ALABAMA BOARD OF COURT REPORTING ADMINISTRATIVE CODE

CHAPTER 257-X-6 CONTINUING EDUCATION

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257-X-6-.01 Continuing Education Requirements.

(1) Beginning with the September 30, 2008 renewal and every renewal thereafter, every licensee who applies for renewal of a license shall complete five (5) hours of continuing education (CE) relevant to the practice of court reporting. Additional CE Hours obtained may be rolled over to the next renewal for up to thirty-six (36) months.

(2) A Renewal Period is the twelve (12) months preceding September 30th of each year.

(3) A CE hour means a minimum of fifty (50) minutes of actual clock time spent by a licensee in actual attendance at and completion of an approved CE activity. After completion of the initial CE hour, credit may be given in one-half hour (0.5) increments.

(4) A renewal applicant shall not be required to comply with CE requirements for the first renewal of an Alabama license.

(5) Non-Resident Licensees shall comply with the CE Requirements set forth in this Section.

Author: Alabama Board of Court Reporting
Statutory Authority: Code of Ala. 1975, §§34-8B-1 thru 34-8B-18.
History: **New Rule:** Filed April 19, 2007; effective May 24, 2007. **Amended:** Filed October 6, 2009; effective November 11, 2009. **Amended:** Filed June 19, 2012; effective July 24, 2012. **Amended:** Filed October 19, 2018; effective December 23, 2018.

257-X-6-.02 How To Acquire CE Credit.

(1) CE hours may be earned from:

(a) Verified attendance at or participation in a program, activity or course through the National Court Reporters Association (NCRA), National Verbatim Reporters Association (NVRA), or the Alabama Court Reporters Association (ACRA). Personal Development Credits (PDC) offered by the NCRA will not be accepted except as listed in Chapter 257-X-6-.02 (1) (f), (g), and (h).

(b) Verified attendance (e.g., license of attendance or license of completion) at or participation in a program, activity or course ("program") presented by a continuing education sponsor in subsection (c) below,

(c) Verified attendance at a program that is of general informational value to court reporters but does not directly relate to the reporter's ability to produce an accurate and timely transcript. A maximum of two and one half (2.5) hours credit may be counted during a prerenewal period for such programs, which include:

1. Professionalism, including knowledge and application of standards of professional responsibility, impartiality, public relations, attire; and

2. Office procedures, record-keeping, health, including a reporter's approach to personal tax management, planning for retirement or changing careers within reporting, maintaining the individual reporter's health and emotional adjustment, ability to listen, to concentrate, to communicate, or to cope.

(d) Verified personal preparation of educational presentations pertaining to the profession of court reporting and serving as an instructor, speaker or panel member at an approved course will be allowed as CE credit for actual presentation time, plus actual preparation time of up to two (2) hours for each hour of presentation. Credits for preparation time shall not be allowed for repetitious presentations. No more than two (2) hours of credit can be earned under this category in any one renewal period.

(e) Writing articles regarding the profession of court reporting that are published in a state or nationally recognized professional journal of court reporting or law. No more than two (2) hours of credit can be earned under this category in any one renewal period. Credits will not be

allowed for the same article published in more than one publication.

(f) If already an RPR, 0.25 CE's may be obtained through verified passage of a higher certification test of the RMR; CRR; CBC; RDR (WKT only); CLVS (Skills or WKT); or CRC. Passage of a single examination may only be counted once towards CE credit.

(g) Verified Stenographic University Program, Realtime Coach, or similar program may be counted for up to 0.25 CE's per renewal period.

(h) Verified Oral Histories Project may be counted for up to 0.25 CE's per renewal period.

(2) Courses completed that are a part of the curriculum of a university, college or other education institutional. One semester of course work is equivalent to five (5) hours of CE and one quarter of course work is equivalent to two-and-one-half (2.5) hours of CE.

Author: Alabama Board of Court Reporting
Statutory Authority: Code of Ala. 1975, §§34-8B-1 thru 34-8B-18.
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257-X-6-.03 CE Sponsors And Programs.

