

## MENTORING AND INTERNING LOG

\_\_\_\_\_  
MENTOR'S NAME

\_\_\_\_\_  
MENTOR'S NCRA ID #

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
SCHOOL NAME

\_\_\_\_\_  
SCHOOL STREET ADDRESS

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

*(Student must be enrolled in a court reporter training program.)*

### Log of mentoring and interning times, and description of activity and discussion:

Date and duration of communication	Description

\_\_\_\_\_  
MENTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

*Note:* A minimum of five (5) hours of mentoring is required per 0.25 Professional Development Credit (PDC) earned. Those hours can be divided up among multiple students or can be with the same student. Please fill out one form per student and *submit all forms together*. A mentor may submit for the same student up to two times per cycle (for a total of 10 hours/0.5 PDC) if in an extended relationship. The mentoring relationships must be completed during the member's three-year cycle. Visit [NCRA.org](http://NCRA.org) or *Continuing Education Program Rules* for complete details.



**Submit completed forms at [NCRA.org/CEUForms](http://NCRA.org/CEUForms)**  
**Questions about PDCs?**  
 Contact the Credentialing Coordinator at [ContinuingEd@ncra.org](mailto:ContinuingEd@ncra.org).