

(Revised: 09/08/2017)

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@embargmail.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@embargmail.com for additional details or questions regarding exam registration.

Exam Date: • March 23, 2019 – The Woodlands, TX	Registration Deadline Date: • February 21, 2019
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File No.:	Test Date (mm/dd/yyyy):
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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: <input type="checkbox"/> (\$190)	Oral Exam Only: <input type="checkbox"/> (\$125)	Written Exam Only: <input type="checkbox"/> (\$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.