LOUISIANA BOARD OF EXAMINERS OF
CERTIFIED SHORTHAND REPORTERS
PROVIDER APPLICATION

This application is to be used to request provider approval of a seminar from the CSR BOARD. A seminar provider may not advertise their seminar as approved for Louisiana CE credits without the express permission of the CSR BOARD. Please provide all required documentation as stated in the Provider Application Process page.

DATE: September 1, 2026
NAME OF PROVIDER. Verbatim Reporters of Louisiana
PROGRAM TITLE: VRLA's 2026 Continuing Education Webinar
DATE AND LOCATION OF PROGRAM: Saturday, November 14, 2026

IS SEMINAR REGISTRATION OPEN TO ALL CCRs and CDRs: YES

NCRA APPROVAL. YES _____NO_____ (Applied for/Pending approval)
NVRA APPROVAL. YES_____NO_____ (Applied for/Pending approval)

IF YES, ATTACH COPY OF APPROVAL. APPROVAL MUST REFLECT NUMBER OF CREDITS TO BE ISSUED.

ADDITIONAL ITEMS TO BE ATTACHED:
A COPY OF YOUR AGENDA, A DESCRIPTION OF PROVIDER'S EXPERIENCE & QUALIFICATIONS, A DESCRIPTION OF THE REGISTRATION & COURSE ATTENDANCE PROCEDURES, A COPY OF THE EVALUATION FORM, A COPY OF THE PROVIDER VERIFICATION FORM, THE NAMES AND QUALIFICATIONS OF INSTRUCTORS, IDENTIFYING WHICH COURSES, A SIGNED STATEMENT FROM PROVIDER AGREEING TO SUBMIT TO THE CONTINUING EDUCATION COMMITTEE WITHIN 15 DAYS AFTER THE TRAINING A LIST OF CERTIFICATE HOLDERS WHO ATTENDED THE TRAINING AND THE NUMBER OF CREDIT HOURS EACH ARE ELIGIBLE, A SUMMARY OF THE EVALUATION RESPONSES.

SEMINAR CONTACT:
Register on website: verbatimreportersla.com/registerforseminar
Email: info@verbatimreportersla.com
100 E. Vermilion Street, Suite 160
Lafayette, LA 70501

Please note our new address:
VRLA
100 E. Vermilion Street, Suite 160 Lafayette, LA 70501

VRLA CONTINUING EDUCATION AGENDA
Saturday, November 14, 2026

9:00 A.M. – 11:00 A.M.
SPEAKER: Norma Ne'Shara Arclese, CCR
SUBJECT: LOUISIANA ETHICS AND RULES/REGULATIONS FOR COURT REPORTERS
This essential course provides Louisiana court reporters with a comprehensive overview of the ethical standards and regulatory requirements set forth by the Louisiana Board of Examiners of Certified Shorthand Reporters. Participants will explore the Code of Ethics, professional conduct expectations, and key rules governing certification, continuing education, and reporting practices.

11:15: A.M.-1:15 P.M.
Margie Wakeman-Wells
SUBJECT: GRAMMAR & PUNCTUATION
Back by popular demand! Become a grammar guru with this comprehensive course. You'll learn to avoid common word mix-ups, such as passed vs. past and affect vs. effect. Margie will also guide you in punctuating your transcripts without overcomplicating it. Armed with the proper tools and a solid understanding of grammar and punctuation, you can enjoy working on transcripts without the stress.

1:30 P.M.-2:30 P.M.
SPEAKER: Rachel Ancona
SUBJECT: Fueling Precision: Nutrition for Stamina, Focus, and Joint Health
Learn how small changes in movement and nutrition can boost your focus, reduce fatigue, and support long-term wellness. From posture-saving stretches to brain-fueling snacks, this session delivers practical tips you can use right away to feel better on and off the job.

2:45-3:15 p.m.
SPEAKER: Tiger Verdin
SUBJECT: Smart Strategies for Marketing Our Field
A focused look at how to promote court reporting through clear messaging, digital outreach, and community engagement. Attendees learn simple, effective ways to boost visibility and attract new interest in the field.

3:30-4:00 p.m.
SPEAKER: Treva Maricle
SUBJECT: From Classroom to Courtroom: Your First Job Survival Guide
A practical overview of what your first job really looks like. From scheduling, setup, communication, and staying composed when things get unpredictable, this session is ideal for new reporters wanting a smooth transition into the field.

