

(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@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: • October 12, 2019 – San Antonio, TX	Registration Deadline Date: • September 12, 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.

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.

You must mail the form to:
TCRA, PO Box 2379, Athens, Texas 75751
or email:
tcrahq@embargmail.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.

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.

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)
Printer:
Computer/Laptop:
Type of Stenomask Equipment:
Type of Voice Translation Software: