

## **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) a copy of your 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 31<sup>st</sup> each year. The invoices are mailed by October 10<sup>th</sup> each year. Renewal fees will be due by November 30<sup>th</sup> each year to insure receipt of certification stamp(s) by January 1<sup>st</sup>. (Any renewal not paid by December 31<sup>st</sup> 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. 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. The current renewal fee for 2009 is as follows: License with one seal is \$90.00, with two seals is \$105.00, and with three seals is \$120.00. A certification stamp can not be purchased as a single item. You will only be able to purchase your seal(s) when you are either issued a license or when you renew your license. Your licensing fee and your stamp fee are combined as one fee.

**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. The current two-year period is January 1, 2007 and ending on December 31, 2008. When licensed on the odd numbered year then you are only required to obtain 6 C. E. credits for the current cycle.

**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.

Upon approval of application you will receive a packet of information. The Certificate will follow 4 to 6 weeks later.

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

Sincerely,  
Tonya R. Armentor,  
Administrator