



**The Certified Court Reporters Association of New Jersey  
Annual Spring Convention  
Continuing Education Seminars  
MARCH 12-13, 2010  
Sheraton Newark Airport**

**FRIDAY EVENING  
EVENTS**

—  
**WINE & CHEESE  
RECEPTION**

—  
**Town Hall Meeting  
featuring a  
presentation on  
High-Profile Trial  
Reporters**

—  
**Earn 2.5 CE Friday  
Evening  
Plus 7.5 CE on  
Saturday**

—  
**SATURDAY  
SEMINARS**

—  
**Court Reporting:  
Everything You Thought  
You Knew, But Don't**

—  
**Professionalism**

—  
**Ethics Panel**

—  
**Tech Track**



Warm, comforting connections await you at Sheraton Newark Airport Hotel. Their recent renovations and trendy changes make them a great choice for business, relaxation, or a special celebration.

We have reserved a block of guest rooms at a discounted rate of **ONLY \$89 PER NIGHT**. Please make your reservations directly with the hotel, and do so **IMMEDIATELY**, as the discounted room rate is only guaranteed until **FEBRUARY 26, 2010**, by calling 973-690-5500. Be sure to reference the CCRA-NJ Convention to receive discount.

Driving directions are included below, or may be printed out from their website.

Make your reservation today. Stay the night, take a swim, relax, network and socialize!

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☆☆ **PLEASE REGISTER EARLY** ☆☆☆  
☆☆ **FOR THIS POPULAR** ☆☆☆  
☆☆ **CONTINUING EDUCATION** ☆☆☆  
☆☆ **EVENT!** ☆☆☆  
☆☆ **EARN UP TO** ☆☆☆  
☆☆ **10 NJ CCR CREDITS** ☆☆☆  
☆☆ **AND** ☆☆☆  
☆☆ **1.0 NCRA CE UNITS** ☆☆☆  
☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆

**Sheraton Newark Airport Hotel**  
128 Frontage Road, Newark, New Jersey 07114  
973-690-5500

**From North:**

Take Route 1 or 9 South and watch for Airport sign. Take Frontage Road at immediate right. From New Jersey Turnpike South, take Exit 14 to the 2nd right marked Frontage Road. From Garden State Parkway, take Exit 140 to Route 22 East to Route 1 and 9 North.

**From West**

From I-78, take Exit 58-B Frontage Road Exit. Stay on the Frontage Road, and the hotel will be on the right.

**From South:**

From Route 1 or 9 North, exit Frontage Road and follow ramp to hotel. From New Jersey Turnpike going north, exit 14 to second right, Frontage Road. From Garden State Parkway go north to Exit 142 to I78, and Exit 58-B to Frontage Road exit.



**CERTIFIED COURT REPORTERS ASSOCIATION  
OF NEW JERSEY**  
1040 HUNTINGDON DRIVE  
WILLIAMSTOWN, NEW JERSEY 08094  
Phone/Fax: 856-875-0818  
**CCRA-NJ@COMCAST.NET WWW.CCRA-NJ.COM**

# Schedule of Events

## Friday March 12, 2010

5:30-7:00 p.m. Registration

6:00-7:00 p.m. Opening Reception ~ Wine & Cheese Social

7:00-9:30 p.m. **Seminar: Town Hall Meeting/High-Profile Trials Presentation**

This networking seminar is the perfect setting and ideal opportunity for talking shop, hashing out issues, sharing stories, presenting dilemmas, and seeking answers. Get together in a relaxed environment with a lively, diverse group of peers to share thoughts, ideas and experiences. Special high-profile trials presentation. **(2.5/.25 CE)**

## Saturday March 13, 2010

7:00 a.m. Registration, Continental Breakfast, Vendor Expo

7:50 a.m. Opening Announcements & Committee Reports

8:00-10:00 a.m. **Keynote Address: "Profile of a Professional Court Reporter"**

Professionalism, or the growing lack thereof, has a profound effect on our business, continued success and the respect we deserve from the professional communities which we serve. Although most reporters are quite proficient in writing skills and transcript production, many lack the professional sophistication required in a formal setting. Expectations and issues relating to attitude, impartiality, punctuality, and appropriate attire will be addressed. **(2/.20 CE)**

10:00-10:30 a.m. **MORNING BREAK and Vendor Expo**

10:30-12:30 p.m. **Court Reporting: Ethics**

This interactive seminar will include a discussion of professional practices and ethical standards which govern our conduct and define the boundaries of our respective positions. Topics to be discussed will include standards in reporting practices, procedures and regulations, covering a diversity of topics such as transcript formatting, continuing education requirements, and ethics. **(2/.20 CE)**

12:30-1:30 p.m. **Full-Course Luncheon, Vendor Expo**

Luncheon entree will be a selection of chicken or pasta. If you adhere to a fad/special diet or have food sensitivities, please consider packing.

1:30-3:30 p.m. **Court Reporting: Everything You Thought You Knew, But Don't**

Transcript production is an integral part of every court reporter's job. In this seminar Ed Silver and Bob Boccolini will go over the proper way to put together your transcript and will touch on a variety of topics, such as setting up the title, appearance and index pages, the proper way for exhibits to be described on the index page, how to properly list witnesses, just to name a few. **(2.0/.20 CE)**

3:30-3:45 p.m. **AFTERNOON BREAK and Vendor Expo**

3:45-5:15 p.m. **Tech Track: Court Reporters' Gadgets**

In this seminar Regina Berenato-Tell will cover the latest and greatest in technology and gadgets that will add a little edge to the Reporter's career. The reporter can just sit back and discover the best tools in technology that can make their job easier. **(1.5/.15 CE)**

CCRA-NJ 2010 CONVENTION ☺ FRIDAY EVENING, MARCH 12 & SATURDAY, MARCH 13

Sheraton Newark Airport, 128 Frontage Road, Newark, New Jersey



**REGISTRATION DEADLINE: MARCH 5, 2010 — NO ONSITE REGISTRATION**

Early registration is recommended to guarantee admittance. All registration forms must be received by FRIDAY, MARCH 5, 2010.

