



# 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                | \$60   | \$70   | \$80   | \$5/attendee                   |
| 51-100              | \$70   | \$80   | \$90   | \$250 + \$10/attendee over 50  |
| 101+                | \$80   | \$90   | \$100  | \$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](mailto:continuinged@ncra.org)

Mail: National Court Reporters Association, 12355 Sunrise Valley Drive, Suite 610, Reston, Virginia 20191

## QUESTIONS?

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