

Texas CSR Certification Exam

SKILLS/ORAL EXAM

APPLICATION FOR EXAM REGISTRATION FORM

Submit form with payment via email: TCRAHQ@EMBARQMAIL.COM

or to TCRA – Testing Advisory Council

PO Box 2379, Athens, TX 75751

- Fees for the exam must be in the form of credit card, 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.**
- We must receive your Confidentiality Agreement for your registration to be considered complete (the second page of this document). 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.
- Your exam registration fee will be charged to you after the JBCC has confirmed that you are able to test (this will be a few days after the registration deadline).**

Exam Date:	Registration Deadline Date:
March 22, 23, or 24, 2021	February 20, 2021

File #/Certification # (if known): **If you have tested before, you already have this information and you need to have it memorized, as you have to use it during the exam. This number will become your CSR number.*

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

This form must accompany the registration form for the CSR oral exam.
TCRA must receive this form no later than the registration deadline date.
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*I agree to furnish, in good working order, my own computer, printer, extension cord, external webcam, Internet connections, and any necessary cables or cords to operate same. 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 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 transcribing **and** uploading my transcript 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.).

*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 administrator 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 file number that will be provided to me by TCRA. I also agree to type in my file number on the first line of the transcript.

*I understand I can print my exam to proofread within the three (3) hours allowed for transcription. Any corrections will be made in the transcript, and I agree to shred the exam afterwards.

*I understand that while editing, it is recommended that I periodically back up my exam. I further understand that TCRA is not responsible for any loss of material on my computer or other equipment.

*I agree that I will not leave the exam site with a copy of the exam in any form, electronic or otherwise. I agree to delete the exam files from my computer and equipment as instructed.

*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.

Applicant's Signature:	Date:
Printed Name:	File Number:

Please list any and all equipment to be used for the skills exam in the fields below. **This is not optional; you need to fill this out if the fields apply to you. EX: We see a lot of machine writers who do not list their steno machine type or software; "Laptop" does not constitute the sufficient information for Computer Brand.**

Type of Steno Machine:
CAT Software:
Will you be writing to: <input type="checkbox"/> Paper Notes <input type="checkbox"/> Paperless <input type="checkbox"/> Does Not Apply (Oral Stenographer)
Computer/Printer Brand and Model (Mac computers NOT supported):
ANY OTHER EQUIPMENT?
ORAL STENOGRAPHERS ONLY
Type of Stenomask Equipment:
Type of Voice Translation Software: