

**ORDER OF THE SUPREME COURT
OF TEXAS**

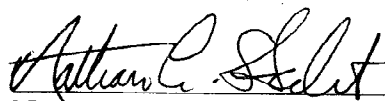
IT IS ORDERED by the Supreme Court of Texas that the revisions to the Continuing Education Rules for Texas Court Reporters be adopted as follows:

**Amendments to the Continuing Education Rules
for Texas Court Reporters as adopted and promulgated in conformity with
Chapter 52 of the Texas Government Code**

IT IS FURTHER ORDERED, by the Supreme Court that the revised Continuing Education Rules for Court Reporters become effective **January 1, 2004**.

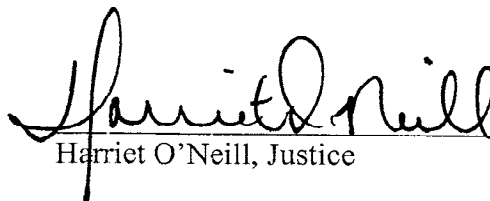
SIGNED this 30th day of December, 2003.

Thomas R. Phillips, Chief Justice

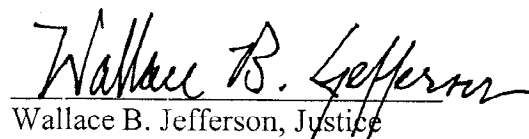


Nathan L. Hecht, Justice

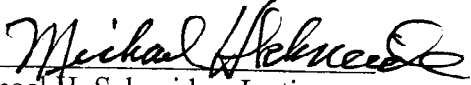
Priscilla R. Owen, Justice



Harriet O'Neill, Justice

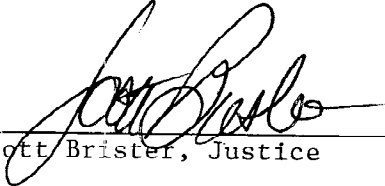


Wallace B. Jefferson, Justice


Michael H. Schneider, Justice

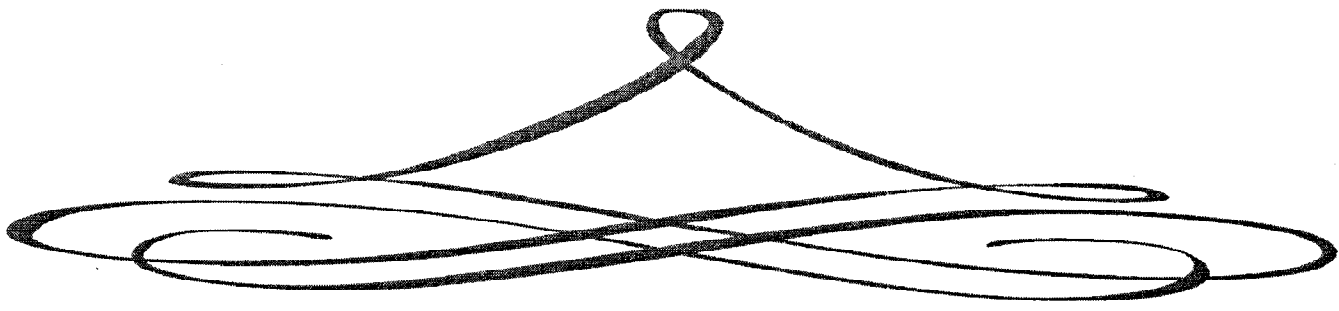
Steven W. Smith, Justice

J. Dale Wainwright, Justice



Scott Brister, Justice

Miscellaneous Docket No. 03- 9198



TEXAS COURT REPORTERS CERTIFICATION BOARD

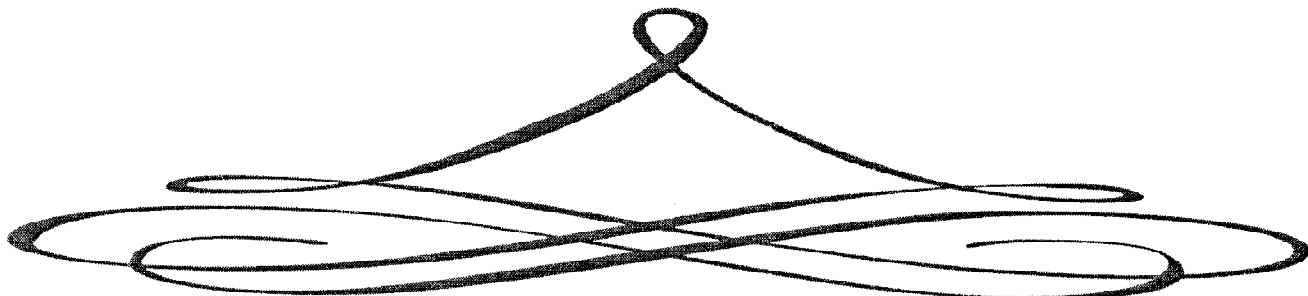
CONTINUING EDUCATION RULES

FOR

TEXAS COURT REPORTERS

(AMENDED BY THE SUPREME COURT OF TEXAS)

