

Iowa Board of Examiners of Shorthand Reporters

APPLICATION FOR CERTIFICATION

Instructions

1. If you are an RPR applicant, complete Sections 1, 2 and 4. If you are not an RPR applicant, complete Sections 1, 3, and 4. *(Type or Print)*
2. Mail application and \$200.00 fee, plus requested verification to: Iowa Board of Examiners of Shorthand Reporters, 1111 East Court Avenue, Des Moines, Iowa 50319. *(Make check or money order payable to Shorthand Reporters Board).*
3. Application must be on file 30 days prior to exam, unless the board for good cause grants an applicant additional time to file or otherwise waives the 30-day filing deadline. Good cause for this purpose shall include illness, military service, unavoidable casualty or misfortune or other grounds beyond the control of the applicant.

SECTION 1

Name _____ Last First Middle E-Mail Address _____ Home Street Address _____ Home City, State, Zip _____ Office Street Address _____ Office City, State, Zip _____ Original NCRA Certification Date _____ NCRA Expiration Date _____ Method of Shorthand _____ Desired CSR Examination Date _____	Maiden/Former Names _____ _____ _____ Social Security Number _____ Date of Birth _____ Home Tel. (_____) _____ Cellular Tel. (_____) _____ Office Tel. (_____) _____ Office Fax (_____) _____ School Tel. (_____) _____
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<p>FOR BOARD USE ONLY SCORES OF CSR EXAMINATION</p> <p align="center">(Scores by Section Transcribed)</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">No. Correct</th> <th style="width: 20%; text-align: center;">No. of Errors</th> <th style="width: 20%; text-align: center;">Percent Correct</th> </tr> </thead> <tbody> <tr> <td>WRITTEN</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> </tr> <tr> <td>TECHNICAL Q & A AT 180 WPM</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> </tr> <tr> <td>MUTLIVOICE AT 200 WPM</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> </tr> <tr> <td>NONTECHNICAL Q & A AT 225 WPM</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> </tr> </tbody> </table>		No. Correct	No. of Errors	Percent Correct	WRITTEN	_____	_____	_____	TECHNICAL Q & A AT 180 WPM	_____	_____	_____	MUTLIVOICE AT 200 WPM	_____	_____	_____	NONTECHNICAL Q & A AT 225 WPM	_____	_____	_____	<p>REGISTRATION</p> Receipt No. _____ Check No. _____
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NONTECHNICAL Q & A AT 225 WPM	_____	_____	_____																		

APPLICANT STATUS FOLLOWING THIS EXAMINATION

GRANTED A CSR certificate based upon being a current **RPR** and based upon the information contained in this application (See verifications)
 Dated written passed _____ Date certified _____

PASSED this CSR examination. Date certified _____

FAILED to pass this CSR examination.

 Secretary of Board of Examiners of Shorthand Reporters

(APPLICANT MUST COMPLETE SECTION 2 OR SECTION 3 AND SECTION 4)

I hereby make application for certification as an Iowa Certified Shorthand Reporter and state:

**SECTION 2
(REGISTERED PROFESSIONAL REPORTER APPLICATIONS)**

1. Check either or B:
 A. I passed the Iowa CSR written knowledge examination within the past five years. Date passed _____ . Last name, if different now, was _____ .
 B. I am applying to take only the written knowledge portion of the Iowa CSR examination.
2. I am current NCRA Registered Professional Reporter and I obtained my RPR Certificate after May 1, 1973, through testing. (Attach a photocopy of your NCRA RPR Certificate.)
3. I am current and in good standing with NCRA with respect to RPR continuing education credit. (Attach a photocopy of either your NCRA membership card if it shows your RPR expiration date or your NCRA RPR continuing education update form.)

**SECTION 3
(NONREGISTERED PROFESSIONAL REPORTER APPLICANTS)**

1. Check either or B:
 A. I am applying to take the entire CSR examination.
 B. I am applying to take only the skills portion. I passed the Iowa CSR written knowledge examination within the past five years. Date passed _____ . Last name, if different now, was _____ .
2. With this Application, I verify to the Board that I understand I must have completed one or more of the items below before I can make this Application for Certification.
3. Check the appropriate letters and attach verifications:
 A. Graduated from a NCRA approved shorthand reporting school. (Attach verification such as a letter from instructor).
 B. Attained a proficiency of 200 words per minute in a shorthand reporting course. (Attach verification such as letter from instructor).
 C. Had at least two years of experience in making verbatim records of judicial or related proceedings by means of shorthand. (Attach details).

**SECTION 4
TO BE SIGNED BY ALL APPLICANTS**

I declare under penalty of perjury that:

1. The forgoing statements, as well as any attached verifications, are true to the best of my knowledge and belief.
2. I have not been convicted of any misdemeanor related to profession of shorthand reporting or any felony, or if I have, I am attaching hereto the information relative to the court and date of judgment. (Iowa Code §602.3105 and Iowa Court Rule 46.13)
3. Any reporting certificates held by me have neither been revoked nor suspended, nor has any disciplinary action been taken against me anywhere. If so, attached all relevant information to the action taken.

Dated this _____ day of _____, 20 _____.

Applicant for CSR Certification

(Sign in ink)