

LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS

The Reciprocal Application must be accompanied by a copy of your NCRA/NVRA certificate, affidavit indicating domicile is in the State of Louisiana and proof of domicile in the State of Louisiana. (Voter Registration Card/Louisiana Drivers License) High School Diploma or equivalency. Please do not use whiteout on the application. If you make a mistake please place one line through it and initial all changes. The current fees are shown directly on the Reciprocal Application.

At this time I would like to present the following notices:

Annual renewal of certification: All Louisiana Certifications are renewed on an annual basis and always end on December 31st each year. The annual renewal fee is currently \$75.00 plus certification stamp/seal. The invoices are mailed by October 10th each year. Renewal fees will be due by November 30th each year to insure receipt of certification stamp(s) by January 1st . (Any renewal not paid by December 31st will automatically become suspended.) You must have a current certificate (active status) in order to work as a court reporter in the State of Louisiana. Without the certification stamp you are not considered to be an active court reporter and must use your stamp to certify your work. The renewal is ultimately the reporter's responsibility. The board is not required to mail invoices but does this as a professional courtesy to the reporters. The reporter is responsible for all fees whether they receive an invoice or not.

Continuing Education Credits: On all even numbered years your continuing education credits will be due. You must furnish the required amount of continuing education credits to the board before your license can be renewed. You are required to obtain 12 C. E. credits every two year period. You will start the next two year period beginning with January 1, 2007 and ending on December 31, 2008.

Method of Reporting: A reporter shall practice only the method of reporting for which certified by the Board and shall not mislead the public by purporting to utilize other methods for which the reporter has not been certified.

Certification Stamp: A certification stamp is now in place and must be obtained by all court reporters of active status. A court reporter is not considered an active reporter unless the reporter has his/her certification stamp.

Upon approval of application you will receive a packet of information including but not limited to the following: Approval Letter with Certification Number, Format Guidelines, Code of Ethics Rule, Attorney General's Opinion letter on the Contracting Law, Certification Card (ID Card), Certification stamp. The Certificate will follow 6 to 8 weeks later.

If you have any questions please do not hesitate to contact the Board office.

Sincerely,
Tonya R. Armentor
Administrator