DRAFT APPROVED BY COURT REPORTERS CERTIFICATION BOARD ON OCTOBER 25, 2003



CONTINUING EDUCATION RULES FOR TEXAS COURT REPORTERS

TABLE OF CONTENTS

(Draft as of 10/24/03)

	Title	Page	Section
1	Continuing Education (CE) Requirements	2	(a)
2	How to Acquire CEUs	3	(b)
3	CEU Sponsors and Programs	4	(c)
4	Activities Not Qualifying for CEU	7	(d)
5	Certification of Compliance with CEU Requirements	8	(e)
6	Compliance Verification	8	(f)
7	Appeals	9	(g)
8	Disciplinary Action for Non-Compliance	9	(h)
9	Continuing Education Earned in Other Jurisdictions	9	(i)
10	Delinquent Renewals	9	(j)
11	Filing Timeliness	10	(k)
12	Reinstatement of Non-renewed or Inactive Certifications	10	(l)
13	Waiver of CE Requirements	10	(m)
14	CE Waiver Appeals	11	(n)
15	Online Renewal Process (To be announced)	11	(o)
16	Continuing Education Conversion Table	12	
17	Terminology	13	

CONTINUING EDUCATION RULES FOR COURT REPORTERS (Revised 07/2002)

(a) **Continuing Education (CE) Requirements**

- (1) Beginning with the December 31, 1998, renewal and every renewal after that, every registrant who applies for renewal of a certification as a certified shorthand reporter (CSR) shall complete during the renewal period one (1.0) continuing education units (hereinafter "CEU" or "CEUs") which equals 10 hours of continuing education instruction relevant to the practice of shorthand reporting. Effective 12/31/02 the 1.0 unit requirement shall include a minimum of .25 CEUs (2.5 hours) attained through a CRCB approved professional development education program/sponsor with each renewal period in an ethics / rules category.
- (2) A renewal period is the 24 months preceding December 31 of each renewal year except for delinquent renewal applicants. All courses/activities eligible for CEU credit must be completed within the renewal period. See *Rule (j)*. Additional CEUs earned may not be used for subsequent renewal periods.
- (3) Each CEU activity must be at least 60 minutes of actual clock time spent by a registrant in actual attendance at and completion of an approved CEU activity. Each CEU activity must be .10 CEUs subject to approval by the Court Reporters Certification Board (hereinafter "Board"). Some CEU activity may receive less credit based on the content of the material. After completion of the initial 60 minutes of CEU activity, credit may be given in one-half hour increments.
- (4) ~~Approved CEU activity must have been completed in the biennium immediately preceding the certification renewal except for delinquent renewal applicants. Additional CEUs earned may not be used for subsequent renewal periods.~~
- (4) A candidate certified by examination must comply with the CE requirements as set forth in this section by completing one (1.0) continuing education unit(s) during their two (2) year compliance period on or before the candidate's initial certification expiration date.
- (5) Shorthand reporters certified in Texas but residing and practicing in other states shall comply with the CE requirements set forth in this section.
- (6) Continuing Education applications/requests for course approval/CEUs ~~earned in other jurisdictions~~ must be submitted prior to September 30th of the year the CSR license expires. Applications from CSRs will not be accepted after September 30th without penalty. See *section (c) (13) (14) for fees.*
- (7) In the event a program duration extends beyond the end of the year of reporting period, applicable CEU credit will be applied to the reporting period for the year of the conclusion of the program after verification of attendance is provided. No CEU credit shall be split between reporting periods. Example, course taken begins 2001 and ends in 2002. License expires 2001 and the coverage period is 2000- 2001. The course will be used for the coverage period of 2002-2003, not for 2000-2001.
- (8) Seminars approved, not sponsored, by NCRA must be pre-approved by the Board and in turn will receive a program number. If a sponsor of a seminar does not seek pre-approval with the CRCB it then becomes the sole responsibility of the court reporter attendee to seek approval for by the Board for the seminar(s) they have attended or plan to attend. Attendees of seminars sponsored by NCRA shall submit a copy of their certificate of attendance or statement from

NCRA reflecting CEU credit in order to receive CEU credit for renewal. All other seminars to be used for CEU compliance must have a CRCB assigned program number in order to be considered eligible to apply towards certification renewal.