Refunds honored only if cancellation request is received by March 1st.

**\*\*\*\* Confirmation notices will not be mailed. Confirmation via email only.\*\*\*\***

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office/Cell \_\_\_\_\_ Email \_\_\_\_\_

**No email means no confirmation.**

**I will be attending the following seminars:** PLEASE CHECK EACH SEMINAR YOU PLAN TO ATTEND.

**Friday, March 12, 2010**

CE (CCR) (NCRA)

6:00 p.m. Opening Reception  
 7:00 p.m. Town Hall Meeting/High-Profile Trial Reporters (2.5) (.25)

**Saturday, March 13, 2010**

8:00 a.m. Court Reporting: Professionalism (2.0) (.20)

10:00 a.m. Morning Break/Vendor Expo

10:30 a.m. Court Reporting: Ethics (2.0) (.20)

12:30 p.m. Lunch Break

1:30 p.m. Court Reporting: Everything You Thought You Knew, But Don't (2.0) (.20)

3:45 p.m. Tech Track: Court Reporters' Gadgets (1.5) (.15)

Registration for "Friday Evening Only" includes Social Reception and Town Hall Seminar. Friday Evening is a *freebie* to those registering for Saturday. Saturday registration is all-inclusive and covers both days, all seminars, handouts, refreshments, and vendor exposition.

\_\_\_\_\_ Friday Evening Only \$ 99

**NO ONSITE REGISTRATION**

**Saturday Registration: (Includes Friday)**

\_\_\_\_\_ Active Members\* (2010 Dues Paid) \$225 \_\_\_\_\_ Non-Members \$320

\_\_\_\_\_ Associate Members (non-reporter) \$125 \_\_\_\_\_ Non-Member Associates \$225

\_\_\_\_\_ Student \$ 50

**\*Members of other state associations may register at the CCRA-NJ member rate. Must attach proof of State Membership (Excludes NCRA Membership)**

**PAYMENT OPTIONS:**

Check Enclosed \$ \_\_\_\_\_ (Please make checks payable to **CCRA-NJ**)

I authorize CCRA to bill my credit card in the amount of \$ \_\_\_\_\_ (Circle Card) **Visa MasterCard AmEx Discover**

Credit Card #: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please indicate your credit card billing address if different from address above.)

Billing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**SEND COMPLETED REGISTRATION FORM TO:**

(Credit card registrations accepted via secure fax line)

**CCRA-NJ, 1040 Huntingdon Drive, Williamstown, New Jersey 08094—Fax (856) 875-0818**

**DON'T PROCRASTINATE! REGISTER RIGHT NOW!**



**EARN UP TO 10 CE CREDITS!**

**2.5 CE CREDIT HOURS FRIDAY EVENING**

**7.5 CE CREDIT HOURS ON SATURDAY**



**COME JOIN US AT OUR NEW CONVENTION HOTEL**

**SHERATON NEWARK AIRPORT**

Visit our website often for  
important info, updates, and all the  
latest news...

**WWW.CCRA-NJ.COM**

### **Frequently Asked Questions About Continuing Education Requirements**

**How many continuing education credits do I need as a New Jersey CCR or CRCR and by when?**

Between June 2008 and June 2010 (the current two-year licensing cycle), you need to earn **15 credits**.

**How are CE credits calculated?**

Each seminar hour is equivalent to one (1) NJ CCR credit. In the two-year NJ CCR/CRCR cycle, you need 15 credits. If you also earn credits toward NCRA certifications, you need 3.0 CE Units (30 hours) per three-year cycle. NCRA measures in tenths, so each seminar hour is equivalent to .10 NCRA CE units. NCRA CEUs expire Sept 30th, but year varies depending upon when your individual NCRA CEU cycle started. CE cards must be punched at the conclusion of each seminar session you attend.

**Is the Friday evening seminar mandatory? Must I attend every seminar on Saturday?**

No. You can attend any or all of the seminars you want or need to attend, whether to acquire NCRA and/or NJ CCR credits, or because you enjoy learning and find the topic of particular interest. If you decide not to attend a particular seminar, you will not receive credit for that seminar. You're welcome and encouraged to attend every seminar, but you do have the option to attend only those you want to attend. There is no option, however, to pay on a per-seminar basis. Friday Evening is complimentary — free, that is — to anyone registering for Saturday's events. The convention registration fee is all-inclusive and covers all refreshments and meals. You have the option to attend "Friday Only" for a fee of \$99 in advance.

**Why are some CE punch cards blue and others manila? Which do I punch, and what do I do with it/them at the end of the day?**

NCRA requires anyone with National Certifications (RPR, RMR, CRR, RDR, CRR, CBC, CCP, CMRS, CLVS) to earn CEUs and NCRA keeps track of them for you. If you do not hold any NCRA certification titles, but are a New Jersey CCR, you can disregard the manila punch card and only punch the blue card. **NJ CCRs must maintain their own CE records.** Do not hand in your blue punch card at the end of the day! Only the manila NCRA punch cards are collected by CCRA-NJ and forwarded to NCRA. All NJ CCR punch cards and/or certificates of seminar attendance should be retained for five (5) years. Do not forward cards or certificates to the State Board of Court Reporting unless and until a formal request for verification of CE compliance is received. Audits are scheduled at the time of license renewal in June 2010.