

**LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS**

PROVIDER APPLICATION

This application is to be used for requesting provider approval of a seminar from the CSR BOARD. A seminar provider may not advertise their seminar as approved for Louisiana c. e. credits without the express permission of the CSR BOARD. Please provide all required documentation as stated in the Provider Application Process page.

DATE: _____

NAME OF PROVIDER: _____

PROGRAM TITLE: _____

DATE AND LOCATION OF PROGRAM: _____

IS SEMINAR REGISTRATION OPEN TO ALL CCR'S: YES _____ NO _____

IF NO, EXPLAIN: _____

NCRA APPROVAL. YES _____ NO _____

NVRA APPROVAL. YES _____ NO _____

IF YES, ATTACH COPY OF APPROVAL. APPROVAL MUST REFLECT NUMBER OF CREDITS TO BE ISSUED.

ADDITIONAL ITEMS TO BE ATTACHED:

A COPY OF YOUR AGENDA, A DESCRIPTION OF PROVIDER'S EXPERIENCE & QUALIFICATIONS, A DESCRIPTION OF THE REGISTRATION & COURSE ATTENDANCE PROCEDURES, A COPY OF THE EVALUATION FORM, A COPY OF THE PROVIDER VERIFICATION FORM, THE NAMES AND QUALIFICATIONS OF INSTRUCTORS, IDENTIFYING WHICH COURSES, A SIGNED STATEMENT FROM PROVIDER AGREEING TO SUBMIT TO THE CONTINUING EDUCATION COMMITTEE WITHIN 15 DAYS AFTER THE TRAINING A LIST OF CERTIFICATE HOLDERS WHO ATTENDED THE TRAINING AND THE NUMBER OF CREDIT HOURS EACH ARE ELIGIBLE, A SUMMARY OF THE EVALUATION RESPONSES.

SEMINAR CHAIR OR CONTACT:

NAME: _____

ADDRESS: _____

PHONE: () _____

EMAIL: _____