Total CE Credits: (8) General Education Credits
(4) Ethics Credits

VERBATIM REPORTERS OF LOUISIANA
100 E. Vermilion Street, Suite 160
Lafayette, LA 70501
verbatimreportersla.com

September 1, 2026

Continuing Education Committee
Louisiana Board of Certified Shorthand Reporters 1450
Poydras Street, Suite 630
New Orleans, LA 70112

RE: Provider Application Process for Continuing Education Certification

Dear Continuing Education Committee:

Pursuant to your Provider Application Process, we have prepared the following document to answer your questions as completely as we can. Please feel free to contact us if you have any questions or need any further clarification.

Respectfully,

Norma Ne'Shara Arclese
Norma Ne'Shara Arclese VRLA
President
info@verbatimreportersla.com

PROVIDER APPLICATION PROCESS

A. A Provider must submit the following information to the CE Committee:

1. Date, time and place where training will be conducted.

VRLA's Spring 2025 Continuing Education Webinar:
Saturday, November 14, 2026
Webinar only

2. List a detailed description of the courses that will be taught, etc.

See attached AGENDA

The presentations will total 5 hours, so we would ask for 12 credits for the entire day, with (4) meeting the Ethics requirements and (8) meeting the general education requirements.

3. A description of the provider's experience and qualifications to conduct such training.

Verbatim Reporters of Louisiana (VRLA) is a non-profit Louisiana corporation formed in April of 2004 as a result of combining members from the Capital Area Shorthand Reporters Association, the Louisiana Verbatim Reporters Association and the Western Louisiana Professional Court Reporters Association to represent the profession of court reporting in the state of Louisiana. As an association, it is open to all Louisiana Certified Court Reporters, regardless of their method of reporting, to include CART and captioners, students and teachers of reporting, as well as other associated professions. VRLA presents annual continuing education seminars to enable reporters to obtain their state-mandated credits, national credits where needed, and promote general education, networking and professional relationships in the court reporting community. VRLA employs a full-time lobbyist to promote and protect the interests of Louisiana reporters and those associated with the profession of court reporting.

4. **Description of the** registration **and course attendance procedures that will be used by the provider.**

Tracking Attendance and Participation

We will be relying on Zoom's webinar tracking methods for Attendance and Participation.

- Attendees have the opportunity to register up until the date of seminar, subject to late fee.
- We will email a registration confirmation 2 days prior to the event.
- We will have pop-up questions that are required to be answered after each session to monitor attendance and a check-in system in person at the start and conclusion of the seminar.

Further Participation

- After the formal presentation, there will be a chance for reporters to ask questions. The host(ess), acting as moderator, will direct the questions to the Presenter so (s)he may answer the question.
- Upon checking in, a form will be emailed so reporters may provide feedback on the presentation, along with comments and suggestions.

5. A copy of the evaluation form that will be distributed to participants at the end of the webinar.

See attached evaluation form.

6. A copy of the provider verification form, etc.

VRLA will send verification of attendance that will be monitored by our attendance software.

7. The names and qualifications of instructors, etc.

See attached bios for all speakers

8. A signed statement from the provider, etc.

See below.

VERBATIM REPORTERS OF LOUISIANA
100 E. Vermilion Street, Suite 160
Lafayette, LA 70501
info@verbatimreportersla.com

Provider Application Process

September 1, 2026

Submittal by VRLA for November 14, 2026 Webinar

I agree, on behalf of Verbatim Reporters of Louisiana (VRLA) to submit to the Continuing Education Committee within (15) business days after the seminar being held on November 14, 2025, a list of certificate holders who attended all or a portion of our seminar and the number of credit hours for which each is eligible.

Norma Ne'Shara Arclese
Norma Ne'Shara Arclese,
VRLA President

VERBATIM REPORTERS OF LOUISIANA

100 E. Vermilion Street, Suite 160
Lafayette, LA 70501
info@verbatimreportersla.com

CE SEMINAR REGISTRATION FORM
SEMINAR DATE: November 14, 2026

PLEASE FILL THIS FORM OUT COMPLETELY TO ENSURE REGISTRATION

Name:

Address:

Phone:

Personal Email:

Reporter Type: (circle one) Freelance Official/Deputy Official Captioner CART Student
Reporter Method: (circle one) Machine Voice Digital/Electronic Shorthand Other _____

(Important: Fill in license number for each certification you are seeking credit for) CCR Number: CDR Number: _____

NVRA Number: _____ NCRA Number: _____

(Each reporter is responsible for turning in required forms to NCRA & NVRA.)