(1) Continuing Education sponsors and programs, as used in this Section, shall mean the following:

(a) The National Court Reporters Association (NCRA);

(b) The National Verbatim Reporters Association (NVRA);

(c) The Alabama Court Reporters Association (ACRA) or any state court reporters association whose course or program has been approved for CE credits under the guidelines of the NCRA;

(d) Any computer users group whose program or course has been approved for CE credits under the guidelines of the NCRA;

(e) A city, county, state or federal judicial body responsible for coordination and presentation of CE courses or programs for its employees;

(f) A university or college course or adult education program that contributes directly to the court reporter's knowledge, ability or competence to perform his/her duties;

(g) Any other school, college or university, State agency, or any other person, firm or association that has been approved by ACRA to coordinate and present CE courses and programs in conjunction with this section.

(h) All courses approved by the Alabama State Bar for continuing legal education.

(2) All programs shall:

(a) Contribute to the advancement, extension and enhancement of the professional skills and knowledge of the individual licensee in the practice of court reporting:

(b) Include one or more of the following subjects directly related to the court reporter's ability to produce accurate and timely transcripts:

1. English, including grammar, punctuation, general principles, spelling, vocabulary, etymology, usage, semantics, regional and minority dialects or colloquialisms, English history, and transcript styles;

2. Medical, including Greek and Latin derivatives, homonyms, abbreviations, surgical procedures, pharmacy, anatomy and physiology, and specialized medical fields, (i.e., neurology, dentistry, radiology, gastroenterology), with emphasis on terminology and techniques or concepts likely to be encountered during litigation;

3. Legal, including terminology, research techniques, presentations on the various subdivisions of law (i.e., criminal torts, domestic relations, corporate, admiralty, patent, environmental) and procedural law (i.e., depositions, trials, administrative proceedings) presentations by legal specialists or experts in the field, and the history of the American/world legal system;

4. Technical subjects presented by experts with emphasis on terminology and concepts encountered by the shorthand reporter during litigation (i.e., accident reconstruction, chemistry, construction, geology, insurance, maritime, aerospace, products liability, industrial and environmental pollution);

5. Technology related to new developments in the field of reporting (i.e., computer technology, computer

techniques, video, telecommunications, equipment maintenance);

6. General litigation procedures as they relate to court, deposition and administrative proceedings (i.e., reporting depositions, court hearings, arbitrations, conventions and the court reporter's responsibility with regard to these proceedings, notary responsibilities, making exhibits, reading back, going on and off the record, review of statutes, rules related to the reporter);

7. Transcript preparation, including indexing of witnesses, exhibits, formats, dictating, editing and scoping, reference libraries and research techniques, and proofreading; and

8. Management, including financial, marketing, personnel, equipment maintenance, time and stress management;

(c) Be relevant to the needs of court reporters and also to the reporting service needs of the users;

(d) Be developed and presented by persons with education and/or experience in the subject matter of the program;

(e) Specify for whom the program is primarily designed, the course objectives, course content and teaching methods to be used; and

(f) Specify the number of CE hours that may be applied to fulfilling the CE requirements for renewal of the license.

(3) Each CE program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program, or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluations and revise subsequent programs accordingly.

(a) An approved sponsor may subcontract with individuals and organizations to provide programs.

(b) CE credits may be awarded for home study courses and correspondence courses, provided they are courses administered by approved sponsors.

(c) All programs given by approved sponsors shall be open to all licensed court reporters and not be limited to members of a single organization or group.

(d) CE credit hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of the Alabama Board of Court Reporting.

(e) License of Attendance. It shall be the responsibility of a sponsor to provide each participant in a program with a license of attendance or participation. The sponsor's license of attendance shall contain:

1. The name, address, and license number of the sponsor;

2. The name and address of the participant;

3. A brief statement of the subject matter;

4. The number of hours attended in each program;

5. The date and place of the program; and

6. The signature of the sponsor.

(f) The sponsor shall maintain attendance records for not less than five (5) years.

(g) The sponsor shall be responsible for ensuring that no renewal applicant shall receive CE credit for time not actually spent attending the program.

Author: Alabama Board of Court Reporting
Statutory Authority: Code of Ala. 1975, §§34-8B-1 thru 34-8B-18.
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257-X-6-.04 Activities Not Qualifying For CE Credit.

(1) Activities that are not acceptable for CE credits include, but shall not be limited to, the following:

(a) Attendance or participation at professional or association business meetings, general sessions, elections, policymaking sessions or program orientation;

(b) Serving on any boards or committees;

(c) Entertainment and recreation;

(d) Tours, visiting exhibits;

(e) Any function for which the registrant receives remuneration as part of his/her regular employment;

(f) In-house training on office equipment;

(g) Courses with a main thrust of teaching nonverbal skills (i.e., golf, tennis, dancing, basket-weaving);

(h) CPR and First Aid courses;

(i) Personal Development Credits approved by NCRA (except as provided in Chapter 257-X-6-.02 (1) (f), (g), and (h));

(j) Attendance at meetings and events related to court reporting or any other topic;

(k) Book tests approved by NCRA;

(l) Speedbuilding practice;

(m) Certification testing (except as provided in Chapter 257-X-6-.02 (1) (f);

(n) Participation in formal mentoring programs;

(o) Pro bono or volunteer services; and

(p) Promoting the profession to the public.

Author: Alabama Board of Court Reporting
Statutory Authority: Code of Ala. 1975, §§34-8B-1 thru 34-8B-18.
History: **New Rule:** Filed April 19, 2007; effective May 24, 2007.
Amended: Filed October 19, 2018; effective December 23, 2018.
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257-X-6-.05 Certification Of Compliance With CE Requirements.

(1) Each renewal applicant shall certify, on the renewal application, full compliance with the CE Requirements set forth in the Board's rules.

(2) The Board shall conduct random audits to verify compliance with CE Requirements.

(3) The Board may require additional evidence of compliance with the CE Requirements in the course of a Board audit. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance for the current renewal year and the three (3) years previous to the current renewal year. Licensees selected for audit will not be renewed until all proof of compliance with the CE Requirements has been provided to the Board. Any licensee selected for audit who has not submitted the required proof of compliance by September 30 of the renewal year may not practice court reporting until acceptable proof of compliance has been submitted to the Board.

(4) A licensee may submit any of the following as acceptable proof of compliance with CE Requirements:

(a) An NCRA, ACRA or NVRA CE Transcript Report.

(b) For non-members acquiring CE at NCRA, ACRA or NVRA conventions or meetings an approved punch card, punch letter, sign in sheet, certificate of completion, grade card or letter from the course provider with an original signature.

(c) For CE acquired outside of a NCRA, ACRA, or NVRA convention or meeting a certificate of completion or letter with Pre-Qualification ID Number provided to the sponsor by NCRA, ACRA, or NVRA.

(d) An official transcript from a college or university;

(e) A certificate of completion or letter from a city, county, or federal judicial body providing CE to employees.

(f) Official letter from NCRA proving passage of a higher certification test (as defined in Chapter 257-X-6-.02 (1)(f)).

(g) Official letter from NCRA proving participation in an Oral Histories Project.

(h) Official letter or qualifying certificate from Realtime Coach, a stenographic university, or similar program approved by NCRA proving participation in said program or speed contests (limited to 2.5 hours per renewal period).

(5) It is the licensee's sole responsibility to ensure that all CE credits are acquired from approved sponsors or programs as listed in Chapter 257-X-6-.03(1), or that the coursework will be approved upon submission to the approving organizations, in advance of the licensee's participation in the CE Program. If a CE sponsor (other than a college or university course, State Bar CE Course, or CE Course provided to employees by a city, county, or federal judicial body) has not received prior approval from NCRA, NVRA or ACRA, the licensee will be responsible to contact the applicable approving organization and submit any required paperwork and fees to have the CE approved. If the CE course (other than a college or university course, State Bar CE Course, or a CE Course provided to employees by a city, county, or judicial body) is not approved by NCRA, ACRA or NVRA, it will not be accepted by the Board. The Board will accept no responsibility for disputes or discrepancies concerning CE approvals between licensees, sponsors and/or the approving organizations.

(6) When there appears to be a lack of compliance with CE Requirements, an applicant shall be notified of the same in writing, and the applicant may request an interview with the Board. An interview neither forecloses nor mandates the

institution of formal disciplinary proceedings against the renewal applicant by the Board.
Author: Alabama Board of Court Reporting
Statutory Authority: Code of Ala. 1975, §§34-8B-1 thru 34-8B-18.
History: New Rule: Filed April 19, 2007; effective May 24, 2007. **Amended:** Filed June 19, 2012; effective July 24, 2012. **Amended:** Filed October 19, 2018; effective December 23, 2018. **Amended:** Filed June 11, 2019; effective July 26, 2019.

257-X-6-.06 Waiver Of CE Requirements.

(1) Any renewal applicant seeking renewal of a license without having fully complied with the CE Requirements may request a waiver of these requirements from the Board. A request for waiver may be made by filing a renewal application along with the required renewal fee, a statement setting forth the facts concerning non-compliance and request for waiver of the CE Requirements on the basis of the facts stated. A request for waiver shall be made no later than thirty (30) days prior to the renewal date. If the Board finds from the documentation submitted that an extreme hardship has been shown, the Board shall waive enforcement of the CE Requirements for the renewal period for which the applicant has applied.

(a) Extreme hardship shall be determined on an individual case basis by the Board.

(b) Extreme hardship shall be defined as an inability to devote sufficient hours to fulfilling the CE Requirements during the application renewal period due t:

1. Full-time service in the armed forces of the United States during a substantial part of the prerenewal period; or

2. An incapacitating illness, as documented in a statement from a currently licensed physician; or

3. A physical inability to travel to the sites of approved programs as documented by a currently licensed physician;

4. Any other similar extenuating circumstances.

(2) Any renewal applicant who submits a request for a waiver, in whole or in part, pursuant to the provisions of this section, shall be deemed to be in good standing until a final decision regarding the request for waiver is made by the Board.
Author: Alabama Board of Court Reporting
Statutory Authority: Code of Ala. 1975, §§34-8B-1 thru 34-8B-18.

History: New Rule: Filed April 19, 2007; effective May 24, 2007. **Amended:** Filed June 19, 2012; effective July 24, 2012. **Amended:** Filed October 19, 2018; effective December 23, 2018.

257-X-6-.07 Absence of Executive Director.

In the absence of an Executive Director, the Chair, or his or her designee, may assume the Executive Director's responsibilities as required.
Author: Victor K. Biebighauser
Statutory Authority: Code of Alabama, 1975, §34-8B-7.
History: New Rule: Published February 28, 2025; effective April 14, 2025.

257-X-6-.08 Declaratory Rulings.

(1) The Board may issue declaratory rulings to any person substantially affected by a rule, with respect to the validity of the rule, or with respect to the applicability to any person, property, or state of facts of any rule or statute enforceable by the Board, or with respect to the meaning and scope of any order of the Board, subject to the following:

(a) the petition is submitted within a filing window beginning thirty (30) days before the next scheduled Board meeting and ending fifteen (15) days prior to such meeting;

(b) the petition is accompanied by an administrative fee of $25.00;

(c) the petitioner shows he or she is substantially affected by the rule in question;

(d) sufficient facts are supplied in the request to permit the Board to make a valid determination; and

(e) the request arises from a question or controversy that is not subject to a pending disciplinary case.

(2) the petition shall be published on the Board's website. The Board will consider the petition and issue a ruling in accordance with the Alabama Administrative Procedure Act, Code of Ala. 1975, §41-22-11, as amended.
Author: Victor K. Biebighauser
Statutory Authority: Code of Alabama, 1975, §34-8B-7.
History: New Rule: Published February 28, 2025; effective April 14, 2025.