(Revised: 4/10/2019)

Texas Certification Exam
Request for Exam Assignment Form

Submit form with fees to: TCRA – Testing Advisory Council
PO Box 2379, Athens, TX 75751
or email: tcrahq@embarqmail.com

- **Fees for the exam must be in the form of** a check, cashier's check or money order and made payable to the TCRA – Testing Advisory Council and remitted no later than 30 days (delivered or postmarked) before the exam date. You may also pay with a credit card. We accept American Express, Discover, Mastercard and Visa.
- **For Oral Exam Only:** Send in this form along with your **Confidentiality and Computer Acknowledgement.** Both forms must be submitted by the registration deadline date or you will not be able to sit for the exam, no exceptions.
- Please contact TCRA at 903-675-1806 or tcrahq@embarqmail.com for additional details or questions regarding exam registration.

Exam Date:	**Registration Deadline Date:**
● June 22, 2019 – Dallas (Farmers Branch), TX	● May 23, 2019

File No.:	**Test Date** *(mm/dd/yyyy)*:

Name:	**Address**:
Phone No.:	**City, State, Zip**:
Email:	

Statement of Proficiency Obtained From:
Court Reporting School Attended:
School City & State:

I am registering for the:		
Oral & Written Exams: ☐ ($190)	Oral Exam Only: ☐ ($125)	Written Exam Only: ☐ ($75)

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** ☐ **Written Shorthand** (written symbols/abbreviations in shorthand)

_____ _____
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.