

# 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):

<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: [bcr@georgiacourts.gov](mailto: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.**