



Board of Examiners of Shorthand Reporters
Judicial Branch Building, 1111 East Court Avenue, Des Moines, Iowa 50319
(515) 725-8029 Fax (515) 725-8032
September 2016

***Certified Shorthand Reporter (CSR) Tutorial for Online Filing
of Continuing Education Report, Fee Payment, and Other Functions***

Table of Contents

Topic	Page
Introduction	1
General Instructions	2
Accessing the Professional Regulation Site	2
Logging In	3
Enterprise Authentication & Authorization	3
Navigating the Menu Page	6
Maintain Your Personal Information	6
Maintain Your CEU Transcript	7
Submit Your Annual CEU Report	9
File for an Extension of Time to File CEU Report	11
Apply for a Certificate of Exemption	12
Request Reinstatement Instructions	13
Review Your Payment History	14
View Your Prior Annual CEU Reports	14

Introduction

Online filing of your annual continuing education (CEU) report and payment of the associated annual fee is available at the Supreme Court Commissions / Office of Professional Regulation (SCC/OPR) web site, at <http://www.iacourtcommissions.org>. Online filing is mandatory. There is no additional charge for online filing.

You received the user name / account identification and password you must use to gain access to your account on the site in a separate mailing within 30 days after you were certified as a reporter, or in a separate mailing if you were certified at the time the SCC/OPR web site went online in 2006. If you do not know your user name and password, you may call the Office of Professional Regulation at (515) 725-8029 to request your user name and a password reset. The Office of Professional Regulation can reset your password for you, but the process sometimes is not immediate, so you should allow time for this process if it is necessary.

General Instructions on Using the Professional Regulation Site

Browser: The site has been tested most extensively using Internet Explorer as a browser. Firefox, Chrome, Slimbrowser, Opera, Maxthon, and other browsers should function also, but have not been tested as extensively.

Screen Size: The optimum screen resolution for viewing and using the web pages on the site appears to be 1024 by 768 or greater, with your text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 by 600 if your text size is set at the smallest setting, but you may find it necessary to scroll left and right to view some of the pages. If you find your page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text size or increase your screen resolution.

Preparation for Filing Annual Reports: If you are an RPR, you will need to have an electronic copy of your NCRA continuing education transcript available for upload to the professional regulation site as part of the reporting process. If you are not an RPR, you will need to have available a list of the continuing education events you attended during the year. The site generally is ready to accept annual reports beginning on October 1st of each year. For example, the site should be ready to accept the reports due on or before December 1, 2016, beginning on October 1, 2016.

Screen Narratives: Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, some functions have an initial instruction or advisory page that will be presented before you actually begin the process. A careful reading of these narratives, especially the first time you perform a function, will assist you.

Payment of Fees: The fee associated with your annual report is payable at the time a report is submitted. The SCC/OPR web site accepts payment by credit card (Mastercard, Visa, Discover) or by eCheck. You will want to have your credit card or bank routing number and bank account number available when you file your report.

If You Want to Stop a Process : At any time you can halt a process you are attempting to complete on the site and return to the menu of options available to you, by clicking on the entry "My Account Page CSR" where it appears on the menu on the left side of your screen.

If You Need Help: General assistance with logging in to the site, password changes, misplaced or forgotten passwords, or the payment mechanism, is available during normal business hours at the Office of Professional Regulation at 515-725-8029, or by email to:
BoardofExaminers.ShorthandReporters@iowacourts.gov

Accessing the Professional Regulation Site

The web address for the SCC/OPR web site is: <http://www.iacourtcommissions.org>

To access the site, just open up Internet Explorer or another web browser, and type or paste this web address into the address window. A popup notifying you that you are accessing a nonsecure page may appear - just answer that you want to proceed, and the front page of the professional regulation site should open.

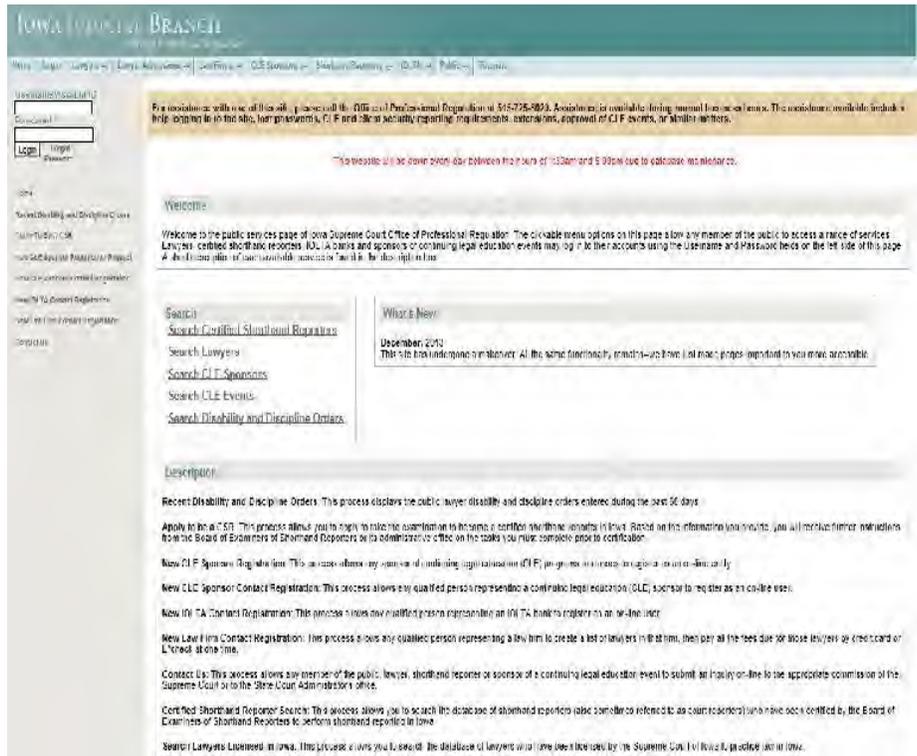
Logging In

Most site functions for CSRs require that you log in as a user. Near the top of



the top left corner of the front page, you will see two windows labeled “Username/AccountID” and “Password.” You will need to type the user name and password you received from the Board of Examiners of Shorthand Reporters in the appropriate windows, and then click the “Login” logo directly under the Password window. These entries are case-sensitive.

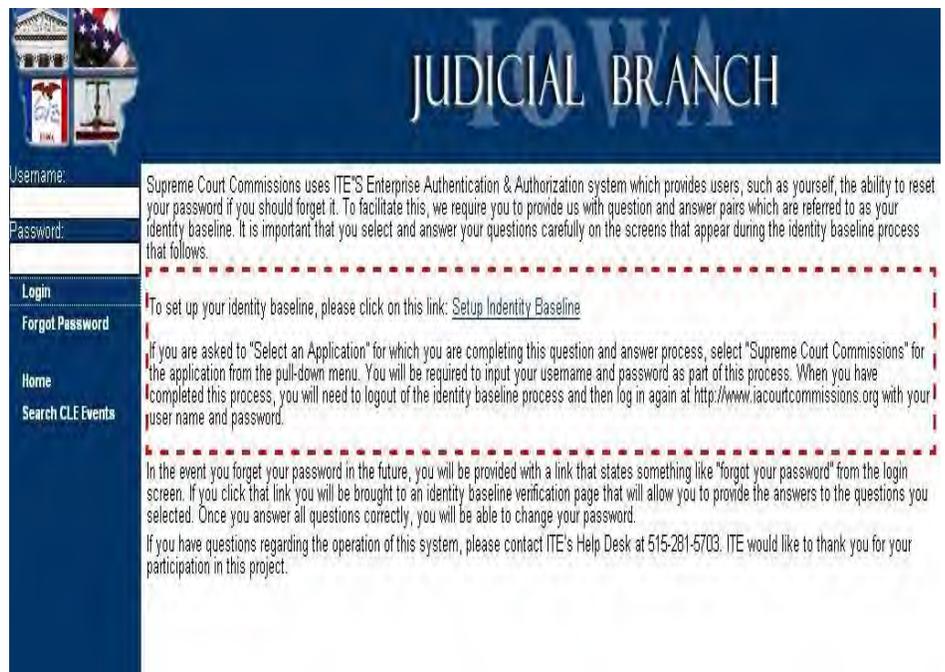
The very first time you log in, you will be shown the Enterprise Authentication and Authorization (A&A) page described below.



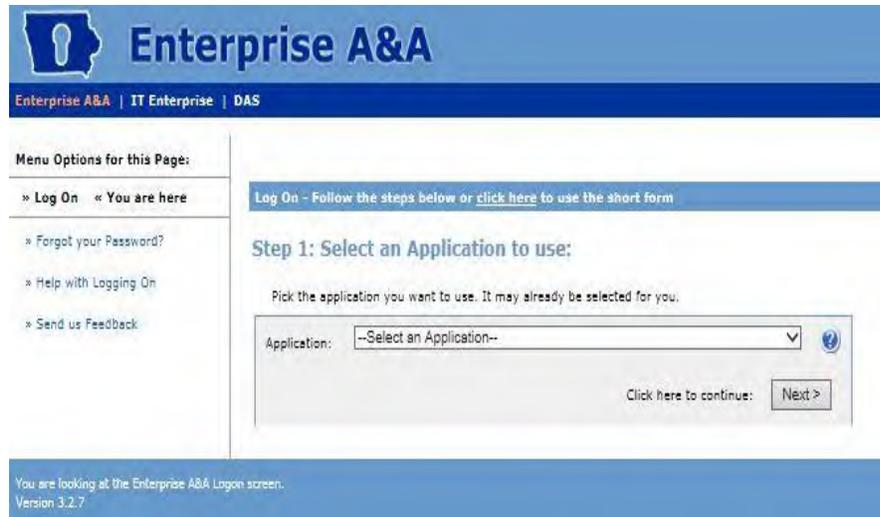
Enterprise Authentication and Authorization (A&A)

The first time you access the SCC/OPR web site, you will be directed to the Enterprise Authentication & Authorization system to set up your identity baseline. Setting up your identity baseline provides you the ability to reset your password if you should forget it in the future.

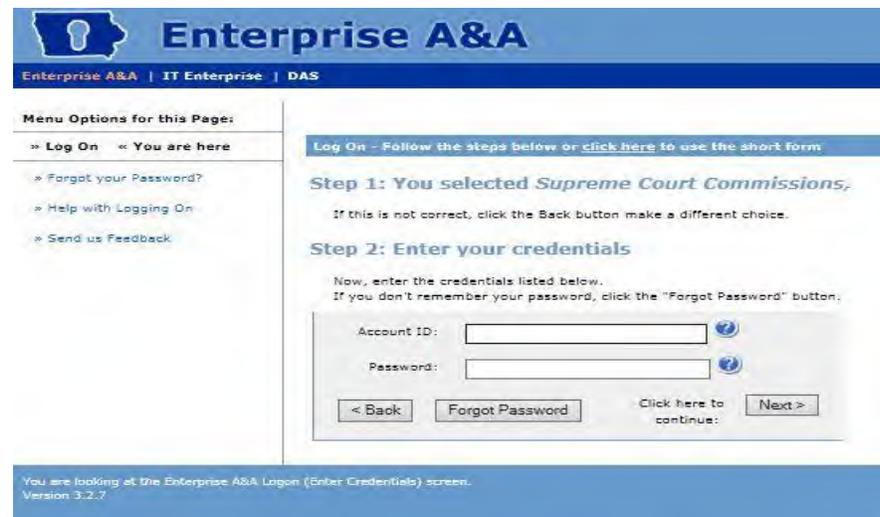
To start the identity baseline process, carefully read the page at the right when it appears, and click on “Setup Identity Baseline” to continue.



