

EARN CONTINUING EDUCATION UNITS AS YOU INCREASE YOUR SKILLS

RULES AND GENERAL INFORMATION: WAYS TO EARN CEUs

What is the continuing education requirement for CER and CET?

Three-year CE Requirement: Each certified court reporter and/or transcriber shall be required to attend a minimum of 30 hours of approved training per three-year period.

Where can I find information about AAERT's continuing education (CE) program?

The best source of information is the AAERT website: www.AAERT.org (under the "Education Tab, Continuing Education Credits Tab" on the menu bar). At the website, you will find: the complete Continuing Education instructions and requirements, list of pre-approved Classes and Seminars, forms to apply for CE credit, and the answers to frequently asked questions.

What is the purpose of the continuing education requirement?

To promote the highest possible standards in the court reporting and/or transcription fields. The CE requirement will assist the certified members to keep up-to-date with the tools, technology, knowledge and skills of court reporting and transcription. It is the goal of the AAERT Education Committee to encourage growth as a professional, to broaden perspective and approach toward the responsibilities and functions of the profession in a professional educational setting.

How do I find out whether a class is pre-approved?

Generally, the courses listed will give you the CE credits for which they have been approved.

How do I as a presenter or provider obtain pre-approval for a CE class?

Formal pre-approval is available to all CE providers, who must submit copies of their course materials for review. A CE provider can apply at the AAERT.org Attention Education Committee. The application process is simple and for a reasonable fee. Allow 90 days lead time, but often the process is much faster. The class is posted on the CE calendar, free of charge, within 72 hours of approval.

As an Attendee, can I get credit for a seminar if it is not pre-approved?

Yes, but the class must comply with the criteria set forth by the International Association for Continuing Education and Training in terms of subject guidelines, paperwork submission requirements, provider recordkeeping, and so forth. Generally accepted post-approvals are: court reporting software classes, such as (a), (b), and (c), within Section 3.04 of the AAERT Continuing Education Program Rules, taught by certified trainers, word processing, computer maintenance, legal classes, and language classes. Processing may take a little longer than with pre-approved classes.

Do I need to submit extra paperwork for a post-approval CE request?

Yes. If you took a CE class that was not pre-approved, you must submit the standard CE request paperwork and Verification of Attendance and also the following information: a course program/agenda which shows the actual hours of the educational sessions; names and qualifications of instructors; outline of subjects covered; and to whom the program was directed. Processing may take a little longer than with pre-approved classes.

Will I receive credit for courses taken through national or other state court reporting associations?

In most cases, yes. There are rare instances when credit is not allowed according to the guidelines, for instance, tours, business meetings and home-study book reviews receive no CE credit.

Will I receive credit for training classes taught by my court reporting software provider?

In most cases, yes. CR software training by a certified trainer is eligible for CE credit, so long as the provider complies with the provider guidelines for classes, and record keeping. Bear in mind that home study courses have additional accreditation criteria, also stated in the Manual. If your class was not pre-approved, make sure that you receive written verification of attendance, signed by the provider, which states the number of training hours that you completed. No credit is given for meals and breaks. When submitting your CE Request for Credit, be sure to include a copy of your training agenda and a list of subjects covered.

Can I get credit for online classes?

Yes, but there are very strict criteria for accreditation of home study. Should you find yourself unable to attend a live seminar, several online courses have been pre-approved for CE credit. Which courses are they? AAERT encourages attendance at live seminars whenever possible because of the added benefit of interaction and exchange of ideas among court reporters in a professional educational setting.

What are the extra criteria for accreditation of home study, or correspondence courses?

A course must meet all of the general guidelines stated, including the following minimum criteria for home study:

- Written verification from CE provider that student completed the course;
- Course included interactive feedback and/or testing;
- Providers maintain a record of student participation that can be confirmed separately by AAERT;
- Provider supplied quantifiable educational contact hours, i.e., CEUs or other nationally recognized unit of continuing education hours.

Can I get credit for self-guided study from my software manual?

No. Verification of educational contact hours must be certified in writing by the CE provider who is in compliance with the standards and criteria set forth in the CE Manual.

Can I repeat a class and still get CE credit?

Generally, classes repeated within 3 calendar years will not receive credit. The pertinent date is the date of course completion as stated on the verification certificate.

Can I get credit for attending a class where I am employed (or volunteer) to take notes?

