



# CEU CYCLE EXTENSION FORM SEPT. 30, 2018

## SECTION 1: MEMBER INFORMATION

NAME	NCRA MEMBER NUMBER	DAYTIME PHONE NUMBER
EMAIL ADDRESS	REASON FOR REQUEST	

## SECTION 2: EXTENSION GUIDELINES

Please read and check off all boxes to ensure understanding of each guideline:

- I am requesting an extension of my NCRA credential(s) from Sept. 30, 2018, to Jan. 31, 2019, in order to complete my continuing education requirements.
- I understand this extension is ONLY for current certifications and not for the one-year reinstatement period.
- I understand that CEUs and PDCs earned during this period will be applied to my current cycle. If I earn more hours than needed for this cycle, I understand that a maximum of five hours (0.5 CEU/PDC) can be carried over into the next cycle.
- I understand that if I obtain the appropriate amount of units by Jan. 31, 2019, my new cycle dates will be Feb.1, 2019–Sept. 30, 2021.
- I acknowledge that if I do not obtain the appropriate number of units by Jan. 31, 2019, my credential(s) will lapse. No extension beyond Jan. 31, 2019 will be granted.
- I am including the \$99 extension fee.

## SECTION 3: PAYMENT

The extension fee of \$99 must accompany this request. Please fax or mail your form and payment to the address at the bottom of this form. You will be notified via email once your form has been processed.

**Payment method:**  Check\*  Visa  MasterCard  American Express  Discover

CARDHOLDER NAME	ACCOUNT NUMBER	EXPIRATION DATE
BILLING STREET ADDRESS	BILLING ZIP CODE	SECURITY CODE

SIGNATURE  
*\*Payable to NCRA in U.S. funds. Returned checks will be charged an additional \$20.*

## SECTION 4: SIGNATURE

I pledge to adhere to the extension guidelines contained in this request.

SIGNATURE	DATE
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## SUBMIT TO NCRA

Please save the completed form and send via: Email: [continuinged@ncra.org](mailto:continuinged@ncra.org) Fax: 703-391-0629  
Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

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