

Iowa Board of Examiners of Shorthand Reporters

APPLICATION FOR CERTIFICATION UNDER SUBSTANTIAL EQUIVALENCE PROVISIONS

Instructions

- 1. If you are an applicant for certification by military reciprocity under Iowa Court Rule 46.16, complete Sections 1, 2, 3, and 4. If you are an applicant for certification by general reciprocity under Iowa Court Rule 46.17, complete sections 1, 2, 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 Maiden/Former Names
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 Certification Date in Other State Office Tel. ( )
Expiration Date of Certification in Other State Office Fax ( )
Method of Shorthand School Tel. ( )
Desired CSR Written Examination Date

FOR BOARD USE ONLY
SCORES OF CSR EXAMINATION

REGISTRATION
Receipt No.
Check No.

(Scores by Section Transcribed)

Table with 3 columns: No. Correct, No. of Errors, Percent Correct. Row for WRITTEN exam.

APPLICANT STATUS FOLLOWING THIS EXAMINATION

GRANTED A CSR certificate based upon certification in another state with substantially equivalent skills examination and based upon the information contained in this application (See verifications) Dated written passed Date certified

FAILED to pass the written examination.

Secretary of Board of Examiners of Shorthand Reporters

APPLICANTS FOR CERTIFICATION BY MILITARY RECIPROCITY MUST COMPLETE SECTIONS 2, 3, AND 4  
APPLICANTS FOR CERTIFICATION BY GENERAL RECIPROCITY MUST COMPLETE SECTIONS 2 AND 4

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

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**SECTION 2  
TO BE COMPLETED BY ALL APPLICANTS FOR CERTIFICATION BY RECIPROCITY**

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 hold an unrestricted certificate, permit, or license that authorizes me to engage in the profession of stenographic shorthand reporting from a jurisdiction that has requirements for certification that are substantially equivalent to the certification requirements in Iowa. (Attach a copy of your certificate, permit, or license from that jurisdiction.)
  3. In the jurisdiction that issued my certificate, permit, or license to engage in stenographic shorthand reporting, an applicant for certification must demonstrate, by examination administered by the licensing authority, proficiency in shorthand equivalent to the standard of the National Court Reporters Association for the earned designation of Registered Professional Reporter. (Attach a copy of the statute, rule, or other authority that describes the standards of the examination administered in that jurisdiction.)
  4. My certificate, permit or license to engage in the profession of stenographic shorthand reporting is in good standing and current with respect to continuing education in the jurisdiction in which it was issued. (Attach a photocopy of either your membership card if it shows your license expiration date, your continuing education update form, or a certificate of good standing from that jurisdiction.)
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**SECTION 3  
TO BE COMPLETED ONLY BY APPLICANTS FOR CERTIFICATION BY MILITARY RECIPROCITY**

1. Check:
    - I am a veteran, as defined in Iowa Code section 35.1(2). I have attached documentation verifying my status as a veteran. Please consider my application under the veteran reciprocity provisions of Iowa Court Rule 46.16.
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**SECTION 4  
TO BE SIGNED BY ALL APPLICANTS**

I declare under penalty of perjury that:

1. The foregoing 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 section 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, I have attached all information relevant to the action taken.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Applicant for CSR Certification

(Sign in ink)