

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).

Home

Not secure | test.jbcctexas.txcourts.gov/Protected/EducatorHome.aspx?sessionid=nm0elhez5mljdfzswlri0su#noback

Apps APlus ERS Health-Comparis JBCC Home Login - Umbraco - txc NCSC Member States Yahoo Google Play Messhall Cafe Other bookmarks

TESTING TESTING TESTING TES

Home

Contact Information

Name: KARA EL
1234 DC UNIVERSE BLVD
AUSTIN TX 78701
Phone #: 512-555-3333
Email: COURTREPORTING@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- Renew**
- Apply for Exam
- Reinstate Certification
- Apply for New Certification
- Print Receipt
- General Fee Remittance
- Administrative Penalties
- CE Approval Request
- Track CE
- Change Name
- Change Password

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for **Court Reporter Certification** program.
To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

License Information:

| Certification Type | Certification # | Endorsement | Restriction | Status | Expiration Date |
|------------------------------|-----------------|------------------|-------------|--------|-----------------|
| CERTIFIED SHORTHAND REPORTER | CSR-10727 | ORAL STENOGRAPHY | None | Active | 12/30/2018 |

For questions please email: courtreporting@txcourts.gov. We are closed on State Holidays.

javascript:alert('As per our records, you do not have any certification up for re...')

Click **Next** on the screen below:

Application for Renewal of Court Reporter Certification - Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply?

Application for Renewal of Court Reporter Certification

Certification Information

| Certification Type | Certification # | Endorsement | Restriction | Status | Expiration Date | Requested Action |
|------------------------------|-----------------|------------------|-------------|--------|-----------------|------------------|
| CERTIFIED SHORTHAND REPORTER | CSR-10727 | ORAL STENOGRAPHY | None | Active | 12/30/2018 | Renew ▼ |

Reset **Next**

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

Application for Renewal of Court x +

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/InitialPersonalInformation.aspx#noback

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Application for Renewal of Court Reporter Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — Education Detail — Questions — Attestation

Please review Information for accuracy.

<< Back Next >>

Personal Information

| | | | | | |
|----------------|---------------------------------|--------------|-----------------------------------|----------------------|---|
| Last Name * | <input type="text" value="EL"/> | First Name * | <input type="text" value="KARA"/> | Middle Name | <input type="text"/> |
| Suffix | <input type="text"/> | | | DOB * | <input type="text" value="01/01/1971"/> |
| Preferred Name | <input type="text"/> | | Gender | <input type="text"/> | |

Reset

<< Back Next >>

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

Application for Renewal of Court x +

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ALiAddressInformation.aspx#noback

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Personal Information **Address Information** Education Detail Questions Attestation

Please review Address Information for accuracy. << Back Next >>

Individual Mailing Address Copy From

| | | | |
|-----------|-----------------------|--------------------------|-------------------|
| Country * | United States | Apt/Unit/etc. | |
| Address * | 1234 DC UNIVERSE BLVD | Zip * | 78701 |
| City * | AUSTIN | State/Province * | TEXAS |
| County * | TRAVIS | Primary Phone # - Ext * | 512-555-3333 |
| Fax | | Primary-Email * | COURTREPORTING@TX |
| | | Alternate Phone # - Ext. | 512-555-1212 |
| | | Alternate E-mail | |

Home Address Copy From

| | | | |
|-----------|-----------------------|--------------------------|-------------------|
| Country * | United States | Apt/Unit/etc. | |
| Address * | 1234 DC UNIVERSE BLVD | Zip * | 78701 |
| City * | AUSTIN | State/Province * | TEXAS |
| County * | TRAVIS | Primary Phone # - Ext | 512-555-3333 |
| Fax | | Primary-Email | COURTREPORTING@TX |
| | | Alternate Phone # - Ext. | 512-555-1212 |
| | | Alternate E-mail | |

Business Contact Information Copy From

This information will be publicly available.

| | | | |
|-----------------|----------------------|--------------------------|-------------------|
| Country * | United States | Apt/Unit/etc. | |
| Name/Employer * | DAILY PLANET | Zip * | 78664 |
| Address * | 5678 METROPOLIS BLVD | State/Province * | TEXAS |
| City * | ROUND ROCK | Primary Phone # - Ext | 512-555-0000 |
| County * | WILLIAMSON | Primary-Email | COURTREPORTING@TX |
| Fax | | Alternate Phone # - Ext. | |
| | | Alternate E-mail | |

Reset << Back Next >>

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

Application for Renewal of Court Reporter Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — **Education Detail** — Questions — Attestation

<< Back Next >>

Continuing Education Details Add

Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

Total Continuing education hours :0

Reset << Back Next >>

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):

Course Detail and Information - Google Chrome

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ContinueEduDetails.aspx?LicenseeId=101054&LicenseeType=I&CreateApplicationOrNot=Y&BusinessUnitCode=CSR&sessionId=if5muygx...

Welcome **KARA EL**

Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information

If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *

Course Title * You must [Click Here](#) to choose from list of approved Continuing Education Course.

Completion Date *

Provider Name Course Type

Requested Credit Hours

| Credit Type | Credit Hours |
|--------------|----------------------|
| Non-Ethics * | <input type="text"/> |
| Ethics * | <input type="text"/> |

Close **Save**

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.

Course Search - Google Chrome
 Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/CourseSearch.aspx?LikePopup=Y&BusinessUnitCode=CSR&IsEnabledBusinessunit=false&StatusCode=ACT&sessionId=if5muygxdqn42c0y...

Welcome KARA EL
 Fields marked with asterisk (*) are required.

Course Search

Program: Court Reporter Certification
 Course Title: Ethics
 Offered Date: [] to []
 Provider Name: []
 Type: All

[Reset](#) [Search](#)

Search Results

| Course Title ▲ | Provider Name | Course Offered Date | Location | Hours | Contact Person | Phone |
|--|-----------------------|--------------------------|----------|--|----------------|-------|
| Ethics with Judge Engelhart | TCRA | 09-01-2016 to 09-01-2017 | / | Total Hours:1.5, Ethics:1.5, Non-Ethics:0 | | |
| Ethics- Get a Clue | Jeff Justice Seminars | 01-01-2017 to 01-01-2018 | / | Total Hours:2.5, Ethics:2.5, Non-Ethics:0 | | |
| Ethics Shortcuts Solutions & Humor | Jeff Justice Seminars | 01-01-2017 to 01-01-2018 | / | Total Hours:10, Ethics:2.5, Non-Ethics:7.5 | | |
| Ethics By Choice or By Chance | Jeff Justice Seminars | 01-01-2017 to 01-01-2018 | / | Total Hours:2.5, Ethics:2.5, Non-Ethics:0 | | |
| Ethics w/Judge Engelhart | TCRA | 09-01-2017 to 09-01-2018 | / | Total Hours:1.5, Ethics:1.5, Non-Ethics:0 | | |
| Ethics: To Do or Not To Do In a Deposition | CTCRA | 09-23-2017 to 09-23-2017 | / | Total Hours:1.5, Ethics:1.5, Non-Ethics:0 | | |

1 2
 11-16 of 16 records

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).

AOE Online - Google Chrome

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ContinueEduDetails.aspx?LicenseeId=101054&LicenseeType=I&CreateApplicationOrNot=Y&BusinessUnitCode=CSR&sessionid=if5muygx...

Welcome KARA EL
Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information

If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *

Course Title * You must [Click Here](#) to choose from list of approved Continuing Education Course.

Completion Date *

Provider Name Course Type

Requested Credit Hours

| Credit Type | Credit Hours |
|--------------|--------------|
| Non-Ethics * | 0 |
| Ethics * | 2.5 |

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

ALISOnline x +

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ALISEducationAndSupervisoryDetail.aspx#noback

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Application for Renewal of Court Reporter Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — **Education Detail** — Questions — Attestation

<< Back Next >>

Continuing Education Details

Add

Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

| Course Title | Provider Name | Completion Date | Type | Hours | Course Certificate |
|---|-----------------------|-----------------|-------|-------------------------------------|--|
| Ethics By Choice or By Chance | Jeff Justice Seminars | 10/15/2017 | Other | Total:2.5, Ethics:2.5, Non-Ethics:0 | Course Certificate (0) |

Total Continuing education hours :2.5

Reset << Back Next >>

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.

Document Upload - Google Chrome

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/DocumentUpload.aspx?ReferenceType=CDT&XPath=CourseDetailsList&PrimaryKeyName=CourseDetailsId&PrimaryKey=21178&Referenc...

Welcome **KARA EL**

Fields marked with asterisk (*) are required.

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

| Attach Document(s) | Add |
|--------------------------------------|-----|
| Please click 'Add' to add a new row. | |

Close Upload

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.

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/Protected/LIC/ALISEducationAndSupervisoryDetail.aspx#noback`. The page title is "TESTING TESTING TESTING TES" and the main heading is "Application for Renewal of Court Reporter Certification". A progress bar indicates the current step is "Education Detail".

Fields marked with asterisk (*) are required.

Navigation: << Back, Next >>

Continuing Education Details Add

Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

| Course Title | Provider Name | Completion Date | Type | Hours | Course Certificate |
|-------------------------------|-----------------------|-----------------|-------|-------------------------------------|------------------------|
| Ethics By Choice or By Chance | Jeff Justice Seminars | 10/15/2017 | Other | Total:2.5, Ethics:2.5, Non-Ethics:0 | Course Certificate (1) |

Total Continuing education hours :2.5

Reset

Navigation: << Back, Next >>

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.

Application for Renewal of Court Reporter Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — Education Detail — **Questions** — Attestation

<< Back Next >>

| # | Question | Response |
|---|--|---|
| 1 | Have you ever had a license, certification or registration suspended, revoked or denied in any state? If Yes, please provide dates and explanation of circumstances. | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2 | Have you ever been convicted of a criminal offense other than a minor traffic offense? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Reset

<< Back Next >>

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

Application for Renewal of Court x +

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/InitialAttestation.aspx#noback

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<< Back

Attestation

You must check the following:

- As part of the application process, I understand and agree that:
 - My criminal history record information will be obtained by fingerprint search.
 - I must follow the approved procedures for having fingerprints taken by an approved vendor.
 - I must pay the costs of having my fingerprints taken and the fees for the reports.
 - My criminal history record information will be sent directly to the Judicial Branch Certification Commission by the Texas Department of Public Safety.
 - My criminal history record information will include information obtained through the Texas Department of Public Safety and the Federal Bureau of Investigation.
 - I will provide, if requested to do so by the Judicial Branch Certification Commission, additional documents, records and information relating to my criminal history record information.
 - I am responsible for reading the JBCC Rules, adopted by the Supreme Court of Texas and available on the JBCC's website, regarding the consequences of criminal history.
 - My application must be complete before it will be considered by the JBCC. A complete application consists of the completed application form, criminal history record information obtained no more than 90 days before the application date, and payment of the appropriate fees.
 - I acknowledge it is my responsibility to read, understand, and abide by the Rules and other applicable standards or codes, which are available from the JBCC's website.
 - I acknowledge that the fees submitted with this application are non-refundable.
 - If my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information and ownership within 30 days of change.
 - Submitting false information or omitting any required disclosures may result in denial of my application.
- I declare under penalty of perjury that the information provided in this application is true and correct.
- I acknowledge it is my responsibility to read, understand, and abide by the Rules and other applicable standards or codes, which are available from the JBCC's website.
 - I acknowledge that the fees submitted with this application are non-refundable.
 - I understand that if my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information.
 - I understand that submitting false information or omitting any required disclosures may result in denial of my application.
 - I understand that I must notify the Commission of changes to my contact information, and ownership, within 30 days of the change

Name * Date *

Submit Application << Back

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

Fee Detail

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/FeeDetail.aspx?ReturnURL=InitialPersonalInformation.aspx#noback

Apps APlus ERS Health-Comparis JBCC Home Login - Umbraco - NCSC Member States Yahoo Google Play Messhall Cafe Other bookmarks

TESTING TESTING TESTING TES

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

| Fee Details | |
|--|-----------------|
| Licensing/Certification fee (CERTIFIED SHORTHAND REPORTER) | \$200.00 |
| Texas.gov Price* | \$204.76 |

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the "Pay Now" button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".
Failure to comply with these instructions may result in multiple charges.

[Edit Application](#) [Pay Now](#)

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.

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/Protected/EducatorHome.aspx#noback`. The page title is "TESTING TESTING TESTING TES" and the sub-header is "Home".

