

# Iowa Board of Examiners of Shorthand Reporters

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## TO: Iowa Certified Shorthand Reporters

This letter provides guidance regarding your annual reporting duties as a certified shorthand reporter, for the reporting period ending September 30, 2009. No paper report form is enclosed with this mailing. Unless you are granted an exception, you are required to file your annual report form online, using the Internet report and fee payment utility available on the Board's professional regulation web site.

**Exceptions to Electronic Filing:** For good cause, the director of the Office of Professional Regulation may authorize filing of a report and payment of associated fees in paper form. Exceptions will not be routinely granted. Good cause does not include unfamiliarity with personal computers, lack of a credit card or bank account, or forgetting your user name and password. If you believe your situation constitutes good cause for an exception to electronic filing, you may apply for an exception by letter addressed to the Director, Office of Professional Regulation, at the address indicated in the heading of this letter, stating the basis for your request. There is no fee associated with a request for exception to electronic filing.

**Instructions regarding Internet reporting and fee payment are provided in the letter of instruction included with this mailing.** Unless otherwise authorized, all reports must be filed and all fees paid online. Emailing or faxing a report does not constitute filing. Filing deadlines will not be extended for a reporter who encounters a system difficulty or other technical issue shortly before the filing deadline.

NCRA Registered Professional Reporters who meet Iowa continuing education rules by complying with NCRA requirements for retention on its Registry of Professional Reporters should report all CEUs earned during the period October 1, 2008, through September 30, 2009. **Most NCRA RPRs accomplish this by uploading a copy of their current NCRA continuing education transcript as part of the reporting process. A tip on how to create and upload an electronic copy of your NCRA transcript is included on the last page of the filing instructions included with this letter.** Under Rule 46.8(1)(b), satisfactory evidence of compliance with NCRA continuing education requirements for retention on its Registry of Professional Reporters fulfills Iowa's continuing education requirements.

Reporters who are NOT NCRA Registered Professional Reporters (and any other reporter who elects to report continuing activities actually attended instead of submitting evidence of satisfaction of NCRA RPR requirements) should report on their transcript all CEUs earned for attending continuing education activities during the period from October 1, 2008, through September 30, 2009.

Fees payable with the annual report have changed. An annual renewal fee of \$60.00 will be collected when you file your online report. The report must be filed online and the fee must be paid online on or before December 1, 2009. **IF YOU FAIL TO PAY THE PRESCRIBED \$60.00 FEE AND FILE YOUR COMPLETED REPORT ON OR BEFORE DECEMBER 1, 2009, YOU ALSO WILL BE REQUIRED TO PAY A PENALTY OF \$100.00. FAILURE TO FILE THIS REPORT AND PAY THE REQUIRED FEE AND PENALTY CAN RESULT IN A REVOCATION OR SUSPENSION OF YOUR CERTIFICATE.**

It is your responsibility to notify the Iowa Board of Examiners of Shorthand Reporters of any change in your name or address. The mailing address reflected in the Board's database is used to mail reporting notices and other Board mailings to you. Please indicate any address change in your personal information using the "Maintain Personal Information" utility on your account page on the professional regulation web site.

Should you have any questions or comments, please contact the Board's office.