



ONLINE SKILLS TEST CANCELLATION FORM

NAME _____ NCRA MEMBER NUMBER _____

SIGNATURE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE NUMBER _____ EMAIL ADDRESS _____

REASON FOR CANCELLATION

All cancellations must be received by the end of the testing period based on the registration for the test(s) being canceled. **

I hereby request a CANCELLATION of the below online skills test(s):

- RSR Exam** RSR – Literary RSR – Jury Charge RSR – Testimony
- RPR Exam** RPR – Literary RPR – Jury Charge RPR – Testimony
- RMR Exam** RMR – Literary RMR – Jury Charge RMR – Testimony
- CRC Exam** CRC
- CRR Exam** CRR

I affirm:

- I have read and understand NCRA's exam cancellation policy.
- I understand that NCRA will retain a \$35 non-refundable processing fee for **each** test registration checked above.
- I understand that if I have already scheduled appointment(s) for the above tests with ProctorU, I will contact ProctorU directly at 855-772-8678 or proctoru.com to cancel my appointment(s).

All three statements must be marked to complete the refund process.

I would like the refund of my registration fee(s): (select one)

- Applied to my membership dues invoice
- OR
- Refunded to my original form of payment

If you are requesting a cancellation and refund after the cancellation deadline due to an injury, major illness, family emergency, or other extenuating circumstance, please submit back-up documentation with this form. Examples of adequate back-up documentation include, but are not limited to, doctors' notes and obituaries. Please note that processing fees will still be applied. Failure to submit your request with back-up documentation will result in the return of your request without consideration.

*** The Certification and Testing Department must be contacted no later than the last day of the testing period based on the registration for the test(s) being canceled to consider a refund. For example, if you registered in the February 1-20 registration period to test during the March 1-20 testing period, NCRA must receive your cancellation no later than March 20. If you do not contact NCRA within the valid testing period for which you registered, your entire registration fee(s) will be forfeited.*

SUBMIT TO NCRA

Please save the completed form and send via:

Email: testing@ncra.org

Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

Fax: 703-391-0629

QUESTIONS? Please email testing@ncra.org or call 800-272-NCRA.