



CONTINUING EDUCATION SEMINAR ATTENDANCE REPORT

PROGRAM INFORMATION

PROGRAM/ACTIVITY NAME

PROGRAM DATES

LOCATION (CITY, STATE)

CEU CREDENTIALING

Seminar Attendance Reports need to be submitted to NCRA not later than 30 days after the completion of your seminar/convention for proper CEU credentialing. All seminar attendance must be submitted to NCRA electronically. Late fees will be assessed for any attendance report received more than 30 days past the event completion date.

- Seminar Attendance Report 1-30 days late: \$50.00
- Seminar Attendance Report 31-60 days late: \$100.00
- Seminar Attendance Report 61-90 days late: \$150.00

Fees to record attendees will be charges on the following scale:

Number of attendees	Tier 1	Tier 2	Tier 3	Tier 4
1-50	\$50	\$60	\$70	\$5/attendee
51-100	\$60	\$70	\$80	\$250 + \$10/attendee over 50
101+	\$70	\$80	\$90	\$750 + \$20/attendee over 100

Please include the attendance report with this document.

PAYMENT

Select payment type: Visa MasterCard American Express Discover
 Check *Payable to NCRA in U.S. funds. Returned checks will be charged an additional \$30.*

CARDHOLDER NAME

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

BILLING ADDRESS

BILLING ZIP CODE

SIGNATURE

SUBMIT TO NCRA

Please save the completed form and send via:

Email: continuinged@ncra.org

Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

Fax: 703-391-0629

QUESTIONS?

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