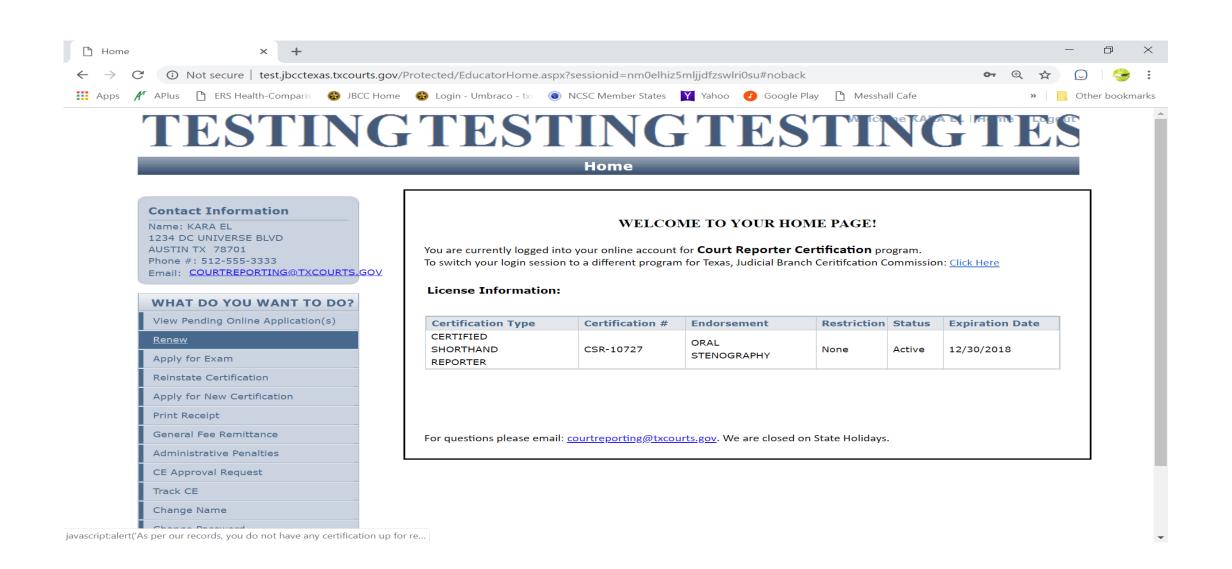
APPLYING FOR RENEWAL IN THE ONLINE SYSTEM

The screen prints below reflect how to renew your certification in the online system. The continuing education screens are following the instructions in section VIII of our pdf Guide to Using the Online System on the home page of our website.

(Note: the samples below are for court reporting, but can be applicable to other certifications as well.)

How to Apply to Renew:

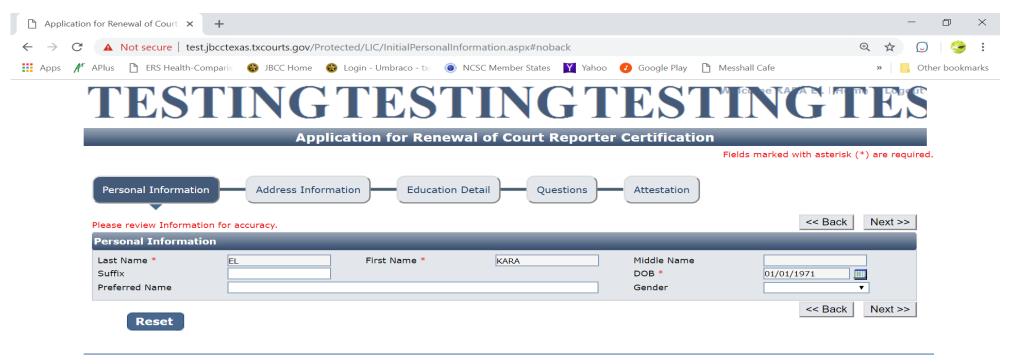
Login to your online profile and click the **Renew** link on the **What Do You Want to Do** menu of your home page (as shown below).