- (A) The CRCB office will assign course numbers for sponsors, e.g., "S2002-01 (the "S" designation for sponsors). The CRCB office will assign an approved course number for applicants seeking preapproval for attendance at third-party seminars which do not seek a sponsor number from the CRCB, e.g., "A2002-01" (the "A" designation for attendees). ~~preapproval for courses the applicant wishes to take for CEU credit.)~~

(b) How to Acquire CEUs

(1) CEUs may be earned from:

- (A) Verified attendance (e.g., certificate of attendance or certificate of completion) at or participation in a program, activity or course ("program") presented by a continuing education sponsor in subsection (c) below.
- (B) Verified attendance at a program presented by a continuing education sponsor in subsection (c) below that is of general information value to shorthand reporters but does not directly relate to the reporter's ability to produce an accurate and timely transcript.
- (C) Verified personal preparation of educational presentations pertaining to the profession of court reporting and serving as an instructor, speaker or panel member at a Board-approved CEU seminar will be allowed for CEUs as follows: (1) A reporter participating as an instructor in different courses in pre-approved CE programs shall be eligible for the same number of CEUs as approved for each presentation. (2) CEUs for preparation time of up to .25 CEUs. (3) CEUs for preparation time(s) and presentation time(s) within the same two-year renewal period shall not be allowed for repetitious presentations.
- (D) Writing articles pertaining to the profession of court reporting and published in a state or nationally recognized professional journal of court reporting or law. No more than .25 CEUs may be earned under this category in any one renewal period. The published article must be Board approved to receive continuing education credit. Credit will not be allowed for the same article published in more than one publication.

(2) Additionally, CEUs may be earned from:

- (A) Courses successfully completed with a grade of "C" or better or a "Pass" on a pass/fail system that are a part of the curriculum of a university, college or other educational institution that leads to an academic degree (e.g., associate, bachelor's, master's or doctorate degree) directly related to the Certified Shorthand Reporter's knowledge, ability or competence to perform his/her duties as described in subsection (c)(3)(i-viii). One semester of course work is equivalent to a maximum of .40 CEUs. Applicants wishing to obtain CEU credit for degreed programs may only acquire CEU for the core college courses for that particular program. When submitting CE Compliance forms for renewal and/or when applying for approval of degreed programs, the applicants shall submit a copy of the curriculum or course outline for said program. Electives are not eligible for CE compliance. Courses must be completed within the renewal period.
- (B) Qualifying and participating in TCRA and/or NCRA Sponsored Speed Contest, TCRA Sponsored CRR contest, passing National sponsored RPR, RMR, RDR, CRR examination, and/or attainment of TCRA sponsored CART certification at level 3, 4

and 5, as follows (no application for CEU under the following categories will be grandfathered):

- RPR - .15 CEUs for passing
- RMR - .15 CEUs for passing
- RDR - .15 CEUs for passing
- CRR - .15 CEUs for passing
- CMR- .15 CEUs for passing

CART level 3, 4 & 5 - .15 for passing each level

Texas Court Reporters Association Sponsored Speed Contest - (qualify & participate) .15 CEUs

National Court Reporters Association Sponsored Speed Contest - (qualify & participate) .20 CEUs

(c) **CEU Sponsors and Programs**

(1) Sponsor, as used in this Section, shall mean the following:

~~(A) National Court Reporters Association, under the guidelines of the Court Reporters Certification Board;~~

(A)* The Texas Court Reporters Association, **National Court Reporters Association** or any other court reporters association whose course or program has been approved for CEUs by the Court Reporters Certification Board;

(B) Any computer users group whose program or course has been approved for CEUs by the Board;

(C) A city, county, state or federal judicial body responsible for coordination and presentation of CEU courses or programs for its employees whose courses or programs have been approved by the Board;

(D) A university or college course or adult education program approved by the Board that contributes directly to the Certified Shorthand Reporter's knowledge, ability or competence to perform his/her duties; and

(E) Any other school, college or university, state agency, or any other person, firm or association that has been approved and authorized by the Court Reporters Certification Board to coordinate and present CEU courses and programs in conjunction with this section.

