



CONTINUING EDUCATION SEMINAR PRE-APPROVAL APPLICATION

SPONSOR INFORMATION

SPONSOR NAME

NAME OF CONTACT PERSON

TITLE

STREET ADDRESS (MATERIALS CANNOT BE MAILED TO POST OFFICE BOXES)

CITY

STATE

ZIP

DAYTIME PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

SPONSORSHIP CATEGORY (check one)

Tier 1

- NCRA affiliate state associations
0-99 members
\$80 annual fee
\$100 event fee

Tier 3

- Non-profit reporter associations and schools
Government agencies and courts
\$130 annual fee
\$160 event fee

Tier 2

- NCRA affiliate state associations
100+ members
\$100 annual fee
\$120 event fee

Tier 4

- For profit reporter groups and schools
Firm/vendor
\$500 annual fee
\$260 event fee

The annual fee is only charged on the first application submitted in any calendar year.

ADDITIONAL FEES

- Late fees: Seminar applications must be received 60 days in advance of seminar date. Seminar/event applications received later than 60 days prior to the event will be charged a late fee on the following scale:

Days before event	Tier 1	Tier 2	Tier 3	Tier 4
59-45	\$50	\$60	\$70	\$150
44-30	\$75	\$85	\$95	\$175
Less than 30	\$275	\$275	\$275	\$375

- Refund policy: If your event is cancelled, a written refund request for 50% of the application fee is due 30 days in advance of the event date.
- Change fee: If the date of the seminar is changed for any reason, there will be a \$75 change fee assessed at the time of revision.

PROGRAM INFORMATION

PROGRAM/ACTIVITY NAME

PROGRAM DATES

LOCATION

CITY

STATE

ZIP

CEUs are awarded in accordance with the [Continuing Education Program Rules](#) established by The Council of the Academy of Professional Reporters (CAPR). Credit is awarded based upon content and clock hours of study. **Clock hours are measured in 15-minute increments, with a minimum of 55 minutes per session. No credit will be awarded for any session less than 55 minutes in duration.**

SUPPORTING DOCUMENTATION TO ATTACH TO APPLICATION

- A detailed course description which includes a statement of the learning objectives and which section under Article III of the continuing education rules the course falls
- Presenter bios/qualifications must be attached for each presenter (even if they have been approved to present for a prior NCRA event)
- A detailed description of how attendance/participation is tracked
- Event/program agenda and/or brochure

CEU CREDENTIALING

Seminar Attendance Reports need to be submitted to NCRA not later than 30 days after the completion of your seminar/convention for proper CEU credentialing. All seminar attendance must be submitted to NCRA electronically. Late fees will be assessed for any attendance report received more than 30 days past the event completion date. Attendance reporting fees are charged when the event attendance list is processed. Please see the seminar attendance form for more information.

PAYMENT

Select payment type: Visa MasterCard American Express Discover
 Check *Payable to NCRA in U.S. funds. Returned checks will be charged an additional \$30.*

CARDHOLDER NAME

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

BILLING ADDRESS

BILLING ZIP CODE

SIGNATURE

SUBMIT TO NCRA

Please save the completed form and send via:

Email: continuinged@ncra.org

Mail: National Court Reporters Association, 12355 Sunrise Valley Dr., Suite 610, Reston, VA 20191

QUESTIONS?

Please email continuinged@ncra.org or call 800-272-6272.