

## How to Use the Online Continuing Education Submission System

Please read these directions in their entirety before submitting your paperwork. If your activity is not on the pre-approved seminar calendar, and you are not provided with a certificate stating the date and hours of education/activity, download a copy of the proper form [here](#).

If you are uncertain if your activity qualifies for CEUs or PDCs, please visit our [CEU Rules](#).

1. Scan the filled in form and supporting documents and save it on your hard drive someplace it will be easy for you to locate. (maximum file size 5120k) **If you have taken more than one seminar from a particular vendor in one day and are submitting these all together, you will need to print and scan all the certificates into one document.**

**Submitting the documents and courses separately will result in separate charges.**

2. Make sure you have your NCRA ID and password available. If you are unsure of them, please [email](#) us or call 800-272-6272 Monday through Friday, 9 a.m.-5 p.m. Eastern time.
3. Open your Web browser. ***Make sure all pop-up blockers are turned off.***
4. Go to the [Continuing Education Online Submission](#) page and log in.
5. Once you are logged in, please read the instructions and answer the question. If you click “Yes,” please enter your CEU information. If you click “No,” please enter your PDC information.

The screenshot shows a web browser window with the URL [portal.ncraonline.org/CEU-PCD/ReportingForm.aspx](http://portal.ncraonline.org/CEU-PCD/ReportingForm.aspx). The browser's address bar shows several tabs: "ported From IE", "ACE CREDIT | Portal ...", "Customers - InReac...", "No Loss of Moment...", "Electronic Frontiers ...", and "Protech Online Me...". The page header features the NCRA logo with the tagline "SETTING THE STANDARD FOR CAPTURING THE RECORD" and the title "Website Registration & User Profile Module". Below the header, there is a navigation bar with "User Sandra Bryant | Logout" and "Back | Close". The main content area is titled "CEU/PCD | Reporting Form" and contains a form with the following sections:

Contact Information	
Name	Bryant, Sandra M.
Number	22055
Professional Designation	Test, CLVS

**Instructions**

**I.** Activities eligible for CEUs and PDCs are defined by NCRA CEU rules, which are available at [ncra.org/ceurules](http://ncra.org/ceurules). (Article III covers CEUs; Article IV covers PDCs).

**II.** All submissions are subject to audit by NCRA. Please ensure your supporting documentation is complete.

**III.** Supporting documentation for all submissions must be scanned and submitted with this form. **Supporting documentation shall be defined as the verification or proof of attendance/completion of the course being submitted for CEUs.** Please contact NCRA if you are uncertain which documentation is needed, but in general this would be the same forms, certificates, and other paperwork you would have submitted by mail or fax.

**IV.** You may report one activity for each of the four categories per form. It is best to report the activity as soon after completion as possible. This will allow NCRA to provide you with up to date CEU statements and information.

**Did you take a course, Online or In Person?**

No  Yes

[Continue](#) [Cancel](#)

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6. Click continue.

- Fill out the form with the information on the course or program (date, title, topic, summary, hours.) **If you have taken more than one seminar from a particular vendor in one day and are submitting these all together, you will enter all the course names in the Course Title field. Abbreviate as needed.**

portal.ncraonline.org/CEU-PCD/SubmitReportingForm.aspx?type=CEU

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**NCRA** Website Registration & User Profile Module

User Sandra Bryant | Logout Back | Close

**CEU Reporting Form**

**Course Information**

Date of Class/Activity  
Enter the date of the class or activity. If this is a multiple day event or class, give the final date of completion.  (mm/dd/yyyy)

Course title  
Enter the name of this class or activity.

Qualified Topic Area  
Choose the topic area that this course or activity falls under. Language Skills, Literature, Linguistics

Course Summary  
Please provide a brief description of this course.

Total hours of instructions  
Please give the number of hours of instruction you received. Keep in mind that CEUs are only calculated on the 50 minute mark and ½ hour thereafter.

CEU Total  
This value will create the Education Credit with Category of CEU in that Education History when Saved.

Attach/Upload PDF Document for Verification. Choose File No file chosen

By using this form, I understand I am responsible for maintaining documentation of the information supporting this submission in the event NCRA audits this submission. I understand that deliberately submitting false information or otherwise failing to adhere to the guidelines above will be construed as a violation of NCRA's Code of Professional Ethics (COPE) and will be referred to the Council of the Academy of Professional Reporters (CAPR) for possible disciplinary action up to and including termination of my NCRA certifications and membership.