(* See 'Terminology' page for definitions of "Approved by" and "Sponsored by"

(2) Entities seeking approval as CEU sponsors (i.e., third-party sponsors) or applicants seeking CEUs ~~earned in other jurisdictions~~, shall file an application on the forms provided by the Board and include the fee as outlined in this section under subsection ~~14 13~~ and ~~1415~~. Along with the application the sponsor shall submit a list of proposed programs including the description, location, date and time of the programs. The sponsor shall certify on the application the following:

(A) That all programs offered by the sponsor for CEUs will comply with the criteria in subsection (c)(3) below and all other criteria in this section;

- (B) That the sponsor will be responsible for verifying attendance at each program and provide a certificate of attendance as set forth in subsection (c)(9) below;
 - (C) That the sponsor (excluding the National Court Reporters Association) shall furnish to the Board a list of participants specifying the provider, title, date, and location of program; number of CEUs; and provide grades, if applicable. The list of participants forwarded to the Board by the sponsor shall be in alphabetical order by last name and include each participant's certified shorthand reporter (CSR) number.
 - (D) That upon request by the Board, the sponsor will submit evidence as is necessary to establish compliance with this section. Evidence may include course materials such as target audience, program planning, materials, content, objectives, outline of instructor qualifications, teaching methods and materials, evaluation tools and summary, a list of participants and original participant written evaluations. Evidence shall be required when the Board has reason to believe that there is not full compliance with this requirement and that the information is necessary to ensure compliance.
- (3) All programs shall:
- (A) Contribute to the advancement, extension and enhancement of the professional skills and knowledge of the individual registrant in the practice of shorthand reporting;
 - (B) Include one or more of the following subjects directly related to the shorthand reporter's ability to produce accurate and timely transcripts:
 - (i) English, including grammar, punctuation, general principles, spelling, vocabulary, etymology, usage, semantics, regional and minority dialects or colloquialisms, English history, transcript styles;
 - (ii) Medical, including Greek and Latin derivatives, homonyms, abbreviations, surgical procedures, pharmacy, anatomy and physiology, specialized medical fields, (e.g., neurology, dentistry, radiology, gastroenterology), with emphasis on terminology and techniques or concepts likely to be encountered during litigation;
 - (iii) Legal, including terminology, research techniques, presentations on the various subdivisions of law (e.g., criminal torts, domestic relations, corporate, admiralty, patent, environmental) and procedural law (e.g., depositions, trials, administrative proceedings) presentations by legal specialists or experts in the field, history of the American/world legal system;
 - (iv) Technical subjects presented by experts with emphasis on terminology and concepts encountered by the shorthand reporter during litigation (e.g., accident reconstruction, chemistry, construction, geology, insurance, maritime, aerospace, products liability, industrial and environmental pollution);
 - (v) Technology related to new developments in the field of reporting (e.g., computer technology, computer techniques, video, telecommunications, equipment maintenance);
 - (vi) General litigation procedures as they relate to court, deposition and administrative proceedings (e.g., reporting depositions, court hearings,

arbitrations, conventions and the court reporter's responsibility with regard to these proceedings, marking exhibits, reading back, going on and off the record, review of statutes, rules related to the reporter);

- (vii) Transcript preparation, including indexing of witnesses, exhibits, formats, dictating, editing and scoping, reference libraries and research techniques, proofreading; and
 - (viii) Public relations, management, including financial and personnel, equipment maintenance, office procedures, record keeping, personal tax management, planning for retirement or changing careers within reporting, maintaining individual reporter's health and emotional adjustment, time and stress management;
- (C) Be relevant to the needs of shorthand reporters and also to the reporting service needs of the users;
 - (D) Be developed and presented by persons with education and/or experience in the subject matter of the program;
 - (E) Specify for whom the program is primarily designed, the course objectives, course content and teaching methods to be used; and
 - (F) Suggest, subject to Board approval, the number of CEUs that may be applied to fulfilling the Texas CEU requirements for renewal of the certification of a certified shorthand reporter.
- (4) Each CEU program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly.
 - (5) An approved sponsor may subcontract with individuals and organizations to provide approved programs.
 - (6) Continuing education units may be awarded for home-study courses and correspondence courses, **excluding reading books and/or reading articles**, provided they are courses approved by the Board.
 - ~~(7) Sponsors may submit to the Board a list of proposed courses and programs, pending approval, to be offered in the next 12 months. The list shall include a brief description, location, date and time of each course given.~~
 - (7) **Certificate of Attendance.** It shall be the responsibility of a sponsor to provide each participant in a program with a certificate of attendance or participation. The sponsor's certificate of attendance shall contain:
 - (A) The name, address and CEU program number of the sponsor;
 - (B) The name, address and CSR number of the participant;