No. While it is always a good learning experience when you can concentrate on valuable educational content during a job, AAERT gives CE credit for taking classes (when your purpose is to be the student), not for court reporting/CART employment or volunteer work. Job experience is an undeniable bonus, but it does not qualify for CE credit.

Can a company train its employees or contractors to earn CEUs by hiring a CE Provider to make training available to its employees, its contractors, and to any other contractors who don't work for the company?

Yes. With the proper approval and fees paid per attendee and per presenter, a CE Provider unrelated to the company may be retained to present a class, seminar, etc.

CE CREDIT HOURS:

How many credit hours will I receive for a class?

AAERT Annual Conference Attendance – .10 CEU per 1 hour educational session which must be validated by attendee cards or records.

College courses, Grade "C" or above, restrictions apply - 1.0 CEU (Online College Courses will be considered a College Course if your Online Course would hold the same value of College Credits as if you were attending the course in person at the college.)

Distance learning courses and Industry Webinars - .10 CEU per 1 hour session.

AAERT's Executive Forum Attendance (Corporate Members Only) - .75 CEU

Speak or Present at an AAERT or Industry Meeting - .25 CEU

Writing an Article for AAERT (For use in The Court Reporter or for social media.) - .25 CEU

Actively holding an AAERT Committee position - .25 CEU, per year

Approved Industry Conferences (NCRA, NVRA) - .10 CEU per 1 hour educational session

which must be validated by attendee cards or records.

Adult education classes, not taken for college credit - .10 CEU per hour of class.

CPR and First Aid Courses - .10 CEU

CLASSES:

How do I find a good CE class?

For a list of pre-approved classes, check the internet or contact the AAERT Office. First check other court reporting association websites for their courses. There are many out there and at various fees.

Continuing Education Units may be acquired from any of the following:

- Colleges
- Community Colleges
- National Academy of Continuing Legal Education
- National Court Reporters Association
- National Verbatim Reporters Association

It is suggested that the provider of the CEUs has been approved as an authorized provider by the International Association for Continuing Education and Training (IACET), and may offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards, internationally recognized as good standards of practice.

Most CEU programs offered by the National Court Reporters Association and the National Verbatim Reporters Association will be accepted by AAERT.

For live court reporting seminars and adult continuing education, you will receive credit for the actual number of training hours that you attend. No credit is given for meals, breaks or administrative sessions – only for educational contact hours.

Besides court reporting seminars and adult continuing education, are there other ways that I can earn CE credit?

Yes. Examples are: college degree courses, court reporting school, national certificate designations, teaching a court reporting class, and service. For more specific information and an explanation of how credit is calculated for these activities, please check with AAERT, Education Committee for Course Accreditation and Credit Hours Allowed.

General Exclusions

CEU credits may NOT be claimed for the following types of activities:

(a) Courses primarily intended to teach a non-verbal skill, including but not limited to sports, general fitness and exercise, arts, and music.

- (b) Any activity for which one receives remuneration as part of one's regular employment.
- (c) Attending association business meetings and/or elections.
- (d) Any activity primarily intended for advertising or promotional purposes, including, but not limited to, visiting exhibit and tradeshow booths.
- (e) Any activity primarily intended for recreational purposes, including, but not limited to, beer/wine tastings, receptions, parties, boat cruises, recreational tours, and meals. "Lunch and Learn" sessions and educational dinner speakers are acceptable provided that all other requirements in Article II of the AAERT Continuing Education Program Rules are met. In such cases, CEUs will be determined based on the duration of instruction rather than the duration of the meal.

The following topics of instruction are deemed to meet and thereby qualify for CEUs, provided that all other criteria are met. Other topics may be deemed eligible on a case-by-case basis by the Education Committee.

Language Skills, Literature, and Linguistics

Activities designed to teach Language

- (a) English Grammar, Punctuation, Usage, and Syntax
- (b) English Spelling and Vocabulary
- (c) Etymology and History of the English Language
- (d) Literature Courses
- (e) Linguistics, Speech Patterns, and Speech Impairments
- (f) Accents, Dialects, Colloquialisms, and Common Slang
- (g) Sign Language
- (h) Foreign Languages

The Reporting Profession, the Law, and the Courts

- (a) Courtroom and Deposition Procedure
- (b) Transcript Formatting, Preparation, and Chain of Custody
- (c) Legal Terminology
- (d) History of Court Reporting and Legal History
- (e) Legal Research
- (f) Continuing Legal Education (CLE) Courses (approved by a state, local, or national CLE authority)
- (g) Basic Trial Advocacy
- (h) AAERT Certification Training Workshop, CLVS Workshop, Trial Presentation Workshop, etc.
- (i) Notary Training
- (j) Paralegal Training
- (k) Process Server Training

