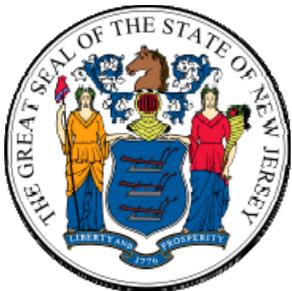


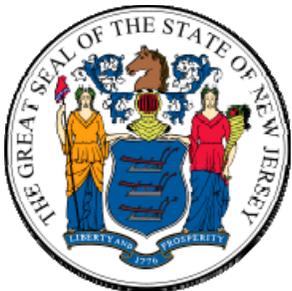
State Board of Court Reporting

Application Process Overview



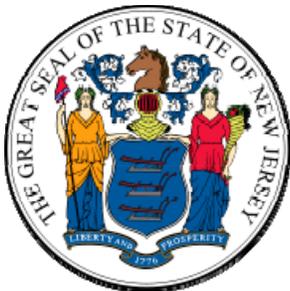
Board of Court Reporting

- License qualified individuals
- Regulates the practice of court reporting
- Investigates complaints and takes disciplinary action



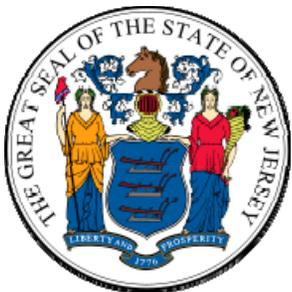
License to Practice

- No one may practice as a Court Reporting without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



License to Practice

- How do you get a license?
- How do you keep a license in good standing?



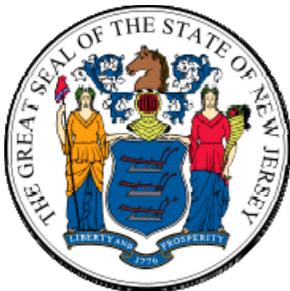
How Do I Get an Application Form?

Applications can be downloaded from the Board's website at:

www.NJConsumerAffairs.gov/cou

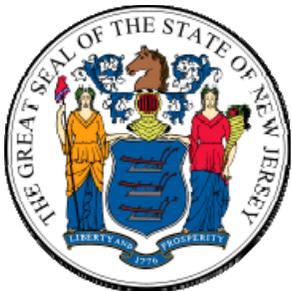


The screenshot shows the website for the New Jersey Division of Consumer Affairs. The header includes the state logo, navigation links for 'The State of New Jersey' and 'Office of the Attorney General', and a search bar. The main content area features a sidebar with links like 'Board Home', 'Members', and 'Meetings'. The main heading is 'State Board of Court Reporting' with a sub-heading 'This board licenses and regulates certified shorthand reporters in New Jersey.' To the right, there are contact options for Email, Call, and Inquiries, along with contact information for Michela Ross, Executive Director. The footer contains a grid of links for various services and departments.



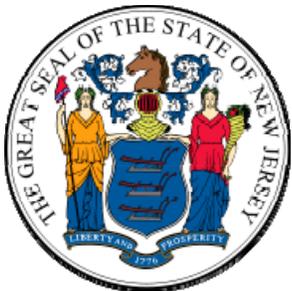
Application Process

1. Submit an application (*\$150*)
2. Send supporting documents to the Board
3. Receive fingerprint instructions
4. Submit additional information (*as required*)
5. Submit Final Licensure payment (*\$30*)



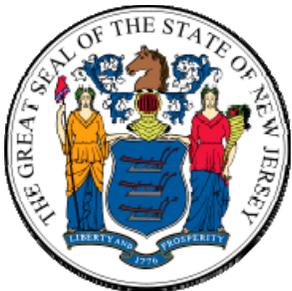
Application Fees

- Application Fee:
 - \$150.00
 - Payable by check or money order
 - ***NO CASH***



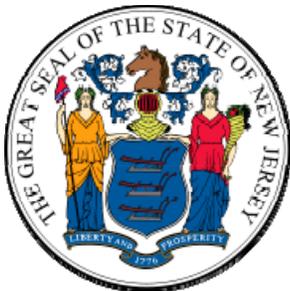
Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive
- Use of Illegal Chemical Substances



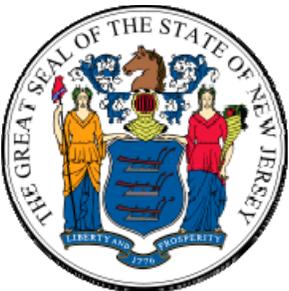
Criminal History Background Check (*CHBC*)

- You must complete the “*Criminal History Information Request Form*” as part of the application
- Please note that it may take 2 to 4 weeks for the Board to receive the results of a criminal history background check from the criminal history department



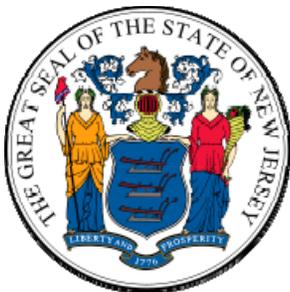
Initial Registration Fee

- Once your application has been approved you will receive a letter and an attached invoice
- You must return this invoice with the appropriate licensing fee of \$250 if licensed during the first half of the biennial period *(or \$125 if licensed during the second half of the biennial period)*
- Payment may be in the form of a check, money order, or credit card. You must include the expiration date when paying by credit card



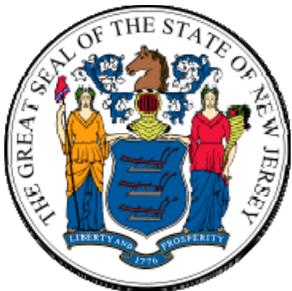
Keeping Your License Current

- Licenses are valid for 2 years
- You must keep your mailing address current with the Board in order to receive renewal notices
- Renewals are done online and require a renewal fee (\$250)



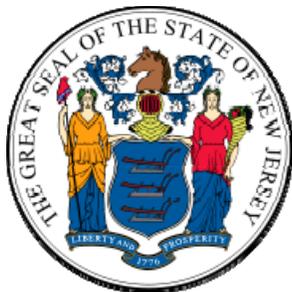
Continuing Education

- You must complete your continuing education prior to renewal
(June 30th of even years)
- You must complete 15 credits during each two-year period



Communication

- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move or change your name – *contact the Board and update your information*



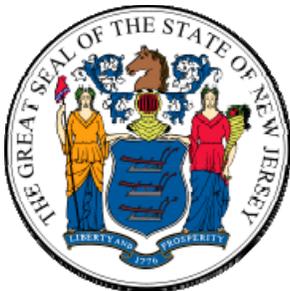
Where Do I Send Mail for the State Board of Court Reporting?

Mailing Address:

State Board of
Court Reporting
P.O. Box 45019
Newark, NJ 07101

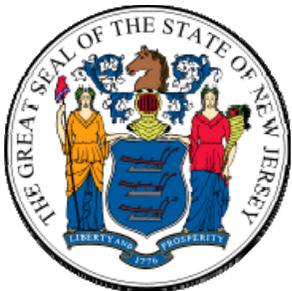
Physical Address:

State Board of
Court Reporting
124 Halsey Street
Newark, NJ 07102



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



Useful Links

Board of Accountancy

www.NJConsumerAffairs.gov/cou

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

