



PDC ONLINE SUBMISSION VERIFICATION FORM

Use this form, in addition to payment information, with NCRA's online submission process. Submit all requested documentation at one time.

Only one submission per form is permitted.

The individual listed should keep all submission paperwork and supporting documentation for a period of either one year or the certification cycle period, whichever is longer. Be prepared to provide this documentation in the event of an audit.

Attach all supporting documentation in the following order:

1. Completed credit request form
2. Outline of subjects covered
3. Verification of attendance/completion
 - a. Examples: mentoring log, letter from recipient, certificate of completion
 - b. This is not required if the recipient signs below, except in the case of the mentoring log.

Please note all PDC submissions are subject to review before they appear on the transcript.

COURT REPORTER INFORMATION

NAME _____ NCRA MEMBER NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE NUMBER _____

EVENT OR ACTIVITY INFORMATION

EVENT OR ACTIVITY NAME _____

EVENT OR ACTIVITY ADDRESS _____

PHONE _____

EVENT OR ACTIVITY DESCRIPTION _____

EVENT OR ACTIVITY LOCATION _____

EVENT OR ACTIVITY DATE _____ START TIME _____ END TIME _____

EVENT OR ACTIVITY TOTAL HOURS (DO NOT INCLUDE BREAKS OR MEAL PERIODS) _____

NAME OF EVENT HOST, CONSUMER, BENEFICIARY, OR MENTORING STUDENT _____

DESCRIBE WHO THE ABOVE INDIVIDUAL IS (MENTORED STUDENT, CART CLIENT, ETC.) _____

REQUIRED SIGNATURES

I certify this information and all attachments to be correct to the best of my knowledge.

SIGNATURE OF RECIPIENT OF SERVICES _____

REPORTER SIGNATURE _____

SUBMIT TO NCRA

Please save the completed form and submit at [NCRA.org/CEUforms](https://www.ncra.org/CEUforms).

QUESTIONS?

Please email continuinged@ncra.org or call 800-272-6272.