

**TENNESSEE COURT REPORTERS ASSOCIATION  
CONTINUING EDUCATION UNITS REQUEST AND APPROVAL FORM**

Complete the following information to apply for CEU credits for non TCRA-related, non NCRA-related, and non NCRA-related seminars. Seminars/events sponsored by third parties that have been NCRA/NVRA approved for CEU credit will be honored by TCRA as well. Participating in a career day is also honored by TCRA.

NOTE: Before attending a seminar or event that is not TCRA or NCRA/NVRA related, approval must be obtained by the CCR Committee in order for CEU credit to be applied to your transcript. Fill out the request below for approval of the event you would like to attend.

**CEU PRE-APPROVAL REQUEST**

Name: \_\_\_\_\_ CCR# \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Seminar or Event Attending:  
Seminar Sponsor: \_\_\_\_\_  
Date of Event/Class: \_\_\_\_\_ Location: City \_\_\_\_\_ State \_\_\_\_\_  
Event session or topic of seminar: \_\_\_\_\_  
Length of Event/Class (hours): \_\_\_\_\_ Total CEUs applied for: \_\_\_\_\_  
(One hour equals .1 CEU)  
Reporter Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

**CEU INFORMATION TO BE APPLIED TO TRANSCRIPT**

NAME: \_\_\_\_\_ CCR# \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Seminar Attendance/Career Day Information:  
Seminar Sponsor/School Visited: \_\_\_\_\_  
Date of Event/Class: \_\_\_\_\_ Location: City \_\_\_\_\_ State \_\_\_\_\_  
Event session or topic of seminar: \_\_\_\_\_  
Length of Event/Class(hours): \_\_\_\_\_ Total CEUs applied for: \_\_\_\_\_  
(Career Day Events earn .1 CEU per day) (One hour equals .1 CEU)  
Reporter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REQUIREMENT: SPONSOR/TEACHER SIGNATURE MUST MATCH SAME AS NOTED ON EVENT AGENDA

Sponsor/Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit copy of certificate of completion and/or agenda from the event and return form to TCRA, CCR Committee, P.O. Box 135, Brunswick, TN 38014.

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