- (C) A brief statement of the subject matter;
 - (D) The number of hours attended and/or CEUs earned in each program;
 - (E) The date and place of the program; and
 - (F) The signature of the sponsor.
- (8) The sponsor shall maintain attendance records for not less than 5 years.
- (9) The sponsor shall be responsible for assuring that no renewal applicant shall receive CEUs for time not actually spent attending the program.
- (10) The sponsor will not print or post approval of CEU credit by the Board until approval is received from the Board Office. The sponsor may print or post the CEU credit applied for with the CRCB as long as it is noted that said credit is pending approval by the Board.
- (11) Upon the failure of a sponsor to comply with any of the foregoing requirements, the Board, after notice to the sponsor, may refuse to accept CEUs for attendance at or participation in any of that sponsor's CEU programs until such time as the Board receives assurances of compliance of this section.
- (12) Notwithstanding any other provision of this section, the Board may evaluate any sponsor of any approved CEU program at any time to ensure compliance with requirements of this section.
- (13) **Fees for sponsor approval:**
- (A) Base fee of \$75 for Non-profit Associations and Reporter Groups (excluding the National Court Reporters Association), \$150 for Vendors and For-Profit Organizations / Sponsors.
 - (B) In addition to the base fee, other costs shall include late fees (\$10 per day) for applications submitted less than 45 days in advance but not to exceed \$450 total. Applications submitted after the date of the seminar shall be assessed the maximum fee of \$450.
 - (C) Once approved, sponsors are entitled to the following program materials:
 - (i) CRCB-Approval-Certificate **CRCB Approval Notification**
 - (ii) Listing of your upcoming program on Board website
- (14) **Fees for applications for approval ~~for~~ of CEUs earned in other jurisdictions (as set out in section ~~3~~):**
- (A) ~~A Base fee of \$25 will be assessed for approval of CEUs earned or to be earned in other jurisdictions which complies with the CEU sponsor and program guidelines set out in Section 3, which has not been pre-approved by the Board. Only one \$25 fee is required and must accompany the application furnished by the Board for each renewal period, along with the renewal fee, as long as the application(s) is submitted with the renewal application for that reporting period. If the application for approval is submitted at a separate time during the renewal period, the \$25 fee will be applied for each application in addition to the renewal fee for that renewal period. A late fee of \$50 may be charged if the application is not timely filed as set out in (i). Deadline for CSR applicants to submit approval applications is September 30th of the year their license expires. Attendee applications will not be accepted after September 30 without penalty. The delinquent penalty shall be \$25. The Board shall assess a base fee of \$25 for approval of CEUs that complies with the CEU sponsor and program guidelines set out in Section 3, which has not been pre-approved by the Board, if the applicant submits more than one course approval application at the same time. The Board shall assess a fee of \$25 per course approval application if the applicant submits their course approval applications separately. Additionally, the Board shall assess a \$25 delinquent fee for~~

(i)
(ii)

course approval applications submitted after September 30th of the year of expiration of the applicant's certification. The penalty fee shall be based on the original fee structure (i.e., applications submitted at one time and/or applications submitted separately).

(d) **Activities Not Qualifying for CEU**

- (1) Certain activities that shall not be considered acceptable for continuing education units include, but shall not be limited to, the following:
 - (A) Attendance or participation at professional or association business meetings, conferences, general sessions, elections, policymaking sessions or program orientation;
 - (B) Serving on committees or councils or as officers in a professional organization;
 - (C) Entertainment and recreation;
 - (D) Tours, visiting exhibits;
 - (E) Any function for which the registrant receives remuneration as part of his/her regular employment;
 - (F) In-house training on office equipment;
 - (G) Courses with a main thrust of teaching nonverbal skills (e.g., golf, tennis, dancing, basket-weaving, CPR/First Aid Courses, floral design, etc.);
 - (H) Any activity completed before the first renewal period for which the renewal applicant is required to obtain CEUs; and
 - (I) Education required by the Board as part of a disciplinary action.
 - (J) Reading books, or articles and or submitting book reviews, or article reviews or tests (including those books and accompanying tests which are part of the approved reading list of the National Court Reporters Association).

- (e) **Certification of Compliance with CEU Requirements.** Each renewal applicant shall certify, on the renewal application, full compliance with the CEU requirements set forth in subsections (a) and (b) above accompanied by the fees as set out above in Sections 14.

(f) **Compliance Verification**

- (1) If there appears to be a lack of compliance, the Board may request additional information from applicants to verify compliance with the continuing education requirements.
- (2) Within 30 days following notification of lack of compliance, the applicant shall submit evidence (e.g., certificate of attendance or other approved documentation) to verify compliance with continuing education requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance. These records verifying CE compliance shall be maintained by the renewal applicant for a minimum of two consecutive renewal periods or four years.
- (3) The Board shall notify the licensee of the results of the compliance verification and the change of the licensee's status to inactive for individuals determined to be non-compliant.