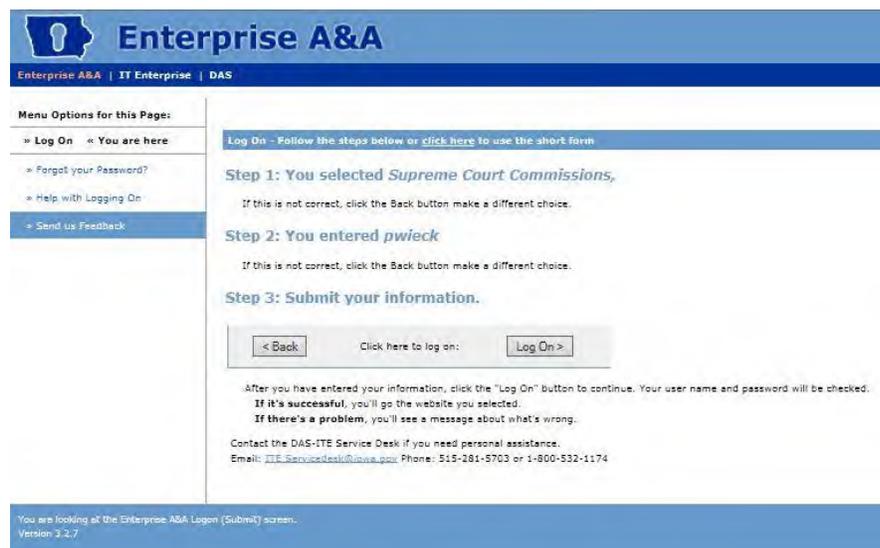
The site interface with the Enterprise A&A function is designed to automatically set “Supreme Court Commissions” as the application for you, so the page at the right should not appear. However, if it does, select “Supreme Court Commissions” from the long pull-down menu and then click “Next.”



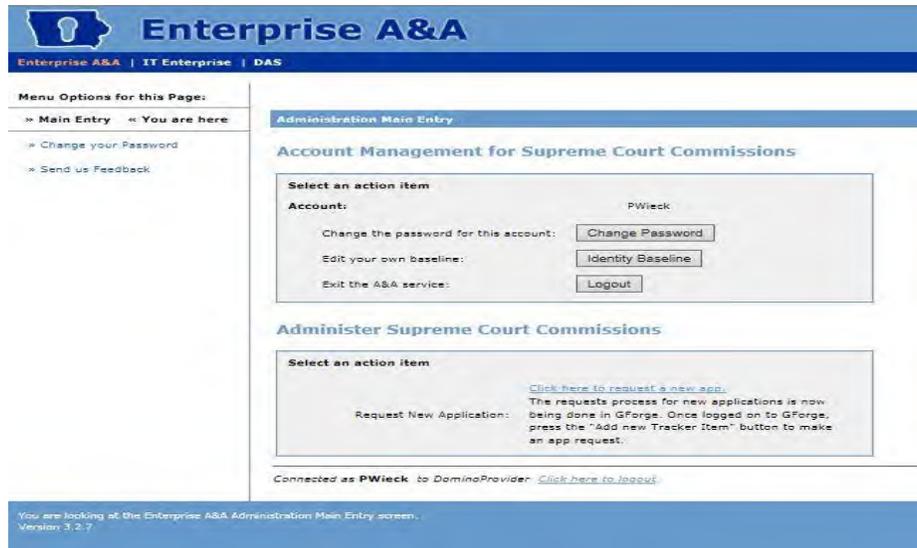
The page shown at the right will appear. You will need to enter your user name and password as specified in the instruction letter you received from the Board of Examiners of Shorthand Reporters, and then click the “Next” button.



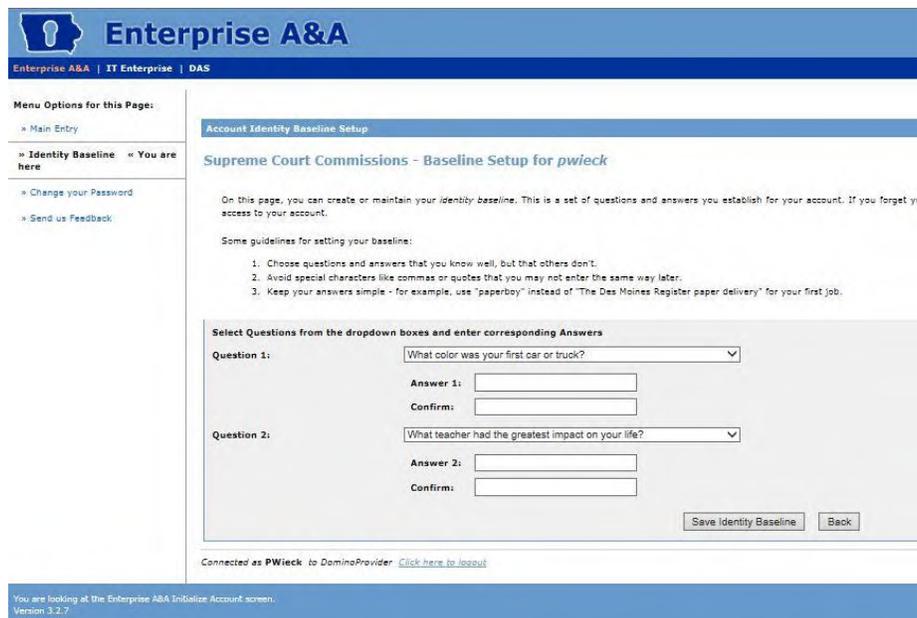
After you have entered your user name and password, the page shown at the right will appear. Verify that Supreme Court Commissions and your user name are shown in Step1 and Step 2, and then click on the “Log On” button under Step 3 to proceed to the next page.



