



VCRA Voluntary Certified Court Reporter (CCR) Program CEU Cycle Extension Request Form

Name _____

CCR Number _____

Email _____

Telephone _____

Cycle End Date _____

Reason for Request _____

Guidelines:

Please read all guidelines before signing.

- You are requesting a four calendar month extension to your VCRA Voluntary Certified Court Reporter certification from the current cycle end date.
- The next three-year cycle will still begin on July 1 of your new cycle year, during which time another 2.0 CEUs will have to be earned. Excess CEUs earned during the four-month extension can be carried over to the new cycle by request.
- If you do not obtain the required CEUs within the four-month extension, your certification will lapse. No additional extensions will be given.
- A \$25 extension fee must be paid before your request will be processed.

Before request will be processed, you must pay the CCR Extension Request Fee of \$25 by check to the Virginia Court Reporters Association or on the VCRA website:

<https://vcra.net/Sys/Store/Products/152494>

I hereby certify that the information submitted is accurate and truthful, and I further certify that I have read and understand the above guidelines.

Signature

Date

Submit form to ccr@vcra.net or mail to:

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

(September 2020)