

ALABAMA BOARD OF COURT REPORTING

Post Office Box 240066

Montgomery, Alabama 36124-0066

Phone: 334.215.7233

FAX: 334.215.7231

E-Mail: brandyvanorden@gmail.com

Web Site: www.abcr.alabama.gov

**INSTRUCTIONS FOR COMPLETING THE
CEU APPROVAL REQUEST FORM**

Note: This form is to be completed only for those CEU's that have not been approved by NCRA, ACRA, or NVRA or its affiliate divisions.

General Statement

The ABCR desires to provide courteous and timely service to all licensees. To maximize its efficiency and the level of service, the Board will process complete requests for CEU Approval only. Incomplete Requests will be returned to you. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your request.

Send to: ABCR
P.O. Box 240066
Montgomery, AL 36124-0066

CEU Approval Request Form

This form must be typewritten or printed in ink and must be legible. Complete the entire form. Leave no space blank. If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of your request for CEU Approval.

Your full name and license number are essential for identification purposes. If complete course information is not submitted, the request form will be returned to you.

Review Process

Once your **complete CEU Approval Request Form has been received**, your request will be reviewed by the Continuing Education Review Committee (consisting of two Board members). You will then be notified of your status by letter following the Committee's review.

Questions

If, after you have completely read these instructions, and the CEU Approval Request Form, you still have questions or comments, you may contact:

Brandy VanOrden, Licensing Agent
Phone: 334.215.7233 FAX: 334.215.7231
E-Mail: brandyvanorden@gmail.com
Web Site: www.abcr.alabama.gov

ALABAMA BOARD OF COURT REPORTING

Post Office Box 240066

Montgomery, Alabama 36124-0066

Phone: 334.215.7233

FAX: 334.215.7231

E-Mail: brandyvanorden@gmail.com

Web Site: www.abcr.alabama.gov

CEU APPROVAL REQUEST FORM

INSTRUCTIONS: This form is to be completed by licensed Court Reporters' requesting approval for CEU's not previously approved by NCRA, ACRA, NVRA or their affiliate divisions. Upon receipt of a complete CEU Approval Request Form, the request will be reviewed by the ABCR CEU Sub Committee for their review. You will be notified in writing of the committees' conclusion as soon as possible.

Name: _____ License #: _____

Sponsoring Organization: _____ Type of Hours Earned:

Location of Seminar: _____ College Credit

Title: _____ Published Articles

Brief Description: _____ Educational

_____ Presentation

_____ Professionalism

_____ Office Procedures

_____ Other _____

Principal Instructor: _____

Dates: _____ Hours Earned: _____

1. How does the content of the activity fit into one of the ABCR approved content areas as described in the ABCR Rules and Regulations? _____

2. How is the activity geared toward the practice of court reporting or court reporting professionals?

3. How will the activity assist you in your roles as a Licensed Court Reporter? _____

4. Do the presenters possess recognized credentials and experience related to the content of the activity? What are they? _____

5. If the activity is business oriented in nature, does it include a component on how to pass the material on to clients?

6. If the course is a teleconference, how will it provide an opportunity to interact with the instructor or facilitator? _____

7. Will the program increase your skills or knowledge in the practice of Court Reporting? _____

8. What documentation can you provide to support the number of hours you are claiming? _____