The page shown at the right will appear, offering you three menu options. Click on the “Identity Baseline” button to begin the process of creating your identity baseline.

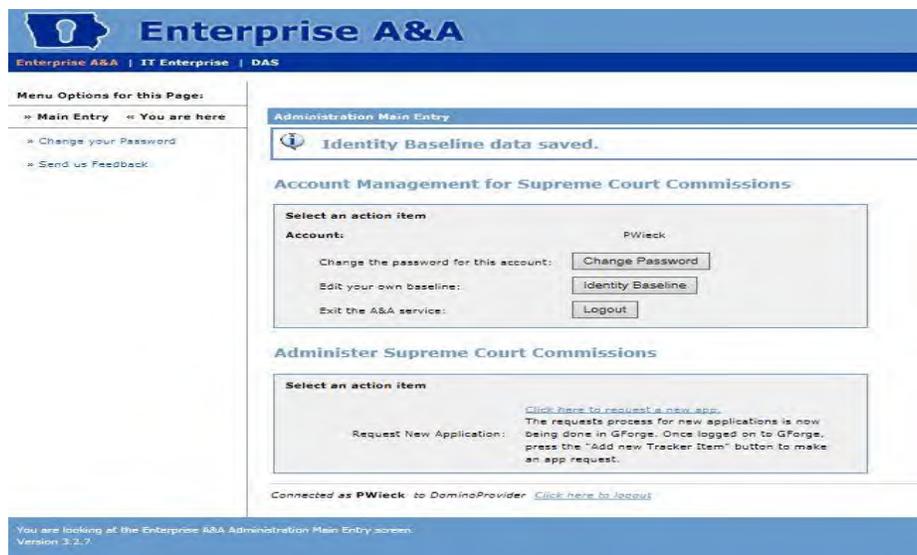


The page shown at the right will appear. On this page, you must select your two baseline questions from the pull-down menus, and input and confirm your answers to each of these questions. When you have finished selecting your baseline questions and confirming your answers, click the “Save Identity Baseline” button to return to the A&A menu page. You may want to record the questions and answers you entered on this page for future use.



After you have entered your baseline questions and answers, you will be returned to this page, which will confirm that your identity baseline has been saved.

You may now click on the “Click here to logout” logo near the bottom of the page to log out of the A&A process.



When you log out of the A&A function, you will be shown this page. You will then need to manually direct your Internet browser back to:

<http://www.iacourtcommissions.org>

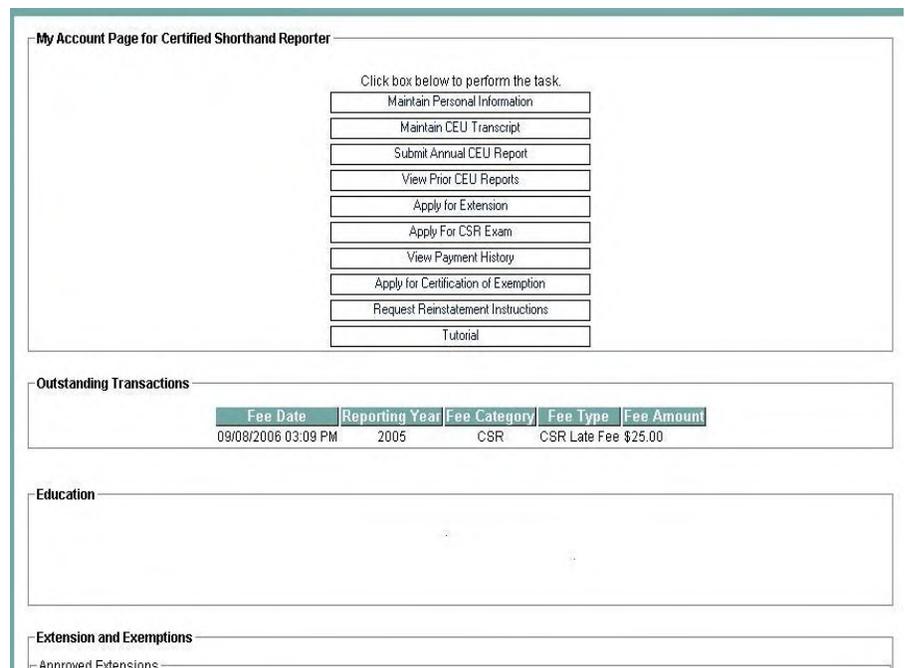
and log in to the site again using your username and password, at which point you will see the main menu for your account page.



Navigating the Menu Page

After you have entered your user name and password and clicked the “Login” button, your personal menu page entitled “My Account Page CSR” will appear. This page is structured with two components. The first component is the menu of functions that you can perform by clicking a button to start the process.

The second component is a brief summary of matters pertaining to you, including outstanding but unpaid fees, your current continuing education status, and any pending continuing education extension or exemption requests pertaining to you. The education status report is based on the last report filed and your current continuing education transcript, and will update whenever a change is made in your transcript and when you file your annual continuing education report.



Maintain Your Personal Information

You should review and update your personal information the first time you access the professional regulation site, any time thereafter that your personal information changes, and each year before you submit your annual reports.

To start this process, click on the menu item “Maintain Personal Information” under the General Functions heading.

To start this process, click on the menu item “Maintain CEU Transcript” on the My Account Page for CSR. The explanation page shown at the right will appear.

After you have read the instructions noted on this page, click “Continue” to proceed to the transcript utility.

Maintain CEU Transcript

This process is used to maintain a transcript of the accredited continuing education events you attend and the continuing education units (CEU's) you claim for these events. 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 use this transcript utility to report all CEUs earned for attending continuing education activities during the reporting year.

NCRA Registered Professional Reporters who meet Iowa continuing education rules by complying with NCRA requirements for retention on its Registry of Professional Reporters are not required to maintain a transcript. In lieu of completing and submitting a detailed transcript, these reporters may certify their continuing compliance with the NCRA requirements when they submit their annual report.

