



CONTINUING EDUCATION

APPROVAL APPLICATION

SPONSOR INFORMATION

SPONSOR NAME _____

NAME OF CONTACT PERSON _____

TITLE _____

STREET _____

(MATERIALS CANNOT BE MAILED TO POST OFFICE BOXES)

CITY _____

STATE _____

ZIP _____

TELEPHONE _____

FAX _____

E-MAIL _____

SPONSORSHIP CATEGORY (CHECK ONE)

NCRA AFFILIATE STATE ASSOCIATIONS
NON-PROFIT ASSOCIATIONS
\$175 BASE FEE

FOR PROFIT REPORTER GROUP
FIRM/ VENDOR
\$225 BASE FEE

Base fee includes evaluation of the CE Program, mailing data for the state in which the event is to be held and listing of your program in the JCR (as space permits).

ADDITIONAL FEES

Mailing Lists: In order to receive mailing lists, you must return the Mailing List Order Form and Agreement [Attached]. Lists are \$40.00/thousand (or a portion thereof) and \$.04 per record over 1000, with a minimum order of \$40.00

Late Fees: **Seminar Applications must be received 60 days in advance of Seminar date.** A late fee of \$15.00 per day will be assessed for applications submitted less than 60 days in advance. **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.

SELECT PAYMENT TYPE

Print Name on Card: _____

Account Number _____

Expiration Date _____ Security Code _____

Credit Card Billing Zip Code: _____

Signature

Personal Check - Check No. _____

Money Order

FEES

<u>Application Fee:</u>	
<input type="checkbox"/> State Associations (\$175)	
<input type="checkbox"/> Firm/Vendor (\$225)	
<u>Mailing List Fee:</u>	
<u>Late Fee (\$15/per day):</u>	
TOTAL	

OFFICE USE ONLY

Date _____ Amount _____

Batch _____ Initials _____



CONTINUING EDUCATION APPROVAL APPLICATION

PROGRAM INFORMATION

PROGRAM/ACTIVITY NAME _____

PROGRAM DATES _____

LOCATION _____

CITY _____

STATE _____

CE Units are awarded in accordance with the “Continuing Education and Professional Development Guidelines” 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 30-minute increments, with a minimum of 60 minutes per session.**

SUPPORTING DOCUMENTATION TO ATTACH TO APPLICATION:

- Complete course description for session.
- Presenter bios/qualifications must be attached for each presenter (even if they have been approved to present for a prior NCRA event).
- Event agenda/brochure/flyer

Title of Session	Date	Time	Hours	Instructor/Presenter

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. In an effort to go paperless, NCRA will no longer be printing the punch cards. 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. Late fees will be assessed as follows:

- 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

Return completed form to:

**NCRA, Office of Continuing Education
12030 Sunrise Valley Drive, Suite 400
Reston, VA 20191
Fax: 703-391-0629**

Attention: Credentialing Coordinator continuinged@ncra.org



CONTINUING EDUCATION

NCRA MAILING LIST AGREEMENT

SPONSOR INFORMATION

SPONSOR NAME

NAME OF CONTACT PERSON

TITLE

STREET

CITY

STATE

ZIP

TELEPHONE

FAX

E-MAIL

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 discounted fee for continuing education sponsors. Lists are \$40.00/thousand (or a portion thereof) and \$.04 per record over 1000, with a minimum order of \$40.00. 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

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.



CONTINUING EDUCATION

NCRA MAILING LIST AGREEMENT

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.

Signature:

Date:

Return completed form to:

**NCRA, Office of Continuing Education
12030 Sunrise Valley Drive, Suite 400
Reston, VA 20191
Fax: 703-391-0629**

**Attention: Credentialing Coordinator
continuinged@ncra.org**