(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: |
|---|---|
| ● October 12, 2019 – San Antonio, TX | ● September 12, 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.