You are permitted to claim credit for events approved by the NCRA or the ICRA, in an amount not exceeding the credit approved by those organizations. You also are permitted to claim credit for events not approved by the NCRA or the ICRA, but only if these events previously have been approved for credit by the Board of Examiners of Shorthand Reporters. Forms for submitting events for Board approval are available at the Board's web page.

Maintain CEU Transcript

Required fields are identified by an asterisk (*)

*Sponsoring Agency	*Course Title	*City	*State	*Start Date (mm/dd/yyyy)	*End Date (mm/dd/yyyy)	*Actual Attended CEUs	Add
			Any				Add

Sponsoring Agency	Course Title	City	State	Start Date	End Date	Actual Attended CEUs	Delete
No Classes in Transcript							

This page allows you to add or remove continuing education events to or from your transcript of continuing education events attended during the reporting year. You may add events to your transcript at any time during the reporting year - it is not necessary to wait until the annual CEU report actually is due. If you are a Registered Professional Reporter (RPR) currently in good standing with the National Court Reporter Association (NCRA) you may certify that status and report CEU's directly on your annual report, and you do not need to maintain this transcript.

Adding events to the transcript is a two-step process. First, you must annotate the fields marked with an asterisk with the Sponsoring Agency Name, Course Title, Location, Date and Actual Number of CEUs (not hours) you attended. Once you have fully completed the fields, you must click the "Add" button to add the event to your transcript. When you are finished adding events to your transcript, you must click "Save" to preserve the additions or other changes you have made. Only continuing education events approved by the Iowa Court Reporter Association, National Court Reporter Association or previously approved by the Board of Examiners of Shorthand Reporters should be listed on your transcript.

The transcript utility page will appear next. This page allows you to add or remove continuing education events to or from your transcript of continuing education events attended during the reporting year. You may add events to your transcript at any time during the reporting year. It is not necessary to wait until the annual CEU report actually is due. If you are a Registered Professional Reporter (RPR) currently in good standing with the National Court Reporter Association (NCRA) you may certify that status and report CEU's directly on your annual report, and you do not need to maintain this transcript.

Adding events to the transcript is a two-step process. First, you must annotate the fields marked with an asterisk with the Sponsoring Agency Name, Course Title, Location, Date and Actual Number of CEUs (not hours) you attended. Once you have fully completed the fields, you must click the "Add" button to add the event to your transcript. When you are finished adding events to your transcript, you must click "Save" to preserve the additions or other changes you have made. Only continuing education events approved by the Iowa Court Reporter Association, National Court Reporter Association, or previously approved by the Board of Examiners of Shorthand Reporters should be listed on your transcript.

Once you have finished adding events to your transcript and have clicked the “Save” button to retain the information, you will see a new edition of the page stating that your transcript was saved successfully. You then may click the “Go to My Account” button to return to the main CSR menu.

Submit Your Annual CEU Report

The site generally is ready to accept annual CEU reports beginning on October 1st of each year. If you are not an RPR, you should add all of your continuing education attendance information for the year to the transcript utility and save the information there, before you begin the process of filing your annual CEU report. If you are RPR, you do not need to add your continuing education attendance information to the transcript utility, but you will need to have a copy of your NCRA continuing education transcript available in electronic form, for upload during the reporting process. You also should review your personal information for accuracy before you begin the process of filing your annual report. You will need a valid credit card (Visa, Mastercard, Discover) or your bank routing number and bank account number to pay the fee associated with filing of your report.

To start the process of filing your annual CEU report, click on the menu item “Submit Annual CEU Report” on the My Account Page for CSR.

The explanation page shown at the right will appear. After you have read the instructions noted on this page, click “Continue” to proceed to the report utility.

You will be shown a screen similar to the one on the right, which displays your current personal information and your current total of CEU’s for the reporting year. You should review both the personal information and the CEU total for accuracy.

If you need to update the personal information, click the appropriate button at the bottom of the page to access the Maintain Personal Information utility.

After you have performed any necessary updates, begin the Submit Annual CEU Report process again. All reporters must answer the two questions posed.

Submit Annual CEU Report

This process is used to file your annual report of approved continuing education events. 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 use the transcript utility to report all CEUs earned for attending continuing education activities during the reporting year. NCRA Registered Professional Reporters who meet Iowa continuing education rules by complying with NCRA requirements for retention on its Registry of Professional Reporters are not required to maintain a transcript. In lieu of completing and submitting a detailed transcript, these reporters may certify their continuing compliance with the NCRA requirements when they submit their annual report.

If hardship or extenuating circumstances prevented you from completing minimum CEU requirements during your three year reporting period, you may request an extension of time to complete your requirements by returning to the My Account Page for CSRs and selecting the appropriate menu item. The Board does grant extensions of time when circumstances warrant, but generally does not grant outright waivers of the requirements.

If you do not engage in shorthand reporting in Iowa and your present position does not require you to be eligible to engage in shorthand reporting in Iowa, you may wish to apply for a Certificate of Exemption. You may apply for a certificate of exemption by returning to the My Account Page for CSRs and selecting the appropriate menu item.

Step 1: Submit Annual CEU Report

Personal Information

Name:
 Home Address:
 Mailing Address:
 Location:
 E-mail Address:
 NCRS Status:
 NCRS National ID Number:
 NCRS Member ID Number:

Please verify the information above. For reporters are needed, click on "Maintain Personal Information" above and review the sections.

Answer the following questions:

1. Do you have any pending or future CEU's for the reporting year?
 Yes No

2. Do you have any pending or future CEU's for the reporting year?
 Yes No

Continuing Education Activities

NCRA Member Reporters: You are required by the NCRA Registered Professional Reporter to "electronically submit your NCRA Member ID Number to the NCRA Registry of Professional Reporters" by clicking on the "Show" button.