- (4) Failure to notify the Board of a current mailing address will not absolve the licensee from the verification audit process.
- (5) CE compliance verification shall be automatic for a renewal applicant who has been found non-compliant in an immediately preceding renewal period
- (6) Compliance verification may be requested from the Board-established Peer Review Committee appointed by the Board Chair. The Committee may request additional information from applicants to verify compliance with the CE requirements as a part of a random computer-generated screen conducted by the Committee. The applicant shall submit the evidence requested to the Board Office within 30 days from the date of the request. Failure to timely comply with the Committee or Board request pertaining to verification of CE Compliance may result in noncompliance with the CE requirements and applicants are subject to nonrenewal and/or further action by the Board as set out above in Section 3.
- (7) Exceptions to item six (6) above include, but are not limited to:
 - Courses/seminars sponsored by NCRA,
 - Applicants found non-compliant in an immediately preceding renewal period, and
 - Applicants who are specifically requested by the Board to submit documentation

(g) Appeals

- (1) Any individual who wishes to appeal a determination of non-compliance with continuing education requirements ~~must~~ **shall** submit a letter of appeal within ~~30~~ **15** days of notification of the compliance verification results or request a hearing before the Board as specified in Rule VII. of the *Standards and Rules for Certification of Certified Shorthand Reporters*
 - (a) If an approval application/request is denied, the applicant ~~will~~ **shall** have no more than ~~30~~ **15** days from the date of notification to submit a written request for either reconsideration or a hearing by the Board. If a reconsideration is requested, the application ~~will~~ **shall** be presented to the Board. If the reconsideration is denied, the applicant then has no more than ~~30~~ **15** days to submit a written request for a hearing by the Board, for which the applicant would be present. If the reconsideration and hearing results determine denial, the applicant ~~must~~ **shall** complete the required CEUs in order to renew their license. The Board ~~will~~ **shall** establish a deadline date for the applicant to complete the required CEUs. The deadline date established by the Board may or may not be the same as the applicant's original expiration date. ~~The applicant's status will remain in good standing during this process.~~
- (2) The status of an individual who appeals a determination of non-compliance shall be deemed in good standing until a final decision is made by the Board.
- (3) The decision of the Board after the appeal shall be considered final and binding.

(h) Disciplinary Action for Non-Compliance

- (1) Failure to maintain required records, falsifying records, or intentionally misrepresenting programs for continuing education may provide grounds for disciplinary action in accordance with Texas Government Code, Sec. 52.027.
- (2) Licensees found non-compliant ~~120~~ days after the certification expiration date may be referred to the Board for possible disciplinary action.

- (3) The Board may revoke or suspend a certification or issue a reprimand after notice and opportunity for a hearing.
- (4) The notice shall be mailed to the registered address of the shorthand reporter not later than the 30th day before the date the hearing is scheduled.
- (i) **Continuing Education Earned in Other Jurisdictions.** If an applicant has earned CEUs offered in another state or territory for which the applicant will be claiming credit toward full compliance in Texas, the applicant shall submit an individual program approval request form prior to September 30th of the year of expiration of the certification. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(3) of this Section. Applicants may also seek individual program approval prior to the participation in the program as set forth in subsection (c)(2) of this section.
- (j) **Delinquent Renewals.** If a renewal applicant allows his or her certification to expire on January 1, the Board may renew a delinquent certification if, ~~not later than the 120th day after the date of expiration, at 1-1/2 times the normally required renewal fee if a person's certification has been expired for 90 days or less, and at 2 times the normally required renewal fee if a person's certification has been expired for more than 90 days but less than one year.~~ The applicant must shows proof of completion of one (1.0) CEU. This applies whether the renewal applicant has been delinquent for one day or longer. The CE activity for delinquent renewals must be earned during the 24 months preceding December 31 of each renewal year and/or within less than one year 120 days after the expiration date of the renewal applicant's certification if renewing a delinquent certification. Continuing education acquired by a delinquent renewal applicant ~~during the 120 day grace period after the December 31st expiration date~~ may not be used to satisfy the continuing education requirement for the applicant's subsequent renewal period. Delinquent applicants shall pay the renewal fee and ~~any~~ penalty fee. (*Per section 52.026 of Chapter 52, Vernon's Codes.*)
- (k) **Filing Timeliness.** For the purpose of determining whether a renewal application form is timely filed, the renewal form shall be deemed submitted when actually delivered at the office of the Board or when postmarked as having been mailed prior to midnight on the expiration date.
- (l) **~~Reinstatement of Nonrenewed or Inactive Certifications.~~** The Board may renew ~~reinstate~~ a nonrenewed or inactive certification (except as set out in Section (A) (v) below) that has been expired for less than one year ~~for more than 120 days~~ upon satisfactory evidence of compliance with the CE requirements, to be determined by the Board, and conditional upon the applicant successfully fulfilling the requirements under Texas Government Code, Sec. 52.026(e).
- (m) **Waiver of CE Requirements**
- (1) Any renewal applicant seeking renewal of a certification as a certified shorthand reporter without having fully complied with these CE requirements shall file with the Board a renewal application form along with the required fee set forth in Rule VI.C. of the *Standards and Rules for Certification of Certified Shorthand Reporters* as promulgated by the Texas Supreme Court, a notarized statement setting forth the facts concerning non-compliance and request a waiver of the CE requirements on the basis of these facts. A request for waiver shall be submitted between January 1st and September 30th of the year the CSR license expires. Waivers will not be accepted prior to or after above dates. If the Board, upon the recommendation of the Continuing Education (CE) Committee or its designee, finds from such affidavit or any other evidence submitted that extreme hardship has been shown for granting a waiver, the Board shall waive enforcement of CE requirements for the renewal period for which the applicant has applied.
- (A) Extreme hardship shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable renewal period because of:

