

# REQUEST FOR COURSE PREAPPROVAL AS A CONTINUING EDUCATION PROVIDER

**Must be submitted 90 days prior to first offering of course**

## ***PART A: CE PROVIDER INFORMATION***

Official name of sponsoring organization or institution as it will appear on the Verification of Attendance:

Address:

Phone:

CE Contact Person & Title:

Email address:

## ***PART B: SEMINAR/PROGRAM INFORMATION*** – Answer the questions below, or attach additional pages that give the following information:

|   |  |
|---|--|
| Course Name:  | Date(s) of Course:   |
| Location (city, state):   | Approval requested for calendar year:                                    |
| Number of educational contact hours:                            | Cost to attend:  |
| Please check one of the following:                              | <input type="checkbox"/> Seminar <input type="checkbox"/> Correspondence |
| What makes this course especially suitable for court reporters? |  |

Please indicate the CRTC objectives embodied in the program by placing a 'X' in the appropriate box(es):

|                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Promote the highest possible standards in the court reporting field.                              | <input type="checkbox"/> | Encourage each court reporter's growth as a professional.  |
| <input type="checkbox"/> | Promote education and the use of new technology and skills directly related to court reporting.   | <input type="checkbox"/> | Promote interaction and exchange of ideas among court reporters in a professional educational setting. |
| <input type="checkbox"/> | Broaden the perspective and approach toward the responsibilities and functions of the profession. |                          |  |

Please indicate the course's content by placing a 'X' in the appropriate box(es):

|                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | American Sign Language   | <input type="checkbox"/> | Legal Revisions Affecting Reporters  |
| <input type="checkbox"/> | English or Foreign Language  | <input type="checkbox"/> | Substantive Law (e.g., civil litigation, corporate law, criminal law, estate law, family law, worker's compensation)       |
| <input type="checkbox"/> | Grammar or Punctuation   | <input type="checkbox"/> | Legal Research   |
| <input type="checkbox"/> | Proofreading & Spelling  | <input type="checkbox"/> | Realtime Reporting, Captioning, CART   |
| <input type="checkbox"/> | Vocabulary   | <input type="checkbox"/> | Computer Skills (Hardware, Software, Internet)   |
| <input type="checkbox"/> | Regional Dialects or Colloquialisms  | <input type="checkbox"/> | Videography, Videoconferencing, and Telecommunications   |
| <input type="checkbox"/> | Cultural Diversity   | <input type="checkbox"/> | Shorthand/Machine Shorthand/Voice Writer Skills  |
| <input type="checkbox"/> | Medical Terminology and Procedures   | <input type="checkbox"/> | Transcript Production Skills   |
| <input type="checkbox"/> | Forensics and DNA  | <input type="checkbox"/> | Management Skills (e.g., accounting, finance, marketing, personnel, tax, insurance and contracts,)                         |
| <input type="checkbox"/> | Use of Reference Materials and Libraries   | <input type="checkbox"/> | Business entities (e.g., partnership, corporation, LLP)  |
| <input type="checkbox"/> | Legal Terminology and Etymology  | <input type="checkbox"/> | Business writing   |
| <input type="checkbox"/> | Trial and Appellate Procedures   | <input type="checkbox"/> | Knowledge of and Compliance with Code of Professional Ethics and Standards of Practice                                     |
| <input type="checkbox"/> | Trial and Deposition Transcripts   | <input type="checkbox"/> | Professional Demeanor and Ethics as Relates to Lawyers, Judges, Fellow Reporters, Court Personnel, Witnesses and Litigants |
| <input type="checkbox"/> | Technical Terminology (e.g., products liability, accident reconstruction, aeronautics)                         | <input type="checkbox"/> |  |
| <input type="checkbox"/> | Medical Disciplines (e.g., anatomy, pharmacology, psychiatry, physiology, psychology, dentistry, chiropractic) | <input type="checkbox"/> |  |
| <input type="checkbox"/> | State and Federal Rules of Discovery   | <input type="checkbox"/> |  |

### **Please email and attach copies of the following:**

Course Agenda and Schedule      List of Speakers and Their Qualifications      Sample Certificate of Completion  
 Sample Course Evaluation Form      Lesson Plan with objectives      Bibliography (as needed)

Submit to: [bcr@georgiacourts.gov](mailto:bcr@georgiacourts.gov) 404-463-3808

**For recurring courses, please submit course sites and dates as they become available.**

**Annual renewal is required for approval in successive calendar years.**