

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 _____	Maiden/Former Names _____
Last First Middle	_____
_____	_____
E-Mail Address _____	_____
Home Street Address _____	Social Security Number _____
Home City, State, Zip _____	Date of Birth _____
Office Street Address _____	Home Tel. (_____) _____
Office City, State, Zip _____	Cellular Tel. (_____) _____
Original NCRA Certification Date _____	Office Tel. (_____) _____
NCRA Expiration Date _____	Office Fax (_____) _____
Method of Shorthand _____	School Tel. (_____) _____
Desired CSR Examination Date _____	

FOR BOARD USE ONLY		REGISTRATION	
SCORES OF CSR EXAMINATION		Receipt No. _____	
		Check 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			
<input type="checkbox"/>	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 _____		
<input type="checkbox"/>	PASSED this CSR examination. Date certified _____		
<input type="checkbox"/>	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.)
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**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).
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**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)