



“Did you know” pursuant to ACJA § 7-201(E)(8), you can place your Arizona certificate on inactive status and still maintain your certification?

In order to place your Arizona certificate on inactive status and still maintain your certification, there are a few steps you have to follow. First, you have to apply for inactive certification; the fee is \$100. You can find the Request for Inactive Status of Certification form at:

[www.azcourts.gov/Portals/26/CourtReporter/2012/CRInactiveStatusform](http://www.azcourts.gov/Portals/26/CourtReporter/2012/CRInactiveStatusform).

Inactive certification is required to be applied for every two years thereafter with a fee of \$100 each application.

It is important to note that while on inactive status, you are required to complete the same 10 CEUs every year, just as if your certification is active.

If you decide you would like to return to active status, you can easily do so by reapplying for renewal of your certification and paying the standard certification renewal fee.

Please keep in mind that if your certification is on inactive status and you fail to renew your inactive certification every two years, your certification would expire. If you later decide to return to active status, you will then have to apply for certification as if you had never been certified in the state of Arizona. This would also mean that if you have not maintained your membership in NCRA, you would have to take the RPR exam again as this is a requirement to be licensed in the state of Arizona, ACJA 7-206(E)(1)(a)(9).

Active certified reporters should also keep in mind that if you have not maintained your membership in NCRA, that the designations of RPR, RMR, CRR, etc., should not be used. “To renew your RPR, you must maintain your NCRA membership and earn a minimum of 3.0 CEUs over a three-year period.” Therefore, active certified reporters who have not maintained their NCRA membership should not be using NCRA credentials behind their names.

In the event your NCRA membership has lapsed and you need to reinstate it, NCRA has instituted a three-tier process. “In March 2014, NCRA instituted changes to its Credential Reinstatement Policy. This policy change affects all NCRA certifications. It is now a three-tier policy that affects reinstating individuals depending on how long ago the certification lapsed. As of March 2014, all individuals who have lapsed certifications are eligible for one of the reinstatement procedures below, regardless of whether they received a reinstatement under the old policy or under Amnesty.”

<http://www.ncra.org/certification/Certification-Reinstatement-Policies>