



September 30, 2021

Dear Oklahoma CSR,

If you were unable to attend an OCRA convention this year, OCRA is offering CE credits via electronic format. A link will be provided so that you can download/stream the session(s) to view on your computer. You will complete the test online. The test will automatically be scored and, if successfully passed, a Certificate of Completion will be generated. You **must** have access to high speed internet to download the files. **No DVDs will be available.**

As required by 20 O.S. 1503.1, "Every certified shorthand reporter and every court reporter temporarily employed by the district court, Workers' Compensation Court, or Corporation Commission shall annually complete at least four (4) hours of continuing education approved by the State Board of Examiners of Certified Shorthand Reporters. Included in the four-hour minimum requirement for every official shorthand reporter and every court reporter temporarily employed by the district court, Workers' Compensation Court, or Corporation Commission at least one (1) hour shall relate to Oklahoma court rules and procedures. All four (4) hours of continuing education shall be approved by the State Board of Examiners of Certified Shorthand Reporters."

OCRA is offering a total of four hours of CE credits, which includes one (1) hour of Court Rules & Procedures. OCRA is also offering the standalone purchase of Court Rules & Procedures at a separate rate. Please note order **deadlines and due dates**. Order online at <https://ocraonline.org/events>

This mailing is being sent to all Oklahoma CSRs. If you have already complied with your CE requirements for 2021, you may disregard this notice.

Best regards,

Laura Griffin, OCRA CE Chairman
ocra.onlinece@gmail.com

VERY IMPORTANT: PLEASE READ

IT IS YOUR RESPONSIBILITY TO CHECK DUE DATES AND “RETURN BY” DATES. OCRA IS NOT RESPONSIBLE FOR ORDERS RECEIVED AFTER THE STATED DATE.

NO REFUNDS OR CREDITS WILL BE GIVEN FOR FAILURE TO ORDER OR COMPLETE TESTS TIMELY. **NO EXCEPTIONS.**

ORDERS WILL NOT BE ACCEPTED **AFTER DECEMBER 15, 2021**, AND WILL NOT BE PROCESSED.

TESTS MUST BE COMPLETED ONLINE BY MIDNIGHT OF DECEMBER 31, 2021.

CE CREDITS MAY BE ORDERED ONLINE AT <https://ocraonline.org/events>.

INSTRUCTIONS FOR ONLINE CEU

Once you complete the order form, you will be emailed instructions and the link(s) to download/stream the respective file(s). An additional link will be provided to take the test online. The test(s) will be automatically graded, so you'll know your score immediately after taking it. Upon successful completion of the test, a Certificate of Completion will automatically be sent. The written test(s) consists of 20 questions. The pass rate is 70%.

If you are applying for Oklahoma CE only, you will need to download the [2021 Annual Report of Compliance](#). It is **YOUR RESPONSIBILITY** to complete the form and mail to the Administrative Office of the Courts. AOC will then verify the hours completed with OCRA.

If you are applying for NCRA credits as well, the form can be located at <https://www.ncra.org/home> and has to be submitted electronically. It is **YOUR RESPONSIBILITY** to fill the form out online and submit it to NCRA with the Certificate of Completion attached.

The Certificate of Completion MUST be attached to the Compliance Form to receive credit.

PRICE SHEET

4 HOURS OF CONTINUING EDUCATION (1 hour of Court Rules and Procedures IS included)

Due Dates for Orders	Members price	Non-Members price	Retired price *
Received by 10-31-21	\$160.00	\$265.00	\$75.00
Received between 11-1-21 and 11-30-21	\$195.00	\$300.00	\$115.00
Received between 12-1-21 and 12-15-21	\$295.00	\$400.00	\$215.00

*** Retired price is only for those who are NOT doing ANY court reporting work**

1 HOUR COURT RULES & PROCEDURES ONLY

Due Dates for Orders	Member price	Non-Member price	Retired price*
Received by 10-31-21	\$60.00	\$165.00	\$25.00
Received between 11-1-21 and 11-30-21	\$95.00	\$200.00	\$60.00
Received between 12-1-21 and 12-15-21	\$195.00	\$300.00	\$160.00

*** Retired price is only for those who are NOT doing ANY court reporting work**

OCRA ONLINE CEU – 2021

The following seminar session(s) are available for 2021:

- ➔ “Getting SHEUT Done”
Allison Hall, RDR, CRR, CSR
Presented August 28, 2021 (NCRA .15 CEU) (OK CE 1.5 hours)
- ➔ “Helping the Helpers”
Dr. Michael Baxter and Amy Hendrix
Presented August 27, 2021 (NCRA .15 CEU) (OK CE 1.5 hours)
- ➔ “Oklahoma Court Rules and Procedures”
Honorable Scott Rowland
Presented August 27, 2021 (NCRA .10 CEU) (OK CE 1 hour)
- ➔ ONLY Oklahoma Court Rules and Procedures (NCRA .10 CEU) (OK CE 1 hour)