

**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 \$100.00 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 Judicial Department - 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 _____ Mailing Address _____ City, State, Zip _____ Method of Shorthand _____ CSR Examination Date _____	Maiden/Former Names _____ _____ Social Security Number _____ Telephone Numbers _____ Home (_____) _____ Cellular (_____) _____ Work/School (_____) _____
---	--

FOR BOARD USE ONLY

**SCORES OF CSR EXAMINATION**

**REGISTRATION**

No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Check No. \_\_\_\_\_  
 License No. \_\_\_\_\_

(Scores by Section Transcribed)

	No. Correct	No. of Errors	Percent Correct
WRITTEN	_____	_____	_____
TECHNICAL Q & A AT 180 WPM	_____	_____	_____
MUTLIVOICE AT 200 WPM	_____	_____	_____
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 CSR Board of Examiners

(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 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)