COURT REPORTING SERVICES
EDUCATION DAY REQUEST FORM

Employee Name: _____

Requested Date(s) of Training: _____

Training Description: (Attach copy of training agenda)

_____

_____

_____

Training has been awarded continuing education credits from:

- ❑ National Court Reporter Association - # of CEU's _____
- ❑ Illinois Department of Professional Regulation - # of CEU's _____
- ❑ Other (please explain)

_____

_____

_____
Employee Signature Date

- ❑ Approved
- ❑ Disapproved

_____
Chief Judge or Designee Signature Date

The attendance sheet should identify 'O' for the day(s) of training, with a notation in the comments section referencing "approved educational leave day." A copy should be retained for the Chief Judge's records. Court Reporting Services does not need a copy of this form or the attached training agenda.