

## Board of Court Reporting of the Judicial Council of Georgia

### Court Reporting New and Renewal Applications

You will need all the documents and information below to apply for a court reporting license through the online Georgia Courts Registrar.

INDIVIDUAL REQUIREMENTS	
<b>National Certification Examination from the NVRA or the NCRA</b> (New Only)	<ul style="list-style-type: none"> <li>• Pass the written knowledge and skill tests administered by one of the following national associations:                         <ol style="list-style-type: none"> <li>a. National Verbatim Reporters Association (NVRA); or</li> <li>b. National Court Reporters Association (NCRA)</li> <li>c. American Association of Electronic Reporters and Transcribers (AAERT)</li> </ol> </li> </ul>
<b>Affidavit of Lawful Presence</b>	<ul style="list-style-type: none"> <li>• New: Upload a signed and notarized affidavit</li> <li>• Renewals: Non-US citizens must upload a signed, notarized affidavit annually</li> </ul>
<b>Secure and Verifiable Document</b>	<ul style="list-style-type: none"> <li>• New: Upload a copy of a secure and verifiable document that does not expire during the certification period</li> <li>• Renewals: Non-US citizens must upload a copy of their secure and verifiable document annually</li> <li>• <i>View a list of acceptable documents</i></li> </ul>
<b>Board of Court Reporting Georgia Test</b> (New Only)	<ul style="list-style-type: none"> <li>• Pass the Georgia test with a score of 80% or higher</li> </ul>
<b>LEAP Seminar</b> (New Only)	<ul style="list-style-type: none"> <li>• Attend the first Learning Essentials about Professionalism (LEAP) Seminar authorized by the Board after certification.</li> </ul>
<b>Continuing Education</b> (Renewals Only)	<ul style="list-style-type: none"> <li>• Obtain ten hours of approved continuing education per calendar year</li> <li>• Any reporter issued an initial certificate is not required to obtain credit hours for that calendar year.</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>• \$125 (credit card or check); \$200 for renewals who pay after April 1</li> </ul>

**Applicants that have been revoked by the Board of Court Reporting must reapply as a new court reporter and pay an additional \$500 fee.**



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<b>FIRM REQUIREMENTS</b>	
<b>Personal Information</b>	For each primary contact, you must have his or her: <ul style="list-style-type: none"> <li>• Full name;</li> <li>• Email address;</li> <li>• Gender;</li> <li>• Race;</li> <li>• Birthdate; and</li> <li>• Last four digits of the Social Security number</li> </ul>
<b>Secure and Verifiable Document</b>	<ul style="list-style-type: none"> <li>• New: Upload a copy of a secure and verifiable document that does not expire during the certification period</li> <li>• Renewal: Non-US citizen owners must upload a copy of their secure and verifiable document annually</li> <li>• <i>View a list of acceptable documents</i></li> </ul>
<b>Affidavit</b>	<ul style="list-style-type: none"> <li>• New: Upload a signed and notarized affidavit for the owner</li> <li>• Renewal: Non-US citizen owners must upload a signed, notarized affidavit annually</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>• \$200 (credit card or check); \$250 for renewals that pay after April 1</li> </ul>

