

Dear Licensee:

We are facing new and ever evolving changes as we navigate business through the United States' COVID-19 crisis. The Department of Commerce and Insurance ("the Department") is working constantly to foster a continuous working environment. In following the social distancing guidelines as issued by Governor Lee, the Tennessee Board for Court Reporting ("the Board") is no longer holding in-person meetings or accepting walk-in customers at Davy Crockett Tower through April 24, 2020. The next regularly scheduled Board meeting is April 30, 2020 and as of the date of this notice, the Board intends to conduct the meeting at Davy Crockett tower, as scheduled. Please be aware that an email update will be provided should circumstances necessitate change. The meeting will be posted on the website as soon as practically possible afterwards. We hope you find this information helpful, and please let us know if you have additional questions.

Secondly, on March 19, 2020, Governor Lee signed Executive Order No. 15 ("the Order"). The Order provides the Commissioner of the Department the discretion to reasonably extend deadlines for obtaining required education and continuing education to boards, commissions, and agencies administratively attached, such as the Board. Therefore, effective immediately until May 18, 2020 or until further such notice, no license will be suspended for failure to complete continuing education requirements. Many continuing education opportunities are available to licensees online and you are encouraged to take advantage as needed. Please note, in an effort to maintain efficient business practices, renewal notices are likely to be emailed the second week of May 2020.

The Commission and the Department of Commerce and Insurance ("the Department") are now working remotely as part of the social distancing strategies outlined by the Centers for Disease Control ("CDC") and the World Health Organization ("WHO"). However, the Department is fully operational. You may reach the Board by email at Court.reporters@tn.gov.

For reference, please see the links below for resources regarding safety measures issued by the Tennessee Department of Health and the CDC. We hope you find this information helpful, and please let us know if you have additional questions.

Helpful Links:

State of Tennessee, COVID-19 Updates:

<https://www.tn.gov/governor/covid-19.html>

State of Tennessee, Executive Order No. 15:

<https://publications.tnsosfiles.com/pub/execorders/exec-orders-lee15.pdf>

State of Tennessee, Executive Order No. 22

<https://publications.tnsosfiles.com/pub/execorders/exec-orders-lee22.pdf>

Find updates issued by the CDC on the Commission website:

<https://www.tn.gov/commerce/regboards/treac.html>

Tennessee Department of Health, Facility Visitor Guidance:

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/COVID-19-Facility-Visitor-Guidance.pdf>

CDC, Interim Guidance for Businesses and Employers:

<https://cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC, COVID-19 “What You Need To Know”:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Sincerely,

Roxana Gumucio, Executive Director