- (i) Full-time service in the armed forces of the United States during a substantial part of the renewal period;
- (ii) An incapacitating illness documented by a statement from a currently licensed physician;
- (iii) A physical inability to travel to the sites of approved programs documented by a statement from a currently licensed physician; or
- (iv) Being retired from shorthand practice and not performing any reporting services. A renewal applicant on a leave of absence from shorthand reporting is not eligible for a waiver under the retired status. ~~After an applicant has submitted written notification for retirement, the applicant shall may not be eligible to reinstate. See Rule (A) (v) for reinstatement process~~
- (v) ~~Applicants submitting requests for waiver shall submit applications 3 months prior to expiration of certification (by September 30th of the year the CSR license expires) between January 1st and September 30th of the year the CSR license expires. The applicant shall agreeing not to engage in shorthand reporting and signing an agreed cease and desist form to be filed with the Board. The applicant may not reinstate unless good cause is shown; said good cause to be determined by the Board. If the applicant is granted an opportunity to reinstate, the applicant must pay the renewal/reinstatement fee plus any penalty fees and complete and pass the written oral examination administered at the Board Office. If the applicant has held this leave status for four two years or longer (1 renewal period or longer), the applicant must show good cause for reinstatement to the Board, pay the renewal/reinstatement fee, plus any penalty fees and pass the Q&A portion of the certification exam administered at the Board Office. Additionally, If applicant passes and is reinstated, the applicant shall attain an additional 1.0 CEUs as established by the Chair of the Review Committee, to the mandatory 1.0 CEUs (20 hours total approved credit) during the following 2 year renewal period. If the applicant is unable to pass the Q&A portion of the certification test administered at the Board office, the applicant shall successfully complete and pass all legs of the certification test at a regularly scheduled time, pay the certification test fees, successfully complete and pass all legs of the certification test at a regularly scheduled time and complete the CEUs as outlined above in order to reinstate, and shall complete the additional 1.0 CEUs as outlined above in the following renewal period. If the applicant is reinstated, said applicant is no longer eligible for a leave status at any time in the future, except upon submission of request for appeal to the Board as set out in the Standards and Rules as Promulgated by the Supreme Court. An applicant who is on leave status with Texas may not engage in shorthand reporting in another state as a Texas CSR. If a request is not timely filed, as set out above, the applicant will shall not be eligible for a waiver of CE requirements in order to maintain/reinstate CSR license.~~
- (2) (vi) For CSRs who wish to retire from court reporting, but maintain their license, the requirements to maintain their licenses are shall be the same as those for reporters actively reporting i.e., CE compliance, renewal fees, etc. CSRs who wish to retire from court reporting and do not wish to maintain their license, must shall submit written notification to the Board office of their intent to retire and their desire to have their status ~~changed~~ to reflect said change from active to inactive. The Board office cannot accept post-date changes. (i.e., to be effective next month, next week, etc.)

(3) (2) Any renewal applicant who submits, between January 1st and September 30th of the year the CSR license expires, a request for a waiver, in whole or in part, pursuant to the provisions of this section, shall be deemed in good standing until the final decision on the application is made by the Board.

