



# CONTINUING EDUCATION SEMINAR PRE-APPROVAL APPLICATION

## SPONSOR INFORMATION

SPONSOR NAME

NAME OF CONTACT PERSON

TITLE

STREET ADDRESS (MATERIALS CANNOT BE MAILED TO POST OFFICE BOXES)

CITY

STATE

ZIP

DAYTIME PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

## SPONSORSHIP CATEGORY (check one)

### Tier 1

- NCRA affiliate state associations  
0-99 members  
**\$80 annual fee**  
**\$95 event fee**

### Tier 3

- Non-profit reporter associations and schools  
Government agencies and courts  
**\$130 annual fee**  
**\$155 event fee**

### Tier 2

- NCRA affiliate state associations  
100+ members  
**\$100 annual fee**  
**\$115 event fee**

### Tier 4

- For profit reporter groups and schools  
Firm/vendor  
**\$500 annual fee**  
**\$255 event fee**

The annual fee is only charged on the first application submitted in any calendar year.

## ADDITIONAL FEES

- Mailing lists: In order to receive mailing lists, you must return the Mailing List Order Form and Agreement attached. Lists are free for the state in which the event is held; the fee is \$105 for any additional state lists.
- Late fees: Seminar applications must be received 60 days in advance of seminar date. Seminar/event applications received later than 60 days prior to the event will be charged a late fee on the following scale:

Days before event	Tier 1	Tier 2	Tier 3	Tier 4
59-45	\$50	\$60	\$70	\$150
44-30	\$75	\$85	\$95	\$175
Less than 30	\$275	\$275	\$275	\$375

- Refund policy: If your event is cancelled, a written refund request for 50% of the application fee is due 30 days in advance of the event date.
- Change fee: If the date of the seminar is changed for any reason, there will be a \$75 change fee assessed at the time of revision.

## PROGRAM INFORMATION

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PROGRAM/ACTIVITY NAME

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PROGRAM DATES

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LOCATION

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CITY

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STATE

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ZIP

CEUs are awarded in accordance with the [Continuing Education Program Rules](#) established by The Council of the Academy of Professional Reporters (CAPR). Credit is awarded based upon content and clock hours of study. **Clock hours are measured in 15-minute increments, with a minimum of 55 minutes per session. No credit will be awarded for any session less than 55 minutes in duration.**

## SUPPORTING DOCUMENTATION TO ATTACH TO APPLICATION

- A detailed course description which includes a statement of the learning objectives and which section under Article III of the continuing education rules the course falls
- Presenter bios/qualifications must be attached for each presenter (even if they have been approved to present for a prior NCRA event)
- A detailed description of how attendance/participation is tracked
- Event/program agenda and/or brochure

## 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. As of January 1, 2013, 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. Attendance reporting fees are charged when the event attendance list is processed. Please see the seminar attendance form for more information.

## 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

## SUBMIT TO NCRA

Please save the completed form and send via:

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



# CONTINUING EDUCATION NCRA MAILING LIST AGREEMENT

## SPONSOR INFORMATION

SPONSOR NAME

NAME OF CONTACT PERSON

TITLE

ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

## PROGRAM INFORMATION

PROGRAM NAME

PROGRAM DATE/S

## TERMS AND CONDITIONS

The National Court Reporters Association makes its mailing list available for use to continuing education providers when certain criteria, as specified in its Mailing List Rental Agreement, have been met. All requests are subject to review and approval. NCRA may reject any request for any reason. Users are bound by the terms of the Mailing List Rental Agreement, shown on the opposite page. Mailing lists are available electronically as an Excel data file.

## QUANTITIES AND PRICING

The NCRA has approximately 20,000 members. Mailing lists are available by state for a fee of \$105 for continuing education sponsors. There will be no charge for the state in which your event is to be held.

## SORT SELECTIONS

Records are available for the entire states only; partial lists of states are not available. Lists will include members from all of the following categories: Associate Members, First and Second Year Graduates, Registered Members, and Participating Members, and may be sorted alphabetically by last name or numerically by ZIP code.

## PLACING ORDERS

Requests for mailing lists must be submitted on this form. Please read the Mailing List Agreement carefully and return your order to NCRA, allowing a minimum of two weeks for processing. Processed mailing lists will sent electronically with other CE Program materials.

STATE IN WHICH YOUR PROGRAM WILL BE HELD (NO CHARGE)

ADDITIONAL STATES

Sorted by:  Alpha  ZIP

## **CONTINUING EDUCATION NCRA MAILING LIST AGREEMENT**, *continued*

User agrees that this order constitutes use of NCRA's membership list and labels for the purpose of promoting only this CE program and will not disclose, transfer, reproduce or duplicate the list or labels in any form. User shall not at any time permit any NCRA mailing list information to pass into the hands of any other person, association, organization, company or other entity without the prior written approval of NCRA. The user acknowledges that NCRA will monitor the use of the NCRA membership list and labels.

NCRA's mailing list is available to user for distribution of continuing education materials and promotion of NCRA approved continuing education programs to NCRA members by mail only. Membership lists and labels shall not be used for telephone or personal contact with NCRA members. Email, phone, and fax information is not available for distribution.

It is understood and agreed that user's rental of NCRA mailing lists does not constitute an endorsement or guarantee of user's services being marketed to NCRA members. Unless expressly agreed by NCRA in writing, any representation by user, whether express or implied, of NCRA endorsement or guarantee of user's products or services is strictly prohibited. The user shall hold NCRA faultless with regard to any damages, claim of damages, costs, expenses and reasonable attorneys' fees arising out of any claim of impropriety or illegality of the mailed materials, or any claim of infringement of a trademark, trade name, copyright or the intellectual property rights of others in connection with the mailing materials.

NCRA makes no warranties, express or implied, about its mailing list, its labels or their contents, including but not limited to, the accuracy thereof. NCRA shall not be liable for any loss, damages, or claim of any kind arising directly or indirectly from the user's use of the NCRA mailing list and the labels. User assumes all risk arising from the use thereof. User further agrees to hold NCRA, its officers, agents and employees faultless with regard to any and all claims, damages, costs, expenses and reasonable attorneys' fees arising out of the purchase or use of the NCRA's mailing list and labels or the use of products or services marketed or sold by user through the use of NCRA's mailing list and labels.

It is expressly understood and agreed that NCRA's rights, including, but not limited to, common law and statutory rights of copyright in the mailing list and labels and the data contained therein are not assigned or released by this Agreement, but are reserved and retained by NCRA, subject to the limited use permitted by this Agreement. This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Virginia.

NCRA may enforce this Agreement by way of claim for damages, temporary restraining order, preliminary or permanent injunction, specific performance or otherwise. In addition, NCRA may deny subsequent request for use of its mailing list or labels from any person or entity when, NCRA, in its sole and absolute discretion, believes that the user has violated this Agreement, regardless of whether NCRA has taken any formal action to enforce this Agreement.

Please indicate your acceptance of the terms and conditions for using NCRA's mailing list with your signature.

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SIGNATURE

DATE

### **SUBMIT TO NCRA**

Please save the completed form and send via:

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