



# CONTINUING EDUCATION QUALIFICATION APPLICATION

## SPONSOR INFORMATION

SPONSOR NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

STREET ADDRESS (materials cannot be mailed to post office boxes) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

### SPONSORSHIP CATEGORY (check one)

**\$75** fee NCRA Affiliate State Associations or Non-Profit Associations

**\$125** fee For Profit Reporter Group or Firm/Vendor

Fee includes evaluation of the Continuing Education Program. If your program is pre-qualified, you will receive a letter with a pre-qualification code that should be used on your program certification for attendees.

**Payment method:**  Visa  MasterCard  American Express  Discover  
 Money order  Check\* – check number \_\_\_\_\_

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.*

## SUBMIT TO NCRA

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

Mail: National Court Reporters Association, Office of Continuing Education  
12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191

**QUESTIONS?** Please email [continuinged@ncra.org](mailto:continuinged@ncra.org) or call 800-272-6272.

# PROGRAM INFORMATION

PROGRAM/ACTIVITY NAME

SUBMISSION DATE

Continuing Education Units (CEUs) and Professional Development Credits (PDCs) are awarded in accordance with the *Continuing Education (CE) Program Rules* established by The Council of the Academy of Professional Reporters (CAPR). Credit is awarded based upon content and clock hours of study. Clock hours are measured in 15-minute increments, with a minimum of 55 minutes per session.

Re-qualification is required 3 years after a program has been qualified for credit to determine if it still meets the *standards for continuing education*.

Each session will be evaluated for education content based upon the CE Program Rules and Standards. Sessions which do not demonstrably meet these Rules and Standards will not be eligible for CEU or PDC credit.

## SUPPORTING DOCUMENTATION TO ATTACH TO APPLICATION

- A detailed course description which includes a statement of the learning objectives and which section under Article III of the continuing education rules the course falls
- Presenter bios/qualifications must be attached for each presenter (even if they have been approved to present for a prior NCRA event)
- A detailed description of how attendance/participation is tracked
- Event/program agenda and/or brochure

Title of session	Method of delivery	Hours	Article III/IV section	Instructor/presenter