(n) **CE Waiver Appeals**

(1) If a waiver request is denied, the applicant ~~will~~ shall have no more than 30 days from the date of notification to submit a written request for either reconsideration or a hearing by the Board. If a reconsideration is requested, the application ~~will~~ shall be presented to the Board. If the reconsideration is denied, the applicant has no more than 30 days to submit a written request for a hearing by the Board, for which the applicant would be present. If the reconsideration and hearing results determine denial, the applicant ~~must~~ shall complete the required CEUs in order to renew their license. The Board ~~will~~ shall establish a deadline date for the applicant to complete the required CEUs. The deadline date established by the Board may or may not be the same as the applicant's original expiration date. The applicant's status ~~will~~ shall remain in good standing during this process.

(o) **Online Renewal Process**

(1) ~~To be announced.~~ Refer to CRCB website at www.crcb.state.tx.us.

Continuing Education Conversion Table
--

(To calculate CEUs)

<u>CE Credits</u>	<u>* CEUs</u>	<u>Number of Hour(s)</u>
1 credit	-----	0.5 hour (30 minutes)
2 credits	.10 CEUs	1.0 hour
3 credits	.15 CEUs	1.5 hours
4 credits	.20 CEUs	2.0 hours
5 credits	.25 CEUs	2.5 hours
6 credits	.30 CEUs	3.0 hours
7 credits	.35 CEUs	3.5 hours
8 credits	.40 CEUs	4.0 hours
9 credits	.45 CEUs	4.5 hours
10 credits	.50 CEUs	5.0 hours
11 credits	.55 CEUs	5.5 hours
12 credits	.60 CEUs	6.0 hours
13 credits	.65 CEUs	6.5 hours
14 credits	.70 CEUs	7.0 hours
15 credits	.75 CEUs	7.5 hours
16 credits	.80 CEUs	8.0 hours
17 credits	.85 CEUs	8.5 hours
18 credits	.90 CEUs	9.0 hours
19 credits	.95 CEUs	9.5 hours

20 credits

1.0 CEUs

10.0 hours

Terminology

<u>TCRA:</u>	Texas Court Reporters Association.
<u>NCRA:</u>	National Court Reporters Association.
<u>CRCB:</u>	Court Reporters Certification Board (also referred to as 'The Board' or 'Board'.)
<u>Approved By:</u>	This refers to third-party sponsors. For example, those who sought approval from NCRA.
<u>Sponsored By:</u>	This refers to the party holding/providing the seminar. For example, an NCRA convention, a TCRA Convention, etc.
<u>RPR:</u>	Registered Professional Reporter; an RPR passed the written knowledge test by NCRA at 70% or better and passed the skills test by NCRA at 95% accuracy on each leg. Literary at 180wpm, Jury Charge at 200wpm, and Q&A at 225wpm.
<u>RMR:</u>	Registered Merit Reporter; an RMR passed the written knowledge test by NCRA at 70% or better and passed the skills test by NCRA at 95% accuracy on each leg. Literary at 200wpm, Jury Charge at 240wpm, and Q&A at 260wpm.
<u>RDR:</u>	Registered Diplomat Reporter; an RDR passed the RDR knowledge test by NCRA and is a member of NCRA. An RDR also meets one of the following requirements: Have 5 consecutive years of experience as an RMR or, be an RMR and hold a 4 year Baccalaureate degree or, be an RMR with 2 or more NCRA specialty certifications such as, CRR, CLVS (Certified Legal Video Specialist), CRI (Certified Reporting Instructor), MCRI (Master Certified Reporting Instructor), or CMRS.
<u>CRR:</u>	Certified Realtime Reporter; a CRR passed an exam by NCRA consisting of three steps: 1) setting up & operating your equipment 2) accurately writing realtime for 5 minutes from professionally recorded straight matter ranging in speed from 180-200wpm and 3) converting your file to an ASCII test file. Only the final submitted text is graded by NCRA.
<u>CMRS:</u>	Certified Manager of Reporting Services; a CMRS successfully completed two four-day modules and an independent study project issued & administered by NCRA.
<u>CART:</u>	Communication Access Realtime Translation
<u>CART Level III:</u>	A CSR or RPR proficient at providing communication access realtime translation for deaf or hard of hearing individuals at 190 wpm with 95% accuracy
<u>CART Level IV:</u>	A CSR or RPR proficient at providing communication access realtime translation at 200wpm with 95% accuracy
<u>CART Level V:</u>	A CSR or RPR proficient at providing communication access realtime translation at 210wpm with 95% accuracy
<u>Reporter Groups:</u>	Various court reporting entities. (For example, CAT software user groups, local association CE seminars)

Reconsideration: Your application will be presented to the Board.

Hearing: Appear before the Board. You may also present witnesses.