

# NON-MEMBER FORM

## NCRA REGISTRATION FORM FOR 2010 RPR SKILLS TESTS

- You must read the entire NCRA Candidate Handbook prior to completing this form.
- To expedite your registration, you must complete each step.
- Questions or address changes should be directed to 800-272-NCRA (6272).
- All registrations must be received by the deadline.
- Non-members are responsible for submitting their test results to their certification state.

Examination Dates	Registration Dates
May 1, 1010	March 1-31, 2010
August 14, 2010	June 14-July 14, 2010
November 6, 2010	September 6-October 6, 2010

### 1. Non-Member information:

Print your Non-Member ID# (if known), Name, and Address Below

Non-Member ID \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. Requested exam (check appropriate box(es)):

Test	
Skills Test — RPR Literary	
Skills Test —RPR Jury Charge	
Skills Test —RPR Testimony	

- Check here if you have a disability and require accommodation to test. (You must call NCRA — see Disabled Candidates, page 6.)
- Check here if you observe the Sabbath on Saturday. (You must call NCRA — see Sabbath Observers, page 6.)

### 3. Requested site(s):

See Exam Site List, page 9, for a listing of testing sites. See General Information for All Candidates, page 6, for selection procedures. Sabbath observers and special needs candidates, please list site 9999, and contact NCRA at 800-272-6272.

1<sup>st</sup> choice     2<sup>nd</sup> choice     3<sup>rd</sup> choice

### 4. Certification State:

AL    AZ    GA    IN    NJ    NM    WI    OTHER \_\_\_\_\_ (Please contact NCRA for approval.)

**— See reverse side— Payment information must be complete prior to processing.**

## 5. Non-Member information:

- The information listed here must be the same as the information listed in #1.

Print your Non-Member ID# and Name (Below)

\_\_\_\_\_

\_\_\_\_\_

## 6. Exam fees and Payment information

- Exam fees include a non-refundable \$35 processing fee.
- There are no discounts on exam fees.

**Non-member reporter fee: \$200**

**Non-member student fee: \$165**

Payment method:  Check  Money Order  MasterCard  Visa  Discover/Novus  American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_ / \_\_

Authorized Signature for Credit Cards: \_\_\_\_\_

Please provide your credit card's security code (the *last three* digits printed on the *back* of your Visa/MasterCard/Discover card or the *four* digits printed to the right and just above the account number on the *front* of your American Express card): \_\_\_\_\_

- Rejected credit cards will not be processed.
- Returned checks will be charged an additional \$15.
- For security purposes, please print your credit card billing address next to your member information above, if different from shipping or mailing address.

## 7. Signature

*Note to all skills candidates:* Candidates are prohibited from using electronic devices of any kind during the dictation and transcribing of the exams. Electronic devices include, but are not limited to, audio sync, Bluetooth, wireless connections and digital recorders. Candidates must disable their computer's microphone by either changing the settings on their computer or by using an external adapter/plug. If a steno machine has a test mode, the test mode *must* be used. Chief Examiners have the right to inspect a candidate's equipment including computer settings and desktop recycle bin, before and after the test. By signing in on test day, you will acknowledge that you understand and agree to abide by these procedures. Failure to follow these or any NCRA procedures may result in your automatic failure and being barred from taking NCRA-administered tests for a minimum of three (3) testing cycles or permanently depending on the nature of the violation. NCRA members may also be suspended or expelled from the association.

By submitting and signing this application, I acknowledge that this application will be reviewed and processed, and that the examination will be conducted in accordance with the rules and policies adopted by NCRA. I agree to hold harmless NCRA's members, examiners, officers and agents from any and all actions that they may take, or refrain from taking pursuant to such rules and policies. I understand that the exam registration fee includes a non-refundable \$35 processing fee.

Signature \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_

## 8. Mail form to: NCRA, P.O. Box 79511, Baltimore, MD 21279-0511