



NCRA Continuing Education Standards

The National Court Reporters Association (NCRA) has created the NCRA Continuing Education Standards to provide people and organizations with a basis for a mutual understanding of how programs are reviewed. These, along with the CE Program Rules Handbook, encompass not only the standards, but also the policies and procedures for running NCRA's Continuing Education Program. Continuing education includes both NCRA's own programs (webinars, e-seminars, conventions, etc.) and prequalified and approved third-party vendor programs for which we award CEUs and PDCs.

The purpose of NCRA's Continuing Education Program is to prepare participants to meet the standards for recertification. The curriculum includes appropriate content, hours, preparation, and materials to meet the requirements. Continuing education, along with certification, are at the heart of NCRA's mission. Every member will be involved in the program and it is vital that all programs meet or exceed the standards.

Standard I: Educational Objectives

Continuing Education programs comprise both onsite (ex. NCRA Conference & Expo, Business Summit, Boot Camp, Workshops, vendor conferences) and online (ex. webinars, e-seminars) programs.

- a. The Continuing Education programs and courses will include a complete description, along with written learning objectives designed primarily to provide instruction within an eligible topic area (see CE Program Rules, Article III).
- b. Programs will include sufficient content and knowledge to meet the expected learning outcomes.

Standard II: Program Review/Revision

The program solicits and monitors feedback from participants with the intent of improving the program and instructional materials.

- a. Participants are asked to assess both the quality and content of the program and/or materials.
- b. Surveys, evaluations, or in-person feedback are administered to participants during or after in-person sessions and online webinars and seminars.

Standard III: Qualifications of Presenters

The program makes every effort to recruit qualified, capable presenters.

- a. Presenters possess the appropriate combination of relevant educational credential(s), specialized training and/or certification which qualifies them to present their programs.



Standard IV: Marketing

The program does not state or imply continuing education leads to employment, occupational advancement, and/or certification.

- a. The program's website, informational, and marketing materials make only provable claims regarding the approved educational offerings (i.e. program, CEU, presenter(s), and location(s)).
- b. The program outlines the amount of CEUs and/or PDCs awarded for length of program.

Standard V: Attendance

The program publishes a clear policy for participant attendance on its website or marketing material.

- a. The program establishes and verifies attendance for participants for both in-person and online programs.
- b. Attendance verification is established through a variety of methods, including vendor certification, participant tracking, online surveys, and evaluations.
- c. At least 80% of an activity or program must be completed for verification of attendance.
- d. In order to qualify for CEUs, each portion of the activity must be at least 55 minutes in duration, excluding any breaks and non-CEU-eligible content.

Standard VI: Participant Completion

The program publishes a clear policy for participant completion.

- a. Completion of an activity is defined by at least 80% attendance (as defined above) in an activity or program.
- b. CEUs or PDCs are awarded for successful completion of activities and programs.