Click **Next** on the screen below:

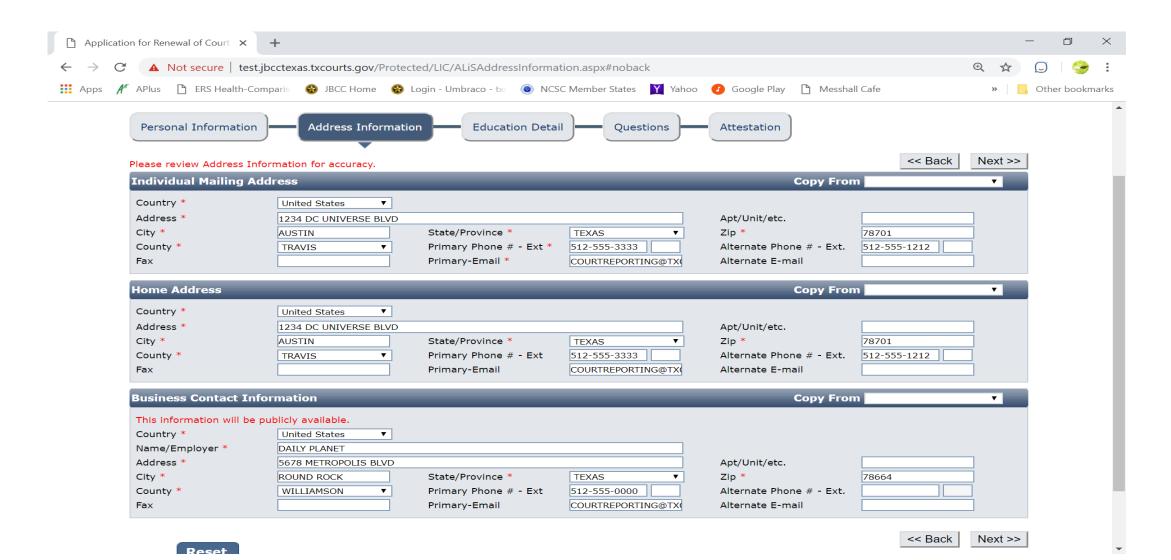


Personal Information tab: Leave the "Preferred Name" field blank, click **Next** on the screen below:



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For any questions please contact: Court Reporter Certification (courtreporting@txcourts.gov)

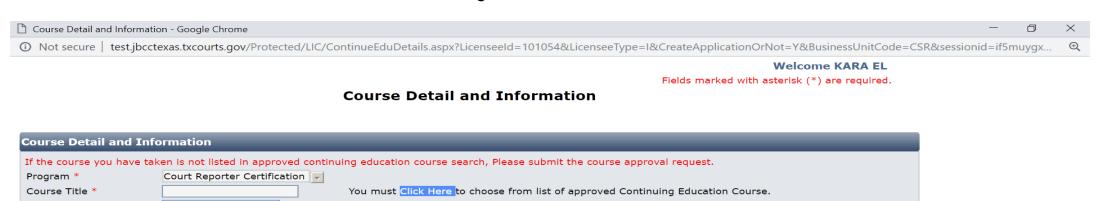
Address Information tab: Update information, then click **Next** on the screen below:

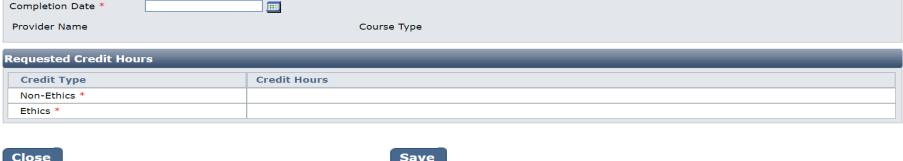


Education Detail tab. To enter CE courses & upload CE certificates click **Add** on screen below:

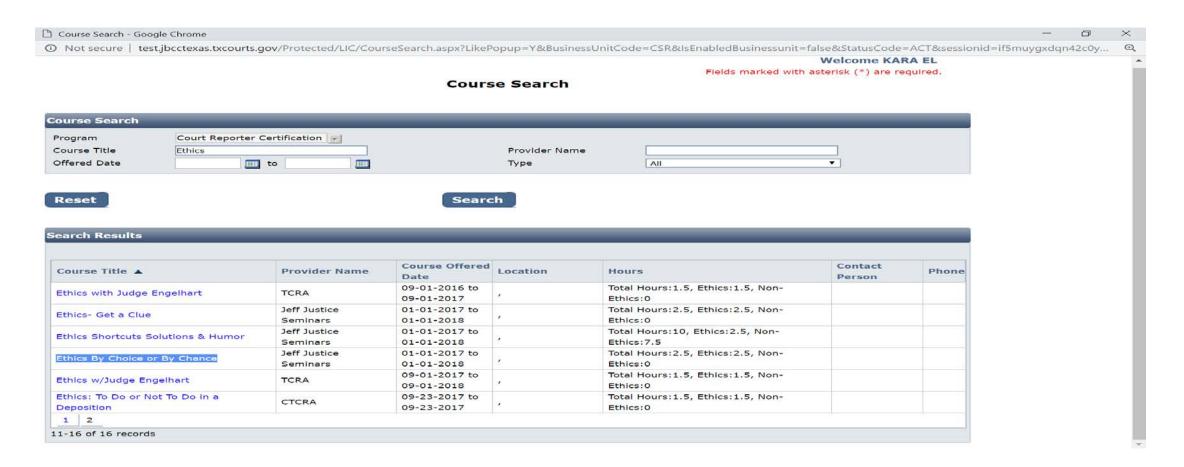


You'll be taken to the **Course Detail and Information** page (as shown below). On this page, click on this screen, click the 'Click Here' link to locate your course(s):

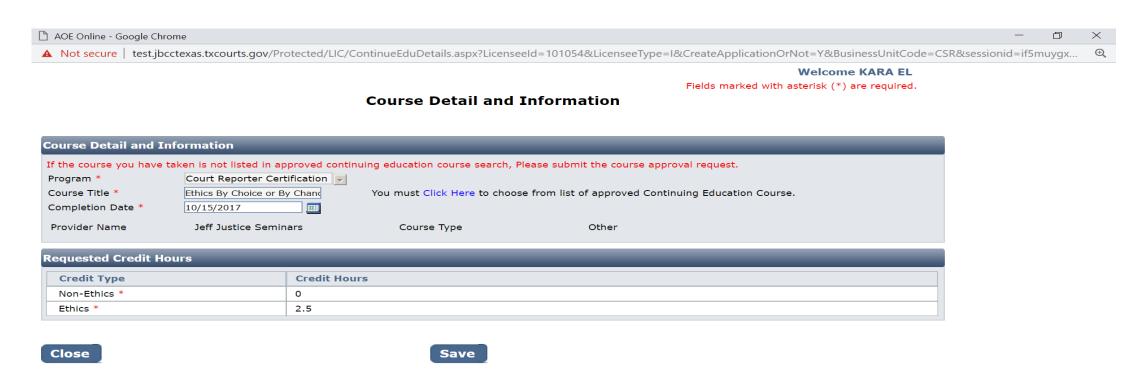




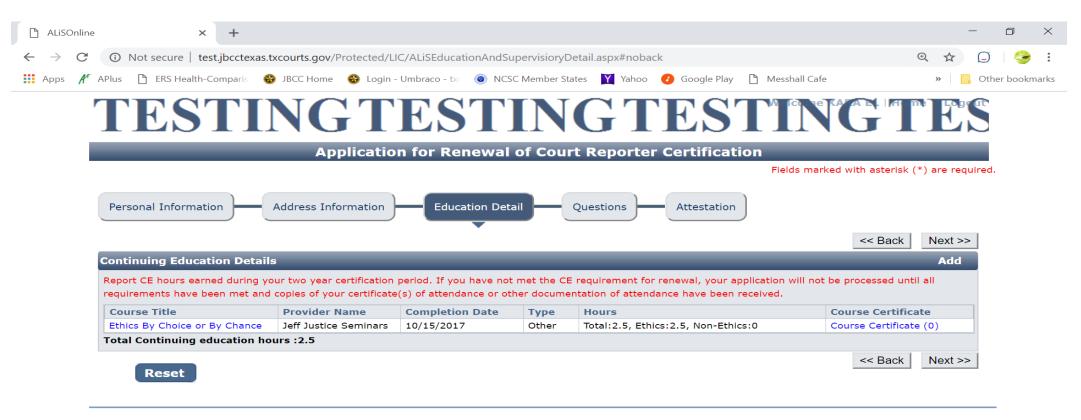
To search for your course(s) you can search by the full (or partial) name of the course title, or the full (or partial) name of the course provider. Sometimes, less is more, so a partial name search may be easier. For example, enter just the first word of the course title in the **Course Title** field. Leave all other fields blank and hit **Search**. In the sample below, we're searching for the "Ethics by Choice or By Chance" seminar by Jeff Justice Seminars. We're only entering the word "Ethics" in the Course Title field and hitting search. The course was found on page 2 of the search results. **NOTE:** You must select the exact seminar you took. Selecting anything else is misreporting your information. The seminar name on your certificate is the seminar you will report. Also, do not report each session of a seminar you took. Just report the actual seminar.



When you find your course, **click on the name of it** (which is hyperlinked) to select it. It will now show up on your Course Detail and Information page (as shown below). On this page, you'd just enter the date you completed the course and click **Save**. (Note: the system will automatically reflect the number of hours approved for the course. Uploading your CE certificates will reflect how many hours you obtained for the course).



After clicking **Save**, you'll see the course has been added to your Continuing Education Details.



To upload your certificate, click **Course Certificate (0)**. To get to the **Document Upload** page. Follow the instructions on this page to upload your certificate.



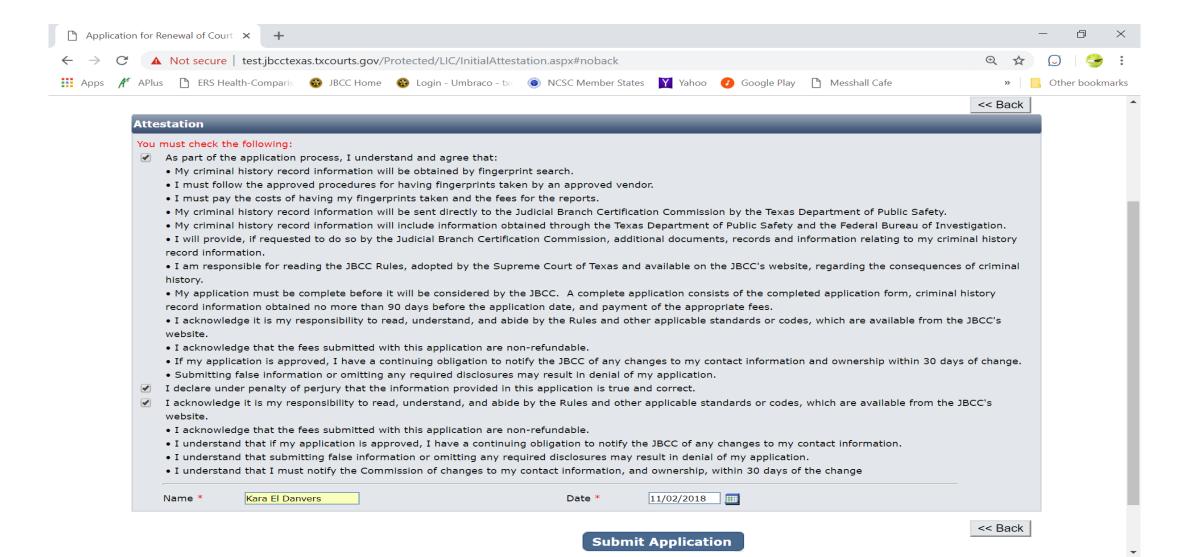
When your certificate is uploaded, you'll see it's uploaded when the **Course Certificate (0)** changes to **Course Certificate (1)** as shown on the screen below.



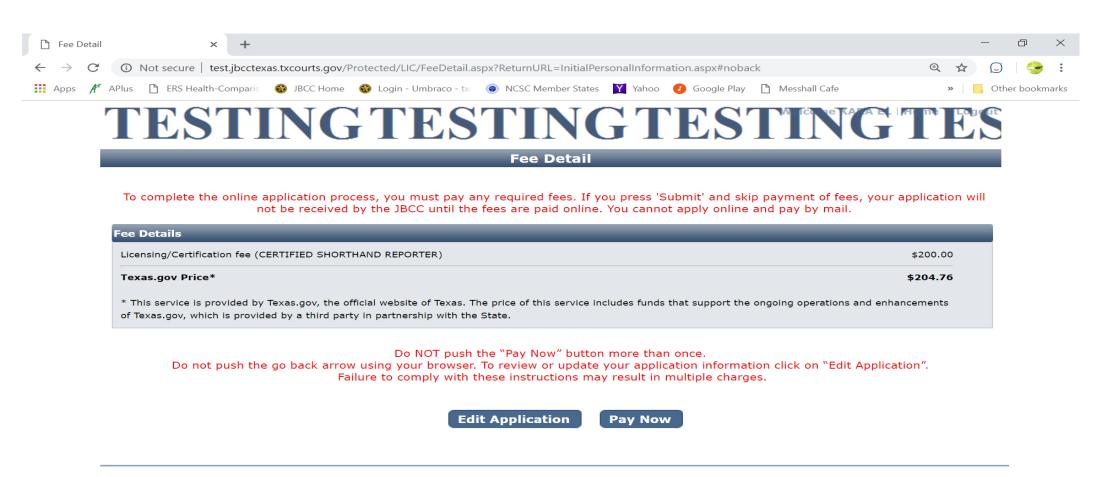
Once all courses are added, click the **Next** button to go to the **Questions tab** of the application (as shown below). Answer all questions on this page, then click the **Next** button.



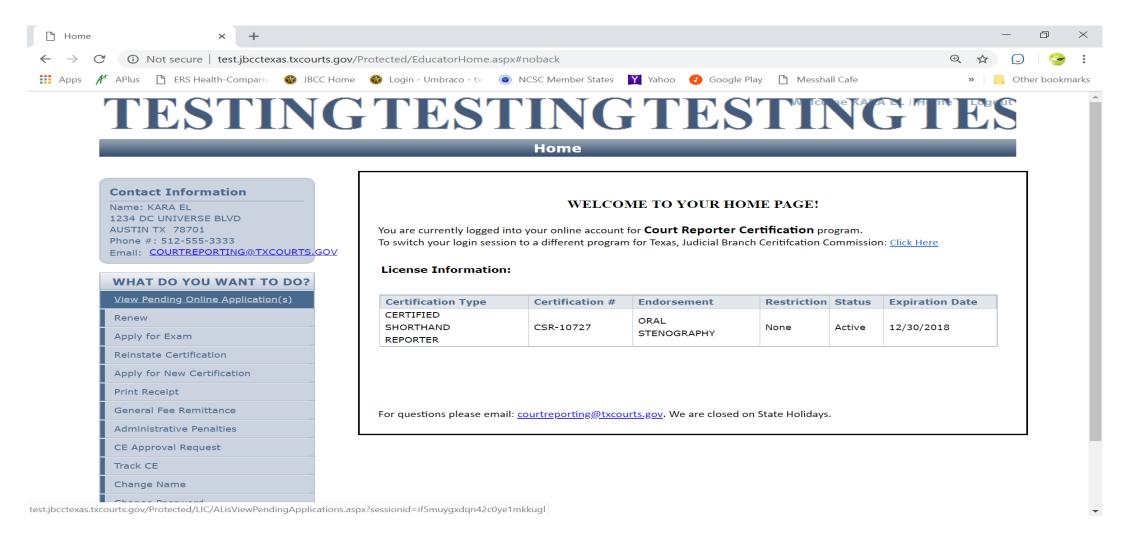
Attestation tab. Check all boxes. Enter your **Name** then tab over to the **Submit Application** button to submit your application.



