



# CONTINUING EDUCATION

## PDC ONLINE SUBMISSION VERIFICATION FORM

**Attach all supporting documentation in the following order:**

1. Complete credit request form
2. Outline of subjects covered (may be in agenda)
3. Verification of attendance/completion (Mentoring log, letter from recipient, certificate of completion.) **This is not required if the recipient signs below except in the case of the mentoring log.**

**Please note all PDC submissions are subject to review before they appear on the transcript.**

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: (    )    -

**Event/activity information (please type or print):**

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: \_\_\_\_\_