Other State Certifications: State_____Number _____

SEMINAR FEE:
VRLA Members: $120
Students/Associate Members: $75

("VRLA Member rate applicable to reporters whose dues are paid by 3-30-2026.)
Registration Deadline: Monday, November 2nd. $35 late fee after registration deadline.
Make checks payable to VRLA and send to:
100 E. Vermilion, Suite 160
Lafayette, LA 70501
Please direct any seminar/membership questions to info@verbatimreportersla.com

Register on our website, verbatimreportersla.com, and a confirmation email will be sent by Wednesday, November 11th. Download additional registration forms from our website under the Seminar tab.

Please make sure your court has our correct address on file.

Please also note that a Professional Headshot is included in the registration fee. If you plan to also participate in the Ugly Christmas Sweater Contest, make sure that you have on what you would like to wear for the headshot (unless you want the Chrismas sweater to be in your picture.) 😊

VERBATIM REPORTERS OF LOUISIANA
NOVEMBER 14, 2026 CE WEBINAR PROGRAM EVALUATION FORM

Session 1:

What did you think of the content and educational value?

Session 2:

What did you think of the content and educational value?

Session 3:

What did you think of the content and educational value?

Session 4:

What did you think of the content and educational value?

Ideas for future programs/presentations/speakers:

In order to comply with the regulations of the CSR Board, we ask that you email this form to info@verbatimreportersla.com within 5 days after the webinar.

THANK YOU FOR YOUR COMMENTS!!!

Rachel Ancona has been passionate about health and fitness since her teen years and has always loved helping others grow and reach their potential. While working as an elementary school teacher, she also taught group fitness classes — blending her love of teaching with her passion for health and movement. After a rewarding career in education, Rachel retired to pursue her dream of opening WHY Fitness, a small gym she proudly owned and operated for five years. Following her time at WHY Fitness, she continued to inspire others as the Group Fitness Coordinator and instructor at Bayou Bend Fitness Center, where she led a variety of fun and challenging classes.

As both a certified group fitness instructor and an ACE-certified personal trainer, Rachel has created many accountability challenges to help people stay consistent and build healthy habits that last.

Outside of the fitness world, Rachel has been married for 38 years and is a proud grandmother to six wonderful grandchildren. She believes true wellness goes beyond exercise — it's about community, mindset, and discovering your "why" for living a strong, healthy life.

Rachel's greatest joy comes from encouraging women to move with purpose, believe in themselves, and embrace every stage of life with strength, confidence, and joy.

MARGIE WAKEMAN WELLS
margieholdscourt.com
mww@margieholdscourt.com
Verbatim Reporters of Louisiana
April 20, 2024
Virtual Seminar
Two-hour session

CONTENT

The session will begin with an analysis of how to condense the several hundred comma rules into a workable guideline, including a discussion of some recent changes in the rules and a look at situations that baffle all those who deal with punctuating the spoken word.

The rest of the session will cover the rules for the dash along with some of the most frequently asked reporter questions. There will be time to address questions from the attendees.

The material will be presented via PowerPoint over Zoom.

BIO

Margie is in her seventh decade of teaching – 48 of those years in court reporting education. She has presented, under the auspices of NCRA and state organizations, over 300 seminars for reporters, teachers, and students on English-related topics.

Court Reporting: Bad Grammar/Good Punctuation is her best-selling reference text. She has also published Word Pares, Pears, Pairs, a reference work of 2,000 word pairs; All Things English, a practice book on English skills; and Practice Really DOES Make Perfect, a drill book series for improving accuracy. Her new book, Good Grammar, will be out in the spring of 2024.

Margie operates Margie Holds Class, her online school, for both live and recorded classes; answers questions on the popular FB subscription site Margie's Gurus; presents a monthly subscription class, The SEMINAR, on English topics; and occasionally blogs on the hot English topic of the moment.

Information on all Margie's offerings is on her website: margieholdscourt.com.