Hit the **Submit Application** button to be taken to the **Fee Detail** page.



Click the **Pay Now** button and follow the prompts from there to submit your payment. After your payment is submitted, you'll be taken back to the **Confirmation** page of your application. At this point, you can click the links(s) to View/Print your application summary and your payment receipt if you choose. Click the **Return to Home** button on your Confirmation page to get back to your profile home page. On your home page, click the **View Pending Online Application(s)** link on the **What Do You Want to Do** menu.

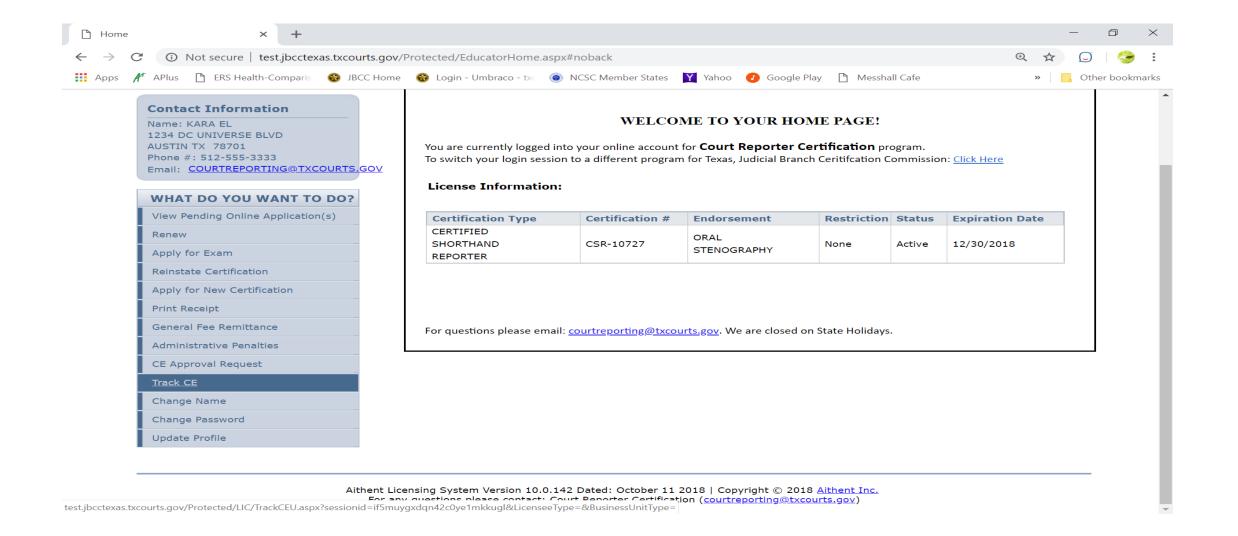


On this page, you'll be able to see the application you just submitted here. This is how you confirm receipt. This is where you'll be able to track the application status. In the **Current Step** column, the status "Review by State" will be reflected. The status remain pending until the application is approved. When the application is processed, you'll be sent an automated email confirmation advising the application has been approved and the application will no longer show up on this page.



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If you want to verify the courses you uploaded and see the certificates were attached, click on the **Return to Home** link (shown on the screen above). On your home page, click the **Track CE** button (as shown below).



Here you'll be able to see all CE courses you've reported to the JBCC and the certificates that were attached. **DO NOT ADD CE TO THIS PAGE.** CE is only to be added directly to your renewal applications. If you add any CE to this page, you'll still have to add it to your renewal application next time you apply to renew. To exit your profile, just click on the **Logout** link at the top of your home page.

