

COURT REPORTER REQUEST FOR CE CREDIT

To Meet Annual Continuing Education Credit Hour Requirement for Court Reporters Licensed in Georgia

Requests for CE credit must be submitted by the Court Reporter on this form **WITHIN 30 DAYS** of completion of the CE activity. Downloadable forms are available at the BCR website or through your GCR profile. Please use a separate form for each event. Refer to the *CE Manual for GA Certified Court Reporters* for details.

1. FILL IN YOUR INFORMATION

For Address/Name Changes, place X here (Have you notified the BCR about these changes?)

Name (Last,First,MI):	
Full Address:	
Email:	Phone:
CCR#:	Year(s) for which credit is sought:

I certify by affixing my full legal name that this information and all attachments are correct to the best of my knowledge:

Dated this		day of		2015	Full Name	
						signature or typed name of reporter
		day	month	year		

2. FILL IN CE ACTIVITY INFO

Number of CE credit hours requested:	
CE Provider (Name, Address):	
Email:	Phone:
Activity Title:	
Activity Location (City, State):	Date Completed:

3. INCLUDE ALL REQUIRED DOCUMENTATION

Required Documentation to accompany this form:

- **Verification of Attendance**
- **Course Evaluation Form**
- **Copy of program schedule or agenda** -- optional if this activity was pre-approved by

The BCR website posts a current list of educational activities pre-approved for Court Reporters. If your activity was not pre-approved, make certain to include the following (submit on a separate attachment if necessary):

- | | |
|---|-----------------------------------|
| ☆Actual hours of the activity--attach program | ☆Outline of subjects covered |
| ☆Names and qualifications of instructor(s) | ☆To whom the program was directed |

4. SUBMIT

Please upload the completed form together with all required documentation to your GCR profile.

SUBMISSIONS WILL ONLY BE ACCEPTED BY UPLOADING FORM TO GCR PROFILE	DO NOT MAIL OR E-MAIL - YOU MUST UPLOAD ALL DOCUMENTS TO YOUR GCR PROFILE.
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For Assistance, please call GCR 404.463.3808

COURSE EVALUATION FORM
To Accompany the Court Reporter Continuing Education
Request for Credit

Upload your evaluation form with your Request for Credit form to your GCR profile. You may NOT submit any requests for credit by e-mail or by mail.

CE Provider:
Title of CE Activity:
Location and Date of Training:

PRESENTER & TOPIC RATING: Please list each presenter/topic; then rate each in three categories by placing an X over the appropriate number.
 "1" is the LOWEST rating. "5" is the HIGHEST rating.

Presenter/Topic	Disorganized to Organized					Dull to Interesting					Of Little Use to Helpful				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
a.															
b.															
c.															
d.															
e.															
f.															
g.															
h.															
i.															

FEEDBACK: Read the following questions and give brief answers. Your first impressions are best.

What were the strengths and weaknesses of this program?

<i>Strengths:</i>	<i>Weaknesses:</i>
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Use the space below to give your comments concerning anything not covered above. What topics should be addressed in future training for court reporters?

No CE penalty for constructive criticism.

_____ Place X here if more comments on back