



CEU ONLINE SUBMISSION VERIFICATION FORM

Use this form, in addition to payment information, with NCRA's online submission process. Submit all requested documentation at one time.

Only one submission per form is permitted. Programs completed on different days will need to be submitted separately, but if more than one webinar from the same vendor, for example, is completed in one day, those webinars can be submitted together.

The individual listed should keep all submission paperwork and supporting documentation for a period of either one year or the certification cycle period, whichever is longer. Be prepared to provide this documentation in the event of an audit.

Attach all supporting documentation in the following order:

1. Completed credit request form
2. Copy of program schedule or agenda
3. Outline of subjects covered (may be in agenda)
4. Verification of attendance/completion
 - Examples: report card/transcript, certificate of completion, letter from instructor/provider, or other documentation
 - Not required if the instructor or provider completes and signs the appropriate section

COURT REPORTER INFORMATION

NAME _____ NCRA MEMBER NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE NUMBER _____

CONTINUING EDUCATION PROVIDER INFORMATION

PROVIDER NAME _____

PROVIDER ADDRESS _____

PHONE _____

SEMINAR, CLASS, OR PROGRAM TITLE _____

SEMINAR, CLASS, OR PROGRAM LOCATION _____

SEMINAR, CLASS, OR PROGRAM DATE _____ START TIME _____ END TIME _____

INSTRUCTION TOTAL HOURS (DO NOT INCLUDE BREAKS, MEAL PERIODS, OR OTHER NON-EDUCATIONAL ACTIVITIES) _____

INSTRUCTOR NAME _____

INSTRUCTOR QUALIFICATIONS _____

REQUIRED SIGNATURES

I certify this information and all attachments to be correct to the best of my knowledge.

INSTRUCTOR OR PROVIDER SIGNATURE _____

MEMBER SIGNATURE _____

SUBMIT TO NCRA

Please save the completed form and submit at NCRA.org/CEUforms.

QUESTIONS?

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