

INSTRUCTION SHEET

ILLINOIS SHORTHAND REPORTERS CONTINUING EDUCATION SPONSOR APPLICATION

C.E. ACCREDITATION

In order for Licensed Illinois Shorthand Reporters to obtain credit for attendance at continuing education (C.E.) programs, the programs must be provided by an approved sponsor. The sponsoring entity must:

1. Complete and submit an Illinois Shorthand Reporters Continuing Education Sponsor Application.
2. Forward a fee of \$300.00 in the form of a check or money order made payable to the Department of Financial and Professional Regulation (state agencies, state colleges and state universities in Illinois are exempt from payment of fees). Along with the application, you must submit a list of proposed programs including the description, location, date and time of the programs.
3. Provide a sample Certificate of Attendance, which contains the following:
 - a) the name, address and approval number of the sponsor;
 - b) the name and address of the participant;
 - c) a brief statement of the subject matter;
 - d) the number of hours attended in each program;
 - e) the date and place of the program; and
 - f) the signature of the sponsor.
4. You must submit with your application a copy of a sample program with faculty, course materials and syllabi.

Sponsor means a person, firm, professional association, trade, or any other group which has been approved and authorized by the Certified Shorthand Reporters Board.

Upon receipt of the sponsor application and all required documentation, it will be reviewed by the Illinois Certified Shorthand Reporters Board. Subsequent to Board review, you will be advised of their recommendation. For further information regarding continuing education, it is suggested that you familiarize yourself with the requirements outlined in the Rules for the Administration of the Illinois Certified Shorthand Reporters Act.

CE SPONSOR RENEWAL REQUIREMENTS

1. Renewal applicants will be required to complete 10 hours of continuing education, which must be obtained during the applicable prerenewal period. The prerenewal period is the 24 months preceding May 31 of each odd-numbered year.
2. It shall be the responsibility of the sponsor to provide each participants in an approved program with a certificate of attendance as outlined above.
3. The sponsor shall maintain attendance records containing the above information and course materials for not less than 5 years.
4. The sponsor shall be responsible for assuring that no renewal applicant shall receive continuing education credit for time not actually spent attending the program.

C.E. COURSE CONTENT

All C.E. courses shall:

- A) Contribute to the advancement, extension and enhancement of the professional skills and knowledge in the practice of shorthand reporting;
- B) Include one or more subjects directly related to the shorthand reporter's ability to produce accurate and timely transcripts;
- C) Be relevant to the needs of shorthand 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 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 Illinois CE requirements for license renewal.

SPONSOR RESPONSIBILITY AND APPROVAL

All programs given by approved sponsors shall be open to all registered shorthand reporters and not be limited to members of a single organization or group.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 414 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

RETURN APPLICATION TO:

STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
ATTN: DIVISION OF PROFESSIONAL REGULATION
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786

**ILLINOIS SHORTHAND REPORTERS
CONTINUING EDUCATION SPONSOR APPLICATION**

FEE:

Please read Instructions for making application as a CE sponsor prior to completing application. Any questions should be directed to the Technical Assistance Unit at 217/782-8556.

1. OFFICIAL NAME OF SPONSORING ORGANIZATION OR INSTITUTION AS IT WILL APPEAR ON THE CERTIFICATE OF ATTENDANCE.	2. TELEPHONE NUMBER (Include Area Code) (___ ___) ___ - ___
3. ADDRESS (Include Street, City, State, ZIP Code, and County)	4. FEIN OR SOCIAL SECURITY NUMBER
5. NAME OF PERSON RESPONSIBLE FOR CONTINUING EDUCATION PROGRAM(S)	6. TITLE
7. ADDRESS (Include Street, City, State, and ZIP Code)	8. TELEPHONE NUMBER (Include Area Code) (___ ___) ___ - ___ FAX NUMBER (Include Area Code) (___ ___) ___ - ___

9. SPONSOR IS:

A publicly-supported governmental agency located in Illinois

A publicly-supported College or University located in Illinois

Individual

A trade or professional association

A firm

Other _____ Describe: _____

10. IF INDIVIDUAL, SPONSOR'S EDUCATION / EXPERIENCE IN SHORTHAND REPORTER'S CONTINUING EDUCATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

_____ Signature of Person Responsible for C.E. Programs	_____ Title
_____ Type or Print Name of Person Responsible for C.E. Programs	_____ Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

AFFIDAVIT

I hereby certify that I am the individual responsible for the continuing professional education program(s) offered by this sponsor and:

1. That all programs offered by the sponsor for C.E. will comply with the criteria in 68 Ill. Adm. Code, Section 1200.75(c)(3) and all other criteria in 68 Ill. Adm. Code, Section 1200.75;
2. That the sponsor will be responsible for verifying attendance at each course or program and provide a certificate of attendance as set forth in 68 Ill. Adm. Code, Section 1200.75(c)(10);
3. All programs shall be developed and presented by persons with education and/or experience in the subject matter of the program to be presented;
4. Contribute to the advancement, extension and enhancement of the professional skills and knowledge in the practice of shorthand reporting;
5. Specify the number of CE hours that may be applied to fulfilling Illinois CE requirements for licensure renewal;
6. Include one or more subjects directly related to the shorthand reporter's ability to produce accurate and timely transcripts;
7. Be open to all licensed shorthand reporters and not be limited to members of a single organization or group;
8. I shall verify attendance at each CE course or program and keep records of such attendance for no less than 5 years;
9. That, upon request by the Department, the sponsor will submit evidence (e.g., certificates of attendance or course materials) as is necessary to establish compliance with 68 Ill. Adm. Code, Section 1200.75. Evidence shall be required when the Department has reason to believe that there is not full compliance with the rules and that the information is necessary to ensure compliance.

NOTARY
SEAL

Subscribed and sworn before me this _____
day of _____, _____.

Signature of Notary Public

Print Name

Signature

Date

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

Application Checklist for Certified Shorthand Reporter

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

Before you mail your application, check the following items to make sure your application is complete!

FOUR-PAGE APPLICATION REVIEW	COMPLETED
Part I. Application Category Information	
Part II. Applicant Identifying Information	
Part III. Education Information	
Part IV. Record of Licensure Information	
Part V. Record of Examination	
Part VI. Personal History Information	
Part VII. Examination Coding Information (If applicable)	
Part VIII. Child Support and/or Student Loan Information	
Part IX. Certifying Statement -- Signed and Dated	
SUPPORTING DOCUMENTS	SUBMITTED
Application Fee	
Four-page Application for Licensure and/or Examination	
CT-SHR Form (<i>original and current</i> state) if applicable	
Submit proof of High School graduation or its equivalent	
ED-SHR Form (if applicable)	
Document proof of name change (if applicable)	
If you are applying on the basis of Acceptance of Examination, you must submit proof of passing the Registered Merit Reporter Certificate or the Registered Professional Reporter exam	
If you are applying for the Restricted Shorthand Reporter Certificate, you must submit a written request for issuance of the certificate from the Chief Judge of your district	
If you are applying for the Restricted Shorthand Reporter Certificate, you must submit proof of passing the "A" proficiency examination	
RS Form (restoration method only)	
Certificates of CE Attendance (restoration method only) if applicable	
Copy of DD214 (restoration method only)	

All supporting documents *may not be required*. Please refer to application instructions for your specific method of licensure.