



October 1, 2017

Dear Oklahoma CSR,

If you were unable to attend an OCRA convention this year, OCRA is offering CE credits via electronic format. A link will be provided so that you can download the session(s) to view on your computer. You **must** have access to high speed internet to download the files. A **limited** supply of DVDs will be available to those who do not have access to high speed internet and upon request.

Enclosed you will find an order form for CE by Mail. Four hours of CE credits are available. OCRA is also offering the purchase of 1 hour of Court Rules & Procedures at a separate rate. Please note order **deadlines and due dates**. CE credits can also be ordered online at **ocraonline.org**.

This mailing is being sent to all Oklahoma CSRs. If you have already complied with your CE requirement for 2017, you may disregard this notice.

Best regards,

TreLinda Wilson
OCRA CE Chairman
918-541-8065
CE@ocraonline.org

VERY IMPORTANT: PLEASE READ

IT IS YOUR RESPONSIBILITY TO CHECK DUE DATES AND “RETURN BY” DATES. OCRA IS NOT RESPONSIBLE FOR ORDERS NOT RECEIVED BY THE STATED DATE.

NO REFUNDS OR CREDITS WILL BE GIVEN FOR FAILURE TO ORDER OR RETURN TESTS TIMELY. **NO EXCEPTIONS.**

ANY **ORDERS** NOT POSTMARKED BY **DECEMBER 1, 2017**, VIA MAIL, EXPRESS MAIL, FEDEX, OR OTHER MEANS CAN STILL BE ORDERED UNTIL **DECEMBER 15, 2017**, BUT WILL INCUR AN ADDITIONAL FEE.

ANY **ORDERS** POSTMARKED AFTER **DECEMBER 15, 2017**, VIA MAIL, EXPRESS MAIL, FEDEX, OR OTHER MEANS WILL NOT BE PROCESSED AND WILL BE RETURNED TO SENDER.

ANY **TESTS** NOT POSTMARKED BY **DECEMBER 31, 2017**, WILL BE RETURNED TO SENDER AND WILL NOT BE PROCESSED.

ORDERS FOR ELECTRONIC FORMAT AND DVDs WILL BE SENT UPON RECEIPT OF THE ORDER.

*DVD ORDERS WILL **NOT** BE AVAILABLE FOR PURCHASE AFTER DECEMBER 1, 2017.

CE CREDITS MAY BE ORDERED ONLINE AT **OCRAONLINE.ORG** OR BY FILLING OUT THE ORDER FORM AND MAILING TO THE ADDRESS INDICATED ON THE FORM.

INSTRUCTIONS FOR CE BY MAIL

Once you complete the order form and mail to the CE Chairman, you will be e-mailed the link to download the respective file(s) and the written test(s) for each session ordered, or you will then be shipped one DVD and a written test(s) for each session. The written test(s) consist(s) of 20 questions. The pass rate is 70%. If more than six answers are incorrect, you may request to retake the test for a fee of \$10.00. Once you pass the test(s), a Notice of Completion will be issued to you.

If you are applying for Oklahoma CE only, OCRA will mail you a Notice of Completion and a Compliance Form. It is **YOUR RESPONSIBILITY** to complete the Compliance Form and mail to the Administrative Office of the Courts.

If you are applying for NCRA credits as well, the form can be located on ncraonline.org and has to be submitted electronically. It is **YOUR RESPONSIBILITY** to fill the form out online and submit it to NCRA with the Notice of Completion attached.

**** The Notice of Completion must be attached to the Compliance Form to receive credit.**

PRICE SHEET

4 HOURS OF CONTINUING EDUCATION

***1 hour of Court Rules and Procedures is included**

Due Dates for Orders	Members price	Non-Members price
Postmarked by 10-31-17	\$150.00	\$230.00
Postmarked between 11-1-17 and 11-30-2017	\$185.00	\$265.00
Postmarked between 12-1-17 and 12-15-17	\$285.00	\$365.00

1 HOUR COURT RULES & PROCEDURES ONLY

Due Dates for Orders	Members price	Non-Members price
Postmarked by 10-31-17	\$50.00	\$130.00
Postmarked between 11-1-17 and 11-30-17	\$85.00	\$165.00
Postmarked between 12-1-17 and 12-15-17	\$185.00	\$265.00