Legal and Business Technology

Medicine and Medical Terminology

- (a) Medical and Pharmaceutical Terminology
- (b) Medical Jurisprudence

- (c) Forensic Medicine
- (d) Clinical Pharmacology
- (e) Medical Ethics
- (f) Hearing Loss, Hearing Disorders

Court Reporting Software and Technology

Business Administration

- (a) Marketing, Public Relations, and Social Media for Business
- (b) Accounting Practices and Software
- (c) Strategic Planning, Finance, and Administration
- (d) Management and Human Resources
- (e) Succession and Exit Planning
- (f) Legal Issues and Risk Management

Ethics and Professionalism

- (a) Professionalism and Business Etiquette

Networking, Public Speaking, and Business Communication

- (a) Work/Life Balance
- (b) Workplace Gender Issues
- (c) Repetitive Stress Injuries, Carpal Tunnel, and Other Physical and Psychological Health Issues Directly Related to Court Reporting
- (d) Professional Mental Health and Stress Management
- (e) Violence and Sexual Harassment in the Workplace
- (f) Substance Abuse and Depression in the Workplace

Safety and Emergency Preparedness

- (a) CPR/AED, First Aid, and Emergency Preparedness
- (b) Workplace Safety and Security

Educational Tours

- (a) Tours of Courts, Law Firms, or Law Schools
- (b) Tours of Police Stations and Correctional Facilities
- (c) Historical Tours closely related to the Law, Literature, the English Language, Hearing Loss, or the Court Reporting Profession

VERIFICATION OF ATTENDANCE:

What constitutes adequate verification of attendance?

Verification of educational contact hours must be certified in writing by the CE provider and can take the form of:

- Certificate of Completion
- CE transcript (NCRA, NVRA, state CRAs)
- Letter with original signature from the CE provider

- Attendance punch card from a pre-approved court reporting seminar
- Final grade report or transcript from a college or university degree program

Attendance Verification for In-Person Activities

The sponsor must be willing to certify that the participant was present and participated in the activity. For in-person activities, the exact method of attendance verification may be determined by the sponsor. If a participant does not fully complete an activity, it is his or her ethical duty to report partial completion to the sponsor. The sponsor must then certify only partial credit for that participant.

Evaluation Procedures

The sponsor must establish and implement evaluation procedures in order to determine participant satisfaction and the effectiveness of the continuing education offering.

Attendance Verification for Distance Learning Activities

For distance learning activities (i.e., those that are delivered remotely, with the participant in a different physical location from the instructor), the sponsor must use an approved tracking method to verify completion of at least 80% of the approved activity. Approved verification methods include:

- (a) Key letters or words embedded in the content which are required to certify completion
- (b) Intermittent prompts that require input from the participant before the activity can continue
- (c) Mandatory quizzes or content summaries at the completion of the activity
- (d) Minute-by-minute tracking of how long the attendee participated in the activity

Verification must be established in such a way that at least 80% of the activity is verified. For instance, if a distance learning activity consists of 60 minutes of continuing education, the final verification point cannot occur more than 12 minutes before the end of the activity.

Asynchronous activities must prevent the user from bypassing attendance verification points or skipping ahead to complete the activity in less time.

Is my registration receipt adequate for verification of attendance?

No. AAERT cannot grant CE credit for training unless you submit verification of actual attendance. A registration receipt, hotel receipt, entrance ticket or name badge is not considered adequate verification of attendance.

I attended a pre-approved seminar, but I lost my attendance punch card. What can I do to obtain credit?

In this instance, you have two options. Either of the following is acceptable verification for your CE credit record:

1. Obtain a signed letter from the CE provider that verifies your hours of attendance

- at the training sessions; or
2. If you submitted a separate punch card to one of the national associations (NCRA or NVRA) for the same seminar, you can send AAERT a copy of your national association transcript that shows your CE credit for the seminar.

AAERT cannot grant CE credit for training unless you submit adequate verification of attendance. A registration receipt, hotel receipt, entrance ticket or name badge is not considered adequate verification of attendance.

