



# CONTINUING EDUCATION

## PDC CREDIT REQUEST FORM

### For NCRA Members:

This form is to be submitted in the interest of fulfilling the Continuing Education Requirements of Court Reporters certified by or affiliated with the National Court Reporters Association.

### For Non-NCRA Reporters:

NCRA recognizes the value of lifetime learning for all court reporters and will maintain a Continuing Education Transcript for your personal records and your state's certification requirements. It is possible PDC activities may not be accepted by your state for certification purposes.

### Important Information:

Credit requests must be submitted on this form and will not be honored without appropriate documentation. Only one submission per form is permitted. Please visit [www.ncra.org](http://www.ncra.org) for details on how PDC credits are calculated.

## Court Reporter Information:

NCRA Member ID#: \_\_\_\_\_ (see JCR mailing label)

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_ Apt./Ste.: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Telephone: ( ) - Office Telephone: ( ) -

Name Change

Address Change

## Evaluation Fee:

NCRA Member \$40

CHECK ONE

Non-Member \$50

### SELECT PAYMENT TYPE



Print Name on Card: \_\_\_\_\_



Account Number: \_\_\_\_\_



Expiration Date: \_\_\_\_\_



Security Code: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Check\*

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

Money Order

## Professional Development Activity:

CHECK ONE

- \* NCRA Reading List Book Test
- \* Journal of Court Reporting Article Test
- \* Seminar Presenting
- \* Formal Supervised Dictation Practice
- \* Teletraining Test
- \* Logged Time on Realtime Coach
- \* Promoting the Profession to External Audiences (career day, law school, judges' Association, etc.)

- \* Providing Pro Bono Services (judicial, CART, captioning)
- \* Formal Mentoring Program
- \* Serving as Lead Chief Examiner (NCRA testing site)
- \* Service on NCRA, NCRF, USCRA, or affiliate board, committee
- \* Association 101 Exam



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### Event Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (     )     - \_\_\_\_\_

Activity Description: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Total Hours of Activity: \_\_\_\_\_ (Do not include rest breaks or meal periods)

Printed name of event host, consumer, beneficiary, or mentoring student: \_\_\_\_\_

Please describe who the individual above is (mentored student, CART client, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

### Required Signatures:

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

Signature of recipient of services: \_\_\_\_\_

Reporter Signature: \_\_\_\_\_

### Attach Documentation

Attach all supporting documentation in the following order:

1. Complete Credit Request Form
2. Outline of Subjects covered (may be an Agenda)
3. Verification of attendance/completion  
(Mentoring log, letter from recipient, certificate of completion.) **This is not required if the recipient signs above except in the case of the Mentoring Log.**
4. Evaluation Fee

### Submit to NCRA:

**National Court Reporters Association  
8224 Old Courthouse Road  
Vienna, Virginia 22182-3808**

**Tel: 703-556-NCRA (6272)  
Fax: 703-556-6291  
TTY: 703-556-6289  
www.ncraonline.org**