Enter your total CEU's to date for the current reporting period: _____

Continuing Education Activities Summary

Reporting Year	Total CEUs	NCRA Member ID
2019	1	C
2020	2	C
2021	3	C
Total	6	C

NOTE: The current Continuing Education Activities Summary will show the total CEUs for the reporting year. If you have any pending or future CEU's for the reporting year, they will be included in the total. The total CEUs for the reporting year will be the sum of the CEUs for the reporting year and the CEUs for the reporting year.

Click on the "Go To My Account" button at the top of the page to return to the My Account Page for CSRs. For more information on the reporting process, click on the "Help" button at the top of the page.

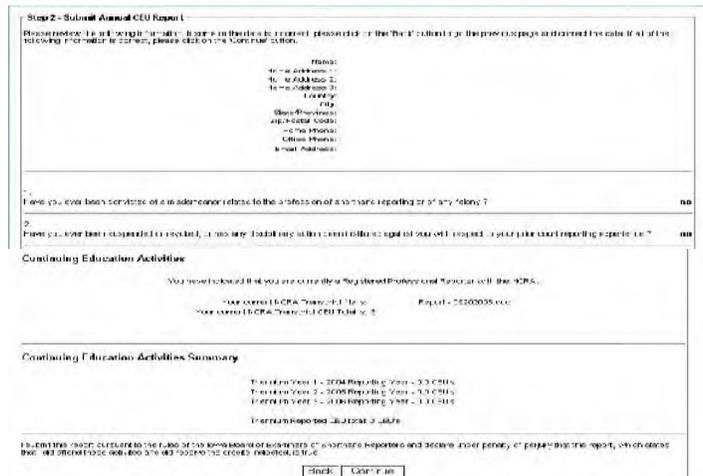
Non-RPR reporters should review the Continuing Education Activities Summary to verify that correct totals are reflected based on their transcript. If the totals shown do not reflect the activities attended, the reporter should exit the report utility and update their transcript before returning to the report utility to finalize the report.

RPR reporters must upload an electronic copy of their current NCRA continuing education transcript. To do this, you will need to retrieve your current transcript from the NCRA web site (www.NCRA.org) and save it to your personal computer as a text or pdf file. Then you must click the "Browse" button below to navigate to the location you saved your transcript, select the transcript file, and then click the "Upload" button to cause your transcript file to be transferred to your online record. The transfer itself will take several seconds before it is complete, depending on your Internet connection speed.

RPR reporters also must annotate the total number of continuing education units, attended during their three-year triennium so far as indicated on that transcript.

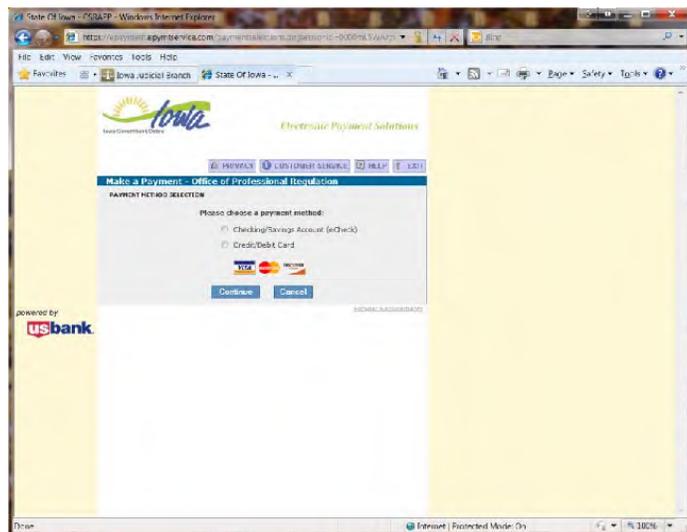
All reporters must then review the page again, click the "I Agree" block to certify the report, and then click the Continue button.

A screen confirming the information you provided will appear, similar to the one shown to the right. You should verify the information shown on this screen, and then click the Continue button.



After you click the Continue button, you will see the payment screen, which you will use to pay your fees for the year. Those fees will include the annual fee, plus a late fee if you are filing the report after the due date. You have the option of paying your fees by credit card (Mastercard, Visa, Discover) or by eCheck. Select the method you want to use by selecting the appropriate button, and then clicking on the "Continue" button.

You then will be guided through the payment screens for the method you selected.



Once you have submitted your payment of the necessary fee, you will be shown a payment confirmation screen, and you will be given an opportunity to print a copy of the payment confirmation screen to your local printer.

To return to the SCC/OPR web site front page, click the “Go to OPR Welcome Page” button.

File for an Extension of Time to File CEU Report

To start this process, click on “File for CEU Extension” on the My Account Page for CSR.

Iowa Court Rule 46.8 authorizes the Board of Examiners of Shorthand Reporters to grant waivers or extensions of time in which to fulfill the requirements and file required reports. This page allows you to request an extension of time to complete continuing education requirements. The Board grants extensions of time when circumstances warrant, but generally does not grant outright waivers of the requirements. You must provide a reasonably detailed and specific statement of the hardship or extenuating circumstances upon which your application is based, and a reasonably specific statement of the relief you are seeking. The Board generally will approve an extension period of no more than four months beyond the end of the period during which the required continuing education should have been completed.

When you are satisfied with your entries, click “Continue” to proceed to the next step.

In Step 2, you will review your request for accuracy. If editing is necessary, click on the “Back” button to return to Step 1. If the information is correct, you may submit it to the commission by clicking the “Continue” button.

Step 1 - File for Annual CEU Report Submission Extension

Required fields are identified by an asterisk (*)

Name:
Address 1:
Address 2:
Address 3:
Country:
City:
State/Province:
Zip/Postal Code:
Home Phone:
Office Phone:
CSR Certification Date:
SSN:
CSR Licence Number:

Please verify the information above. If corrections are needed, please click and make the necessary correction.

