

**RULES
OF
TENNESSEE BOARD OF COURT REPORTING**

**CHAPTER 0455-01-03
LICENSURE**

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0455-01-03-.01 TEMPORARY LICENSURE.

Any person who provides to the board satisfactory proof of graduation from a court reporting program or its equivalent shall, upon application to the board on forms approved by the board and payment of a fee in an amount determined by the board, be issued a temporary license to practice as a court reporter. This temporary license shall expire sixty (60) days following the date upon which the next board-approved examination for licensure is given. Up to three (3) additional temporary licenses may be granted upon sufficient proof of good cause for issuance.

Authority: T.C.A. §§ 20-9-605, 20-9-607, 20-9-609, 20-9-612, 20-9-613, and 20-9-614. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010. New rule filed February 1, 2010; effective July 29, 2010. Rule petitioned March 1, 2010. Emergency rule filed February 1, 2010 expired effective August 1, 2010. Original rule filed July 26, 2010; effective October 24, 2010. Amendments filed November 17, 2016; effective February 15, 2017.

0455-01-03-.02 APPLICATION FOR LICENSURE – STANDARD PROCESS.

- (1) Any person may submit an application to be licensed as a court reporter. The application shall include:
 - (a) Proof of passage of the National Court Reporters Association registered professional reporter examination, the National Verbatim Reporters Association certified verbatim reporter examination, or the American Association of Electronic Reporters and Transcribers certified electronic court reporter examination.
 - (b) Applications for licensure shall be signed and sworn by the applicants and submitted on forms furnished by the Board.
 - (c) Payment of licensure fee.

Authority: T.C.A. §§ 20-9-605, 20-9-607, 20-9-609, and 20-9-613. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010. New rule filed February 1, 2010; effective July 29, 2010. Rule petitioned March 1, 2010. Emergency rule filed February 1, 2010 expired effective August 1, 2010. Original rule filed July 26, 2010; effective October 24, 2010. Amendments filed November 17, 2016; effective February 15, 2017.

0455-01-03-.03 RENEWAL.

- (1) A newly issued court reporter license in Tennessee shall be valid for two (2) years or for other such period of time authorized by T.C.A. § 20-9-611. The holder of the license may renew such license during the 60 days preceding the expiration date thereof by paying the required fee and completion of the application for renewal.

(Rule 0455-01-03-.03, continued)

- (2) It is the responsibility of each licensee to notify the Board of any change of address within thirty (30) days. Failure to receive a renewal form from the Board shall not constitute an excuse for failure to renew licensure.
- (3) Late renewal applications may be received following expiration of license with the required fees. No late renewal will be granted if a completed application is not received by the Board within six (6) months of the expiration of the license. After six (6) months following the expiration of the license, the applicant shall apply for a new license.

Authority: T.C.A. §§ 20-9-605, 20-9-607, 20-9-609, 20-9-611, 20-9-612, 20-9-613, and 20-9-614.
Administrative History: Emergency rule filed February 1, 2010; effective through July 31, 2010. New rule filed February 1, 2010; effective July 29, 2010. Rule petitioned March 1, 2010. Emergency rule filed February 1, 2010 expired effective August 1, 2010. Original rule filed July 26, 2010; effective October 24, 2010. Amendments filed November 17, 2016; effective February 15, 2017.

0455-01-03-.04 MILITARY APPLICANTS.

- (1) An applicant for licensure meeting the requirements of T.C.A. § 4-3-1304(d)(1) may:
 - (a) Be issued a license upon application and payment of all fees required for the issuance of such license, if, in the opinion of the Board, the requirements for licensure satisfied by the applicant in another state are substantially equivalent to that required in Tennessee; or
 - (b) Be issued a temporary permit as described herein if the Board determines that the applicant's license does not meet the requirements for substantial equivalency, but that the applicant could perform additional acts, including – but not limited to – education, training, or experience, in order to meet the requirements for the license to be substantially equivalent. The Board may issue a temporary permit upon application and payment of all fees required for issuance of a regular license of the same type, which shall allow such person to perform services as if fully licensed for a set period of time that is determined to be sufficient by the Board for the applicant to complete such requirements.
 1. After completing those additional requirements and providing the Board with sufficient proof thereof as may be required, a full license shall be issued to the applicant with an issuance date of the original issuance of the temporary permit and an expiration date as if the full license had been issued at that time.
 2. A temporary permit shall be issued for a period no longer than the length of a renewal cycle for a full license of the same type.
 3. A temporary permit shall expire upon the date set by the Board and shall not be subject to renewal except through the completion of the requirements for substantial equivalency as required by the Board or by an extension of time granted for good cause by the Board.
 4. Should an extension to a temporary permit cause the permit to be in effect longer than the renewal cycle of a full license, then the holder of the temporary permit shall file a renewal application with such documentation and fees, including completion of continuing education, as are required by the Board for all other renewals of a full license of the same type.
- (2) Military education, training, or experience completed by a person described at T.C.A. § 4-3-1304(d)(1)(B)(ii)(a)-(c) shall be accepted toward the qualifications, in whole or in part, to

(Rule 0455-01-03-.04, continued)

receive any license issued by the Board if such military education, training, or experience is determined by the Board to be substantially equivalent to the education, training, or experience required for the issuance of such license.

- (3) Any licensee who is a member of the National Guard or a reserve component of the armed forces of the United States called to active duty whose license expires during the period of activation shall be eligible to be renewed upon the licensee being released from active duty without:
 - (a) Payment of late fees or other penalties; or
 - (b) Obtaining continuing education credits when:
 1. Circumstances associated with the person's military duty prevented the obtaining of continuing education credits and a waiver request has been submitted to the Board; or
 2. The person performs the licensed occupation as part of such person's military duties and provides documentation sufficient to demonstrating such to Board.
- (4) The license shall be eligible for renewal pursuant to Paragraph (3) for six (6) months from the person's release from active duty.
- (5) Any person renewing under Paragraph (3) shall provide the Board such supporting documentation evidencing activation as may be required by the Board prior to the renewal of any license pursuant to Paragraph (3).

Authority: T.C.A. §§ 4-3-1304(d)(1), 20-9-605, 20-9-607, 20-9-609, and 20-9-613. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010. New rule filed February 1, 2010; effective July 29, 2010. Rule petitioned March 1, 2010. Emergency rule filed February 1, 2010 expired effective August 1, 2010. Original rule filed July 26, 2010; effective October 24, 2010. Amendments filed November 17, 2016; effective February 15, 2017.

0455-01-03-.05 REPEALED.

Authority: T.C.A. §§ 20-9-605, 20-9-607, 20-9-609, 20-9-612, and 20-9-614. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010. New rule filed February 1, 2010; effective July 29, 2010. Rule petitioned March 1, 2010. Emergency rule filed February 1, 2010 expired effective August 1, 2010. Original rule filed July 26, 2010; effective October 24, 2010. Repeal filed November 17, 2016; effective February 15, 2017.

0455-01-03-.06 REPEALED.

Authority: T.C.A. §§ 20-9-605, 20-9-607, and 20-9-609. **Administrative History:** Original rule filed July 26, 2010; effective October 24, 2010. Repeal filed November 17, 2016; effective February 15, 2017.

0455-01-03-.07 REPEALED.

Authority: T.C.A. §§ 20-9-605, 20-9-607, 20-9-609, 20-9-611, and 20-9-612. **Administrative History:** Original rule filed July 26, 2010; effective October 24, 2010. Repeal filed November 17, 2016; effective February 15, 2017.