



CONTINUING EDUCATION CYCLE EXTENSION FORM SEPT. 30, 2023

SECTION 1: MEMBER INFORMATION

NAME	NCRA MEMBER NUMBER	DAYTIME PHONE NUMBER
EMAIL ADDRESS	REASON FOR REQUEST	

SECTION 2: EXTENSION GUIDELINES

Please read and check off all boxes to ensure understanding of each guideline:

- I am requesting an extension of my NCRA credential(s) from Sept. 30, 2023, to Jan. 31, 2024, in order to complete my continuing education requirements.
- I understand this extension is ONLY for current certifications and not for the one-year reinstatement period.
- I understand that CEUs and PDCs earned during this period will be applied to my current cycle. If I earn more hours than needed for this cycle, I understand that a maximum of five hours (0.5 CEU/PDC) can be carried over into the next cycle.
- I understand that if I obtain the appropriate amount of units by Jan. 31, 2024, my new cycle dates will be Feb. 1, 2024 - Sept. 30, 2026.
- I acknowledge that if I do not obtain the appropriate number of units by Jan. 31, 2024, my credential(s) will lapse. No extension beyond Jan. 31, 2024, will be granted.
- I am including the \$110 extension fee.

SECTION 3: PAYMENT

The extension fee of \$110 must accompany this request. Please email, fax, or mail your form and payment to the address at the bottom of this form. You will be notified via email once your form has been processed.

Payment method: Check* Visa MasterCard American Express Discover

CARDHOLDER NAME	ACCOUNT NUMBER	EXPIRATION DATE
BILLING STREET ADDRESS	BILLING ZIP CODE	SECURITY CODE

SIGNATURE

**Payable to NCRA in U.S. funds. Returned checks will be charged an additional \$30.*

SECTION 4: SIGNATURE

I pledge to adhere to the extension guidelines contained in this request.

SIGNATURE	DATE
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SUBMIT TO NCRA

Please save the completed form and send via: Email: continuinged@ncra.org Fax: 703-391-0629

Mail: National Court Reporters Association, 12355 Sunrise Valley Dr., Suite 610, Reston, VA 20191

QUESTIONS? Please email continuinged@ncra.org or call 800-272-6272.