



# CLVS Production Exam and Hands-On Training Registration Form | June 8-9, 2018

Registration period: April 16-May 31, 2018

**Location:** National Court Reporters Association  
12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191

- NCRA will assign testing spots based on space and time limitations. There are 5 testing slots open on Friday, June 8 and 11 open on Saturday, June 9. Once all time slots are taken, a waitlist will be maintained. If you are wait-listed, you will be notified if, and when, a time slot becomes available. NCRA does not defer exam costs. Your payment will not be processed until you have been assigned a testing slot.
- Submitting your registration form before the deadline does not secure a time slot for you. Slots may fill up before the deadline. Do NOT make travel arrangements until you receive a confirmation email with your time slot.
- Effective Jan. 1, 2013, the CLVS Council has removed the order requirement for the Written Knowledge Test (WKT) and the Production Exam. Candidates may now choose to take the WKT and Production Exam in any order. Completion of both is still required.

NAME \_\_\_\_\_ NCRA MEMBER NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

I have completed the CLVS Seminