

Oregon Judicial Department
Certified Shorthand Reporters Program

Instructions for Completing the CSR Continuing Education Log

Make extra copies if you need to list more than three events.

- NAME** Your name as it appears on your certificate. (Enter on each log page.)
- CSR #** Your six-digit certificate number.
- EVENT** The official event title. (List a convention or conference containing multiple sessions as one event.)
- DATE(S)** The date(s) of the conference, seminar, class, lecture, or other event.
- SPONSOR** The name of the organization, business, etc., that sponsored the event. (For example, "OCRA," "NCRA," "Salem Memorial Hospital.")
- LOCATION** The location or address of the event. (For example, if you attended an OCRA convention in Newport, enter "Newport, Oregon." If you attended a medical lecture at a hospital, enter the hospital's address.)
- SUBJECT** A brief description of course content. (For example, "Methods and requirements for keeping business records.")
- HOURS** The total hours you spent in the lecture, convention sessions, etc. A medical lecture might be one hour, a college course three hours a week for ten weeks (30 total hours). **Do not include break time.**
- CEU** The total CEU you believe you earned for the event. (The policy generally allows for 0.05 CEU for each full half hour of instruction in qualified courses.)
- Examples:
- ½ hour = 0.05 CEU
 - 1 hour = 0.1 CEU
 - 1½ hours = 0.15 CEU
 - 2 hours = 0.2 CEU
 - 10 hours = 1.0 CEU
 - 30 hours = 3.0 CEU
- SIGNATURE** Your signature and the date you signed the form. **(Sign and date every log page.)**

SUPPORTING DOCUMENTATION

Attach your *CSR Continuing Education Log* to your renewal application and attach photocopied documentation required for each event. Documentation must include legible, official documentation (not course handouts) showing the following: (1) agenda or course description, (2) sponsor, (3) course date or dates, (4) hours of actual education, and (5) proof of attendance.

Oregon Judicial Department
CSR Continuing Education Log

NAME _____ CSR # _____

Event _____ Date(s) _____

Sponsor _____

Location _____

Subject _____

Hours _____ CEU _____

Event _____ Date(s) _____

Sponsor _____

Location _____

Subject _____

Hours _____ CEU _____

Event _____ Date(s) _____

Sponsor _____

Location _____

Subject _____

Hours _____ CEU _____

I hereby affirm the foregoing is an accurate and true representation of educational courses I attended.

Signature Date