CE FEES AND DEADLINE AAERT CERTIFICATIONS:

Exam Fees for CER and CET Online Test

CERTIFICATION FEES	AMOUNT (USD)	TIME AND DETAILS
Exam Registration Fee	\$275	See below: Dates and Deadlines for details. No fee is required if an exam is rescheduled more than seven-two (72) hours prior to the scheduled exam date.
Exam Reschedule Fee	\$0	
Exam Cancellation Fee	\$275	Entire exam fee will be assessed if you cancel the exam less than seven-two (72) hours prior to the scheduled exam date.
Exam No Show Fee	\$275	If you fail to show for the scheduled exam, the full exam registration fee will be forfeited.
Transcriber Practical Portion	\$ 95	This online portion is only taken AFTER you have successfully completed and passed the initial Knowledge Portion of the Transcriber Exam. Retake of the Transcriber Practical Portion is the same fee.
Exam Retake Fee	\$175	If you are unsuccessful on the initial exam, a discounted exam fee is offered for retakes.
Recertification Fee for CER and CET with three (3) consecutive years of AAERT membership	\$100	Current CERs and CETs are required to recertify every three (3) years and keep concurrent membership for three (3) years.
Recertification Fee for CER and CET without a three (3) year consecutive AAERT membership	\$300	Current CERs and CETs are required to recertify every three (3) years and keep concurrent membership for three (3) years.

Failure to Recertify Fee	\$275	To reinstate an expired CER or CET designation, all exam registration steps must be completed.
CER and CET Emeritus Fee	\$150	During your recertification year, eligible applicants may submit for Emeritus status. (See Emeritus Status for details.)

DATES AND DEADLINES

Exam Window	Exam Online Application and Exam Fee Due Date
January 15 - 30	December 15th
April 15 - 30	March 15th
July 15 - 30	June 15th
October 15 - 30	September 15th

AAERT RECERTIFICATION PROCESS

Once you have earned your CER or CET designation, AAERT requires you to recertify every three (3) years and be a member in good standing during the 3 years to maintain your designation. CEU credits required every three (3) years are 3.0 CEU credits, along with your Recertification Fee. (See Fees and Deadlines for more information.)

CEU classes / courses are a reminder of things you may have forgotten, and if you've developed bad habits along the way in your career, they will help get you back on track.

CER OR CET EMERITUS STATUS

Any current CER or CET who reaches the age of 59 years of age AND has held a CER or CET in good standing for a minimum of 6 years may apply for an EMERITUS STATUS with AAERT.

To apply, the member must submit an essay (200 - 400 words) describing how your certification designation has helped you in your professional life and why you believe it's important to maintain the designation(s). The essay must be submitted before your recertification due date.

Proper payment must be submitted along with the essay. Once approved, the applicant will receive a new CER and / or CET Certificate with no expiration date assigned.

RECERTIFICATION APPLICATION FORMS

Please refer to our AAERT website/Certification for current form required.

Numbered certificates are granted under two headings:

CER[®] (certified electronic court reporter)

CET[®] (certified electronic transcriber)

Any CER or CET who fails to recertify by the deadline assigned to their certification will lose their CER or CET status and will be removed from our certified member list.

How do I become active again if my certification has lapsed or is suspended for missing the CE deadline?

In the event that any AAERT credentials are allowed to lapse, the credential holder may be eligible for a once-per-lifetime reinstatement provided that the reinstatement is requested within four years of the termination date of the credentials in question, the credential holder has not received such reinstatement in the past, and the credential holder has submitted at least 0.5 CEUs since the beginning of the lapsed cycle.

The credential holder may have to take the required training and submit the CE Request for Credit paperwork. You will be notified when your hours are recorded and your CE requirement is complete. Reinstatement may be subject to fee payment.

Submission of CE:

How and where do I submit for CE credit?

After completing a continuing education class, you must log into your AAERT Member Profile and go to the Professional Development tab to add your entry for your hours to be entered for your CE credit(s).

Request for Credit includes the following:

Verification of Attendance issued by CE provider

Copy of course schedule or agenda

How quickly do I need to send my CE request to AAERT?

CE requests must be submitted within 30 days of completion of the CE class.

How critical is the 30-day class submission deadline?

It is very critical. Late submission may result in delay or denial of CE credit.

Will my CE provider automatically submit my attendance record to AAERT?

No, it will be your responsibility to submit any and all documentations.

How do I check whether I fulfilled my CE requirement for the mandatory period?

You can view your CE credits by signing into your AAERT Member Profile and going to the Professional Development area of the site.

Approved September 2015