

(Revised: 2/13/2020)

Texas CSR Certification Exam  
**SKILLS/ORAL EXAM**

**APPLICATION FOR EXAM REGISTRATION FORM**  
Submit form with fees to: TCRA – Testing Advisory Council  
PO Box 2379, Athens, TX 75751  
or email: [TCRAHQ@EMBAROMAIL.COM](mailto:TCRAHQ@EMBAROMAIL.COM)

- Fees for the exam must be in the form of credit card, check, cashier's check or money order and made payable to the TCRA – Testing Advisory Council. We accept American Express, Discover, MasterCard and Visa.
- Payment must be RECEIVED (not postmarked) no later than the registration deadline which is 30 days prior to the exam date.
- For Oral Exam: We must receive your Confidentiality and Computer Acknowledgement (the second page of this document). Both forms must be submitted by the registration deadline or you will not be able to sit for the exam, no exceptions.
- Please contact TCRA at 903-675-1806 or [TCRAHQ@EMBAROMAIL.COM](mailto:TCRAHQ@EMBAROMAIL.COM) for additional details or questions regarding exam registration.

<b>Exam Date:</b>	<b>Registration Deadline Date:</b>
April 25, 2020 – Brookhaven College, Dallas, TX	March 26, 2020

**File #/Certification # (if known):** *\*If you have tested before, you already have this information.*

**First/Last Legal Name (No Nicknames):**  
**Address:**  
**City, State, Zip:** **Cell Phone No.:**  
**Email:**

**I am registering for the:**  
Oral Exam:  (\$125)

**Reason for Testing:**  
 Reinstating Expired Certification  Licensure By Endorsement  Regular Examinee

I hereby certify that during the above requested examination, I will take Part A (oral exam) by the following authorized method:  
 Machine Shorthand  Oral Stenography

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Credit Card Payment Information:**

Credit Card Number:	Expiration Date:
Billing Address:	Zip Code:
Cardholder's Name:	3-digit Security Code:
Cardholder Signature:	

**\*Refund Policy** -Written requests (either by mail or email) for a refund must be postmarked or emailed by the registration cut-off date (30 days prior to the exam). No refunds will be given to requests received after the deadline or for "no-shows." Fees may not be applied to a future exam.

# CONFIDENTIALITY and COMPUTER ACKNOWLEDGEMENT

**THERE WILL BE NO WI-FI. YOU MUST PRINT DIRECTLY FROM USB CABLE.**

**TEST YOUR PRINTER AND DRIVERS AHEAD OF TIME WITHOUT BEING CONNECTED TO WI-FI.**

This form must accompany the registration form for the CSR oral exam.  
**TCRA must receive this form no later than the registration deadline date.**  
 You must submit the form to: TCRA, PO Box 2379, Athens, Texas 75751  
 or email:  
[TCRAHQ@EMBARQMAIL.COM](mailto:TCRAHQ@EMBARQMAIL.COM)

\*I agree to furnish, in good working order, my own computer, printer, extension cord and any necessary cables or cords to operate same. I understand that I cannot use any wireless equipment, such as Bluetooth, etc. I understand that neither the Judicial Branch Certification Commission (JBCC) nor the Texas Court Reporters Association (TCRA) are responsible for supplying any equipment that I might need nor is the JBCC and/or TCRA responsible for any equipment failure.

\*I understand and agree that I will only be allowed to print my exam one time and that the first copy of the exam that I print will be considered my original exam for grading purposes. There will be no exceptions.

\*I agree that, if I am an oral stenographer, I will set my equipment to record in "mono" mode and will not record in "stereo" mode.

\*I understand I will be given a combined total of three (3) hours for transcription and printing time for all of the skills portions of the exam. Additional transcription time will not be allowed for printing my transcript, any equipment failure, an accidental erasure of computer files, or for any forgotten items (i.e. cables, power cords, etc.). Note: It is suggested that you print your exam 30 minutes before time is called in order to allow yourself time necessary to proofread and manually correct your transcript. The proctor will give you a 30-minute warning and a 10-minute warning. You must make sure you allow yourself plenty of time to print, especially if you know you have a slow printer, as extra time will not be permitted. You will still be allowed to make corrections in blue ink on your exam as long as there is enough transcription/printing exam time available.

\*I understand that while editing, it is recommended that I periodically back up my exam. I further understand that neither the JBCC, TCRA nor the exam facility are responsible for any loss of material on my computer or other equipment.

\*I agree to save all three sections of the exam together in one file and NOT separately; i.e., a file each for Lit., JC and Q&A. I further agree to save my exam using my 3-digit candidate number provided to me on my exam packet envelope (Example: EXAM123.)

\*I understand that I must raise my hand to have one of the exam proctors come monitor the printing of my transcript and the deletion of the exam from all of my equipment immediately after I have printed my transcript. I agree that I will not leave the exam site with a copy of the exam in any form, electronic or otherwise.

\*I understand that if I am not able to delete the exam from my equipment (including my steno machine or computer used for oral stenography), I will be subject to the rule on cheating for leaving with a copy of the exam and will not be able to retest for 2 years.

\*I understand that failure to adhere to the above is considered cheating on the CSR examination and that any applicant who cheats on the exam is disqualified and may not take the exam again until 2 years have elapsed thereafter.

<b>Applicant's Signature:</b>	<b>Date:</b>
<b>Printed Name:</b>	<b>File Number:</b>

Please list any and all equipment to be used for the skills exam in the fields below.

<b>Type of Steno Machine:</b>	
<b>CAT Software:</b>	
<b>Will you be writing to:</b> <input type="checkbox"/> Paper Notes <input type="checkbox"/> Paperless <input type="checkbox"/> Does Not Apply (Oral Stenographer)	
<b>Printer:</b>	<b>Computer/Laptop:</b>
<b>Type of Stenomask Equipment:</b>	
<b>Type of Voice Translation Software:</b>	