload copies of your verification of attendance and Course Evaluation form.
8. To request credit for another event repeat the above steps. You will receive an email once your submissions are approved.

Request CE 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 blue menu bar at the top of the Profile page, click Events, Event Management, 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. In the blue menu bar at the top of the Profile page, click “Documents” to upload copies of your verification of attendance, Course Evaluation form, and copy of the program schedule or agenda.
6. 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.