

**KENTUCKY COURT REPORTERS ASSOCIATION  
VOLUNTARY CERTIFIED COURT REPORTER  
CYCLE EXTENSION FORM**

Name \_\_\_\_\_ KyCRA ID# \_\_\_\_\_

E-mail (mandatory) \_\_\_\_\_ Phone \_\_\_\_\_

Beginning and end date of current 3-year cycle \_\_\_\_\_

Reason for request \_\_\_\_\_

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**EXTENSION GUIDELINES**

Please read and check off *all* boxes to ensure understanding of each guideline:

- I am requesting a four calendar month extension of my KyCRA voluntary Kentucky certification from the current original 3-year cycle end date.
- I understand that CEUs earned during this four-month period will be applied to my current cycle. If I earn more hours than needed for this cycle, I understand that a maximum of five hours (0.5 CEUs) can be carried over into the new cycle.
- I understand that if I obtain the appropriate amount of CEUs by the end of the four-month extension period, my original three-year cycle dates will remain the same as before this extension.
- I acknowledge that if I do not obtain the appropriate amount of CEUs by the end of the four-month extension period, my certification will lapse. No additional extension will be granted.
- I am including a \$35 extension fee. Make check payable to KyCRA.

**SIGNATURE**

I pledge to adhere to the extension guidelines contained in this request and check-marked by me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN THIS COMPLETED AND SIGNED FORM AND PAYMENT TO:**

Pat Schneider, RDR, CCR(KY)  
505 Iola Road  
Louisville, KY 40207

*(September 2011)*