

**RULES  
OF  
TENNESSEE BOARD OF COURT REPORTING**

**CHAPTER 0455-01-02  
BOARD POLICIES AND PROCEDURES**

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**0455-01-02-.01 CHANGE OF NAME OR ADDRESS.**

- (1) The applicant or licensee shall notify the Board of any requested name change. Appropriate legal documents and fees shall be submitted prior to changing the name of the licensee on the license card.
- (2) The licensee shall notify the Board of any change in the licensee's personal or business address within 30 days of such change.

**Authority:** T.C.A. §§ 20-9-607 and 20-9-612. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

**0455-01-02-.02 LOST LICENSE.**

The licensee shall promptly report, in writing, the loss of a license card to the Board. A duplicate license card shall be issued upon completion of any form and payment of a replacement fee.

**Authority:** T.C.A. §§ 20-9-604, 20-9-605 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

**0455-01-02-.03 VERIFICATION OF TENNESSEE LICENSE.**

- (1) Verification of licensure will be available on the Board's website, to be maintained by the Administrative Office of the Courts.
- (2) Upon receipt of a written request, the Director of the Administrative Office of the Courts, or his/her designee, shall provide written verification of Tennessee licensure.

**Authority:** T.C.A. §§ 20-9-604, 20-9-605 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

**0455-01-02-.04 FEES.**

- (1) Fees and fines are not refundable.
- (2) Fees are payable by certified check, cashier's check, corporate or business check, money order or personal check.
  - (a) Counter checks are not an acceptable method of payment. Personal checks shall be imprinted with the name, address and account number of the applicant or licensee.
  - (b) Personal checks by third parties are not acceptable.

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

- (c) Applicants or licensees who submit personal checks returned due to insufficient funds may be prohibited from paying any future fees or fines by personal check.
  - (d) Statutory charges for returned checks shall be paid by the applicant or licensee, along with any penalties and fees authorized pursuant to T.C.A Title 47, Chapter 29.
- (3) Fines are payable by certified check, cashier's check, corporate or business check, or money order.
  - (4) The Board may allow payment of fees by electronic means.
  - (5) Payment, regardless of method, that is not honored by the financial institution may result in disciplinary action and/or reporting to the appropriate legal authorities for possible prosecution.
  - (6) A license may not be issued until funds are received by the Board.
  - (7) The Administrative Office of the Courts will maintain and update the Schedule of Fees, as approved by the Board.

**Authority:** T.C.A. §§ 20-9-605, 20-9-607, 20-9-610, 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.

#### **0455-01-02-.05 INACTIVE STATUS.**

A person not actively engaged in the practice of court reporting may place their license on inactive status by completing and submitting an application for inactive status.

**Authority:** T.C.A. §§ 20-9-605, 20-9-607 and 20-9-615. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

**0455-01-02-.06 RESTORATION.** A person seeking restoration of a license after it has been placed on inactive status for up to 5 years shall file an application with the Board together with the required fees. After July 1, 2011, in order to restore a license, a person shall submit proof of 15 hours of continuing education completed within one year before restoration. The applicant shall also submit either:

- (1) Certification of current licensure from another jurisdiction completed by the appropriate board or licensure authority;
- (2) Affidavits from two (2) members of the bench or bar attesting to the applicant's active practice of court reporting in a state that does not require licensure for at least one year immediately prior to the date of application;
- (3) An affidavit attesting to military service; or,
- (4) Other proof acceptable to the Board of the applicant's fitness to have the license restored.

**Authority:** T.C.A. §§ 20-9-604, 20-9-605 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

#### **0455-01-02-.07 REVIEW PROCESS.**

All Applications for restoration after being placed on inactive status must be received for board review two (2) weeks prior to the next available board meeting to ensure adequate processing time. Upon receipt of an application and the appropriate fee, the board shall issue a designation, notify the applicant in writing of the reasons for denying the application, or notify the applicant in writing of the deficiencies in the

(Rule 0455-01-01-.07, continued)

application. Applicants have one (1) year from the date of the notification of deficiencies to complete the application process. If the process has not been completed within one (1) year, the application shall be denied, and the fee forfeited, and the applicant must reapply and meet the requirements in effect at the time of reapplication. In the event of a hardship, the applicant may apply in writing for a one (1) year extension to complete the process.

**Authority:** T.C.A. §§ 20-9-604, 20-9-605 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.