



## VCRA Voluntary Certified Court Reporter (CCR) Program CEU Submission Form

Name \_\_\_\_\_

CCR Number \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

### Continuing Education Unit:

Please indicate the source of the CEUs you are submitting. Depending on the source, a \$25 processing fee may apply. All submissions are subject to approval by the CCR Committee. *It is not necessary to submit a form for VCRA-sponsored events.*

### CEUs with processing fees waived:

NCRA-sponsored event, class, seminar, project, or activity

NVRA-sponsored event, class, seminar, project, or activity

Pro bono service provided to a non-VCRA sponsored event or organization that promotes the professions of court reporting, CART, and captioning

Classes taken at state or community colleges

Service on a VCRA board or committee

### CEUs that require a \$25 processing fee:

Online/Computer-based event, class, seminar, project, or activity NOT sponsored by the VCRA, NCRA or NVRA

Live event, class, seminar, project, or activity NOT sponsored by the VCRA, NCRA or NVRA

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Continuing Education Activity Details:**

Provide the following details to substantiate your submission, as applicable.

Title of Seminar/Class/  
Program \_\_\_\_\_

Location of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_

Start/End Time \_\_\_\_\_

Total Hours of  
Instruction/Activity \_\_\_\_\_

(excluding breaks, meal periods,  
or other non-education activities)

Number of CEUs  
requested \_\_\_\_\_

Name of Instructor/  
Contact Person \_\_\_\_\_

Contact Information for  
Instructor/Contact Person \_\_\_\_\_

**Materials Required:**

Please attach all materials necessary to substantiate your CEU submission request, such as agenda, outline of subjects covered, verification of attendance/completion, etc.

If required, submit CEU processing fee of \$25 by check to the Virginia Court Reporters Association or on the VCRA website:  
<https://vcra.net/Sys/Store/Products/152793>

I hereby certify that the information and attachments submitted are accurate and truthful.

\_\_\_\_\_  
Signature Date

Submit form to [ccr@vcra.net](mailto:ccr@vcra.net) or mail to:

Virginia Court Reporters Association, PO Box 12317, Norfolk, VA 23541

*(September 2020)*