



# CONTINUING EDUCATION SEMINAR ATTENDANCE REPORT

## PROGRAM INFORMATION

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PROGRAM/ACTIVITY NAME

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PROGRAM DATES

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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
1-50	\$80	\$90	\$7/attendee
51+	\$100	\$110	\$350 + \$24/attendee over 50

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.*

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CARDHOLDER NAME

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ACCOUNT NUMBER

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EXPIRATION DATE

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SECURITY CODE

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BILLING ADDRESS

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BILLING ZIP CODE

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SIGNATURE

Notice: A 3% surcharge will be added to all credit card transactions to cover processing fees. Payments made via check or ACH (electronic bank transfer) will not incur this fee.

## 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.