



CONTINUING EDUCATION

CEU ONLINE SUBMISSION VERIFICATION FORM

Attach all supporting documentation in the following order:

1. Complete credit request form
2. Copy of program schedule or agenda
3. Outline of subjects covered (may be in agenda)
4. Verification of attendance/completion
(Report card/transcript, certificate of completion, letter from instructor/provider, or other documentation to provide information requested in continuing education provider section below.) **Not required if section below is completed and signed by instructor or provider.**

This form is to be used with NCRA's **online submission process**. Payment information will be submitted via the **online submission process**. All requested documentation must be submitted at the time of processing. ***Only one submission per form is permitted.***

All submission paperwork and supporting documentation should be kept by the individual listed above for a period of either one year or the certification cycle period, whichever is longer. The submitting individual should be prepared to provide this documentation in the event of an audit.

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: () -

Continuing education provider information (please type or print):

Name: _____

Address: _____

Telephone: () - _____

Title of seminar/class/program: _____

Location of activity: _____

Date of activity: _____

Start time: _____ End time: _____

Total hours of instruction: _____ (Do not include rest breaks, meal periods, or other non-educational activities.)

Name of instructor: _____

Qualifications of instructor: _____

Required signatures:

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

Instructor/provider signature: _____

Reporter signature: _____