I hereby make application, pursuant to Rule 24.8(2) of the Rules of the Board Of Examiners of Shorthand Reporters. (Describe specifically your request)

*Hardship or extenuating circumstances:
*Relief Sought:

I hereby certify the facts set forth above are true and correct and that this extension request is made in good faith and not for the purpose of evading the requirements of Rule 24.8 of the Board of Examiners of Shorthand Reporters.

Step 2 - File for Annual CEU Report Submission Extension

Please review the following information for accuracy. If a correction is needed, click on the "Back" button to return to the previous page and correct the data. If all of the following information is correct, please click on the "Continue" button.

Name:
Address 1:
Address 2:
Address 3:
Country:
City:
State/Province:
Zip/Postal Code:
Home Phone:
Office Phone:
CSR Certification Date:
SSN:
CSR Licence Number:

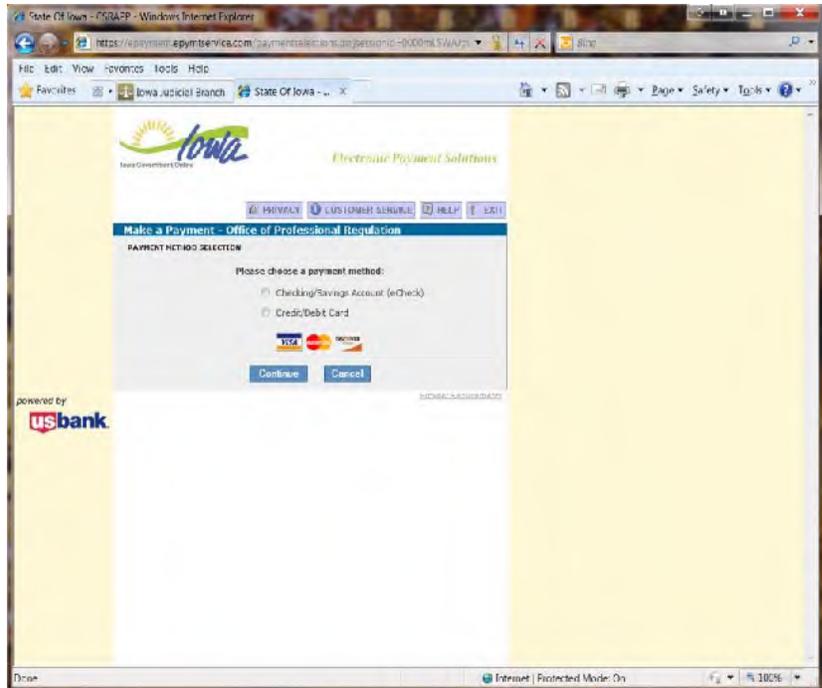
I hereby make application, pursuant to Rule 24.8(2) of the Rules of the Board Of Examiners of Shorthand Reporters. (Describe specifically your request)

*Hardship or extenuating circumstances:
*Relief Sought:

The applicant certifies the facts set forth above are true and correct and that this extension request is made in good faith and not for the purpose of evading the requirements of Rule 24.8 of the Board of Examiners of Shorthand Reporters.

Rule 24.8(2) of the Board of Examiners of Shorthand Reporters authorizes the Board, in individual cases involving disability, hardship, or extenuating circumstances, to grant waivers or extensions of time in which to fulfill the minimum continuing education requirements. This screen allows a CSR to request an extension of the period of the continuing education. The Board grants extensions of time when circumstances warrant, but generally does not grant outright waivers of the requirements. You must provide a reasonably detailed and specific statement of the hardship or extenuating circumstances upon which your application is based, and a reasonably specific statement of the relief you are seeking.

Once you have submitted the extension request, you will see the payment method selection screen. The regular annual CEU fee will be collected with any request for a regular CEU extension unless it already has been paid for the year. Also, a \$50 extension fee is payable with any extension request. When you have selected your desired payment method, click "Continue" to proceed through the payment method you selected.



At the conclusion of the payment process, you will be shown a payment confirmation screen and given an opportunity to print a copy of the payment confirmation to your local printer.

You should check the "My Account" page later to view the message approving or denying your application after it has been acted upon. If you do not see a message on your "My Account" page or receive an e-mail message approving or denying your application within ten days, please contact the Board's office at the e-mail address Boardof Examiners.ShorthandReporters@iowacourts.gov

To return to the SCC/OPR web site front page, click the "Go to OPR Welcome Page" button.

Apply for a Certificate of Exemption

To start this process, click on "Apply for Certificate of Exemption" on the My Account Page for CSR.

You will see an explanation and personal information confirmation page similar to the one shown to the right. After you have read and understood this explanation, click the "I Agree" block and then click the "Submit" box to submit the request.

Step 1: File for Certificate of Exemption

Required fields are indicated by an asterisk (*)

Name: _____
 Address 1: _____
 Address 2: _____
 Address 3: _____
 Country: _____
 City: _____
 State/Province: _____
 Zip/Postal Code: _____
 Home Phone: _____
 Office Phone: _____
 CSR Certification Date: _____
 SSN: _____
 CSR License Number: _____

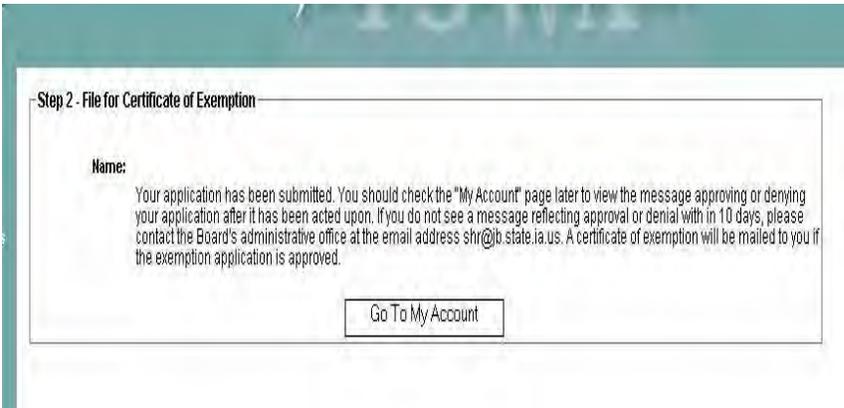
Please verify the information above. If corrections are needed, please click the necessary button.