Submit and Done Submit and Enter Additional Cancel

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- Qualified Topic Area: Select the topic area that closely resembles the course summary content. Information on those topic areas are found in Articles III & IV in our [CEU Rules](#).
- Total Hours of Instruction: Please enter the hours in decimal numeric format only. (Example: 7 ½ hours as 7.5). **No other text may be entered in this field.**
- Upload your paperwork.
- Do not enter anything in the CEU field – it will self-populate.
- Make sure you click the check box regarding your agreement to the terms.
- If you are submitting a second item, click “Submit and Enter Additional.”
- If you are done submitting items, click “Submit and Done.”

15. Please verify the information is correct in your shopping cart before you proceed.

[ncraonline.org/Purchase/CheckoutBasket.aspx](http://ncraonline.org/Purchase/CheckoutBasket.aspx)

From IE ACE CREDIT | Portal ... Customers - InReac... No Loss of Moment... Electronic Frontiers ... Protech Online Me...

**NCRA** Website Registration & User Profile Module  
SETTING THE STANDARD FOR CAPTURING THE RECORD

User **Sandra Bryant** | Logout Back | Close

**Shopping cart** [Autopay Credit Card](#) | [Search Catalog](#) | [Events Calendar](#)

**Global shopping cart**

Bill To: Sandra Bryant, sbryant@ncra.org, 8224 Old Courthouse Rd., Vienna, VA 22182  
Ship To: [Edit Shipping Address](#)  
Sandra Bryant, 8224 Old Courthouse Rd., Vienna, VA 22182  
Ship To Attention: Sandra Bryant  
Ship To Company: NCRA STAFF MEMBER \*\*\*\*\*

Remove	Type	Description	Qty	Unit Price	Line Total
<input type="checkbox"/>	SALES	<a href="#">CEU Course Submission: Language Skills, Literature, Linguistics</a>	1	\$45.00	\$45.00

**\$45.00**

[Select Shipping Options](#) Shipping(REGULARSHIP): \$0.00  
Total before tax: \$45.00  
Estimated tax: \$0.00  
**Order Total: \$45.00**

**Discounts**

Type: Coupons  
Code:  [Add discount](#)

[Clear cart](#) [Update cart](#) [Print](#) [Continue to payment](#)

Please remember - If you change the QTY field, please select "update cart" before checking out.

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16. If everything is correct, click "Continue to Payment."

17. At the checkout process, please read the yellow highlighted text.

ncraonline.org/Purchase/ProcessPayment.aspx?ReturnURL=&Total=\$45.00&UTotal=45&BillingAddress=8224%2  
om IE ACE CREDIT | Portal ... Customers - InReac... No Loss of Moment... Electronic Frontiers ... Protech Online Me...

**NCRA** Website Registration & User Profile Module  
SETTING THE STANDARD FOR CAPTURING THE RECORD

User Sandra Bryant | Logout Back | Close

**Check-out | Process Payment**

Are you joining NCRA? Would you like to save Credit Card information to automate payment for future dues installments?  
[Click here to save your card](#)

**Please Note:** Some individuals have reported receiving an **error message** upon completion of the registration. This is an automated response and does **not** mean that there is a problem with your registration.

If you receive an error message after submitting your registration, your payment was most likely processed and your registration is complete. **Please do not hit the back button to resubmit payment, as it will result in duplicate charges to your credit card.** If your registration was successful, you will receive an email confirmation within 10-15 minutes. If you do not receive a confirmation, please call NCRA at 800-272-6272 for assistance. Thank you.

Payment Details	
Payment Method	Credit Card
Card Type *	American Express ▼
Card Number *	<input type="text"/>
<small>Note: Do not use spaces, non-numeric characters, or dashes.</small>	
Expiration Date (Month, Year) *	1 ▼   2015 ▼
Name on card *	<input type="text"/>
Credit Card Security Code *	<input type="text"/>
Billing Address	8224 Old Courthouse Rd.
Billing Postal Code	22182
Payment Amount	\$45.00*

18. Enter your payment information and click “Submit Payment.”

19. You should receive 2 email confirmations, one for the purchase and one confirming your submission.

20. CEU submissions will appear on the transcript within 24 hours. PDC submissions will be reviewed by NCRA staff and will appear on the transcript within 5 work days from submission.

21. All submission paperwork and supporting documentation should be kept 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.

22. If you have any questions or difficulties loading your documents, please call 800-272-6272 or email [msic@ncra.org](mailto:msic@ncra.org).