Contact Information

Name: KARA EL
 1234 DC UNIVERSE BLVD
 AUSTIN TX 78701
 Phone #: 512-555-3333
 Email: COURTREPORTING@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

- [View Pending Online Application\(s\)](#)
- [Renew](#)
- [Apply for Exam](#)
- [Reinstate Certification](#)
- [Apply for New Certification](#)
- [Print Receipt](#)
- [General Fee Remittance](#)
- [Administrative Penalties](#)
- [CE Approval Request](#)
- [Track CE](#)
- [Change Name](#)
- [Change Password](#)

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for **Court Reporter Certification** program.
 To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

License Information:

| Certification Type | Certification # | Endorsement | Restriction | Status | Expiration Date |
|------------------------------|-----------------|------------------|-------------|--------|-----------------|
| CERTIFIED SHORTHAND REPORTER | CSR-10727 | ORAL STENOGRAPHY | None | Active | 12/30/2018 |

For questions please email: courtreporting@txcourts.gov. We are closed on State Holidays.

test.jbcctexas.txcourts.gov/Protected/LIC/ALisViewPendingApplications.aspx?sessionId=if5muygxdqn42c0ye1mkkugl

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.

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/Protected/LIC/ALisViewPendingApplications.aspx?sessionId=evnwqmbf4f1i42cyzeiwfvv0#noback`. The page title is "Pending / Incomplete Online Application(s)". A large banner at the top reads "TESTING TESTING TESTING TES". Below the banner, there is a "Return To Home" link. The main content is a table with the following data:

| Application Type | Mode | Transaction # | Date | Current Step | Application Summary | View Details | Action |
|---|--------|---------------|------------|-----------------|-------------------------------------|------------------------------|--------------------------|
| Application for Renewal of Court Reporter Certification | Online | 170639 | 11/02/2018 | Review by State | Application Summary | View Details | Withdraw |

At the bottom of the page, the footer text reads: "Aithent Licensing System Version 10.0.142 Dated: October 11 2018 | Copyright © 2018 Aithent Inc. For any questions please contact: Court Reporter Certification (courtreporting@txcourts.gov)".

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).

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/Protected/EducatorHome.aspx#noback`. The page content includes:

- Contact Information:** Name: KARA EL, 1234 DC UNIVERSE BLVD, AUSTIN TX 78701, Phone #: 512-555-3333, Email: COURTREPORTING@TXCOURTS.GOV
- WHAT DO YOU WANT TO DO?:** A list of actions including View Pending Online Application(s), Renew, Apply for Exam, Reinstate Certification, Apply for New Certification, Print Receipt, General Fee Remittance, Administrative Penalties, CE Approval Request, **Track CE** (highlighted), Change Name, Change Password, and Update Profile.
- WELCOME TO YOUR HOME PAGE!** You are currently logged into your online account for **Court Reporter Certification** program. To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)
- License Information:** A table with the following data:

| Certification Type | Certification # | Endorsement | Restriction | Status | Expiration Date |
|------------------------------|-----------------|------------------|-------------|--------|-----------------|
| CERTIFIED SHORTHAND REPORTER | CSR-10727 | ORAL STENOGRAPHY | None | Active | 12/30/2018 |
- For questions please email: courtreporting@txcourts.gov. We are closed on State Holidays.

At the bottom, the footer reads: **Aithent Licensing System Version 10.0.142 Dated: October 11 2018 | Copyright © 2018 Aithent Inc.** For any questions please contact: Court Reporter Certification (courtreporting@txcourts.gov)

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.

Continuing Education Units Detail

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/TrackCEU.aspx?sessionId=if5muygxdqn42c0ye1mkkugl&LicenseeType=&BusinessUnitType=#n...

Apps APlus ERS Health-Comparis JBCC Home Login - Umbraco - tx NCSC Member States Yahoo Google Play Messhall Cafe Other bookmarks

TESTING TESTING TESTING TES

Continuing Education Units Detail

Fields marked with asterisk (*) are required.

[Return To Home](#)

Entity Information

| | |
|------------------------|--|
| Name KARA EL | Mailing Address 1234 DC UNIVERSE BLVD AUSTIN, TX 78701 COURTREPORTING@TXCOURTS.GOV |
|------------------------|--|

Continuing Education Details Add

Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

| Course Title | Provider Name | Type | Completion Date | Hours | Course Certificate |
|---|-----------------------|-------|-----------------|-------------------------------------|--|
| Ethics By Choice or By Chance | Jeff Justice Seminars | Other | 10/15/2017 | Total:2.5, Ethics:2.5, Non-Ethics:0 | Course Certificate (1) |

Total Continuing education hours :2.5