Certified shorthand reporters who are not actively employed in practice in Iowa may obtain from the Board of Examiners of Shorthand Reporters a Certificate of Exemption from the mandatory continuing education requirements. A CSR who receives a certificate of exemption may, at any time, the practice of shorthand reporting in Iowa without complying with the regulations regarding recertification. Requirements for recertification are set out in Rule 24.8(5), which should be reviewed carefully by the applicant for applicable recertification. Recertification will require a mandatory payment of a fee for the recertification and application of the continuing education requirements. The recertification will have a term of one year and will be subject to the period of the exemption. If additional certification is required, more than three years may produce a certificate and require payment of a recertification fee or less the recertification fee in that case or less the cost of continuing education.

If I have made application, pursuant to Rule 24.8(5) of the Rules of the Board of Examiners of Shorthand Reporters for a Certificate of Exemption from the requirements for mandatory continuing education of the Board of Examiners of Shorthand Reporters, I understand that once granted a Certificate of Exemption, I will be in violation of the Board's rules if I engage in the practice of shorthand reporting within the State of Iowa without first having been recertified pursuant to Rule 24.8(4) of the Rules of the Board of Examiners of Shorthand Reporters. I certify that I will not engage in the practice of shorthand reporting within the State of Iowa without first having been so recertified. For this recertification, I understand the requirements for recertification set forth in Rule 24.8(4) of the Rules of the Board of Examiners of Shorthand Reporters.

I Agree

When you have submitted this request successfully, you will be shown the confirmation screen depicted to the right. A statement regarding the application also will be displayed on your menu page under the Extensions and Exemptions block.



Request Reinstatement Instructions

If your license status is inactive or exempt, or if your license is suspended for failure to comply with reporting and fee payment duties, you may request instructions on the steps you must take to reinstate your license to active status.

To start this process, click on "Request Reinstatement Instructions" on the My Account Page for CSR.

The page depicted on the right will be displayed. You will need to enter current address and other contact information, and then click "Continue" to proceed to the next step.

Step 1 - Request Reinstatement Instructions

Required fields are identified by an asterisk (*)

Name: PAUL H. WILCK

***Address to use for Correspondence:** Home Business

***Mailing Address 1:**

Mailing Address 2:

Mailing Address 3:

***Country:**

***City:**

***State:**

Province:

Zip/Postal Code: -

Phone Number: Fxt
(xxx-xxx-xxxx)

Email Address:

[Back](#) [Continue](#)

If you have entered all required information on the prior page, you then will be shown a confirmation page like the one shown on the right. You will need to review and confirm the accuracy of the information you provided, and then click "Submit" to send the request to the offices of the Board.

Step 2 - Request Reinstatement Instructions

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Name: PAUL H. WILCK

***Address for Correspondence:** Office

***Mailing Address 1:** Judicial Branch Building

Mailing Address 2: 1111 East Court Avenue

Mailing Address 3:

***Country:** United States

***City:** Des Moines

***State:** Iowa

Province:

Zip/Postal Code: 50325

Phone Number: 515-725-8029

Email Address: paul.wieckii@jb.state.ia.us

[Back](#) [Submit](#)

When you have submitted this request successfully, you will be shown the confirmation screen depicted to the right.

To return to the main menu, click the “Go To My Account” button.

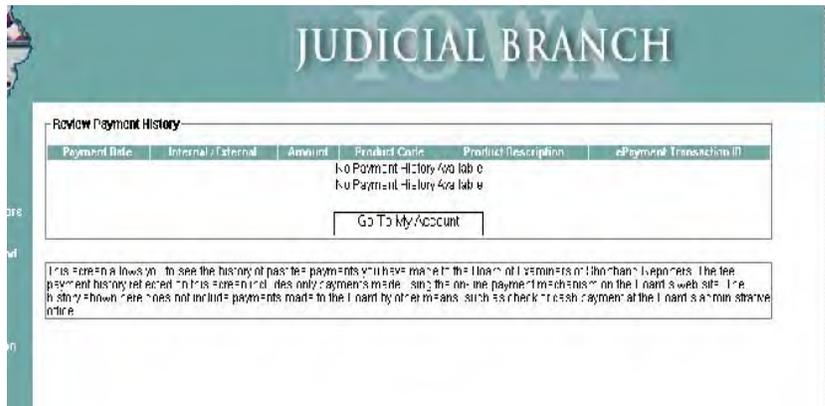
Confirmation - Request Reinstatement Instructions Submitted
 Your request for reinstatement instructions has been submitted. You will receive a message or letter describing your individual requirements for reinstatement within ten days. If you do not receive a message or letter containing reinstatement instructions within ten days, please contact the commissions’ office at the e-mail address cle@jb.state.ia.us or client.security@jb.state.ia.us or by telephone at (515) 725-8029.

Go To My Account

Review Your Payment History

To start this process, click on “Review Payment History” on the My Account Page for CSR. If you review this after you have submitted a report and paid the associated fee, the fee payment you made should show up under the history.

To return to the main menu, click the “Go To My Account” button.



View Your Prior Annual CEU Reports

To start this process, click on “View Prior Annual CEU Reports” on the My Account Page for CSR. A list of the annual CEU reports you previously have submitted on-line will be displayed. You may see the content of each report by clicking on its listing. Reports submitted in paper form are not available for viewing through this process.

To return to the main menu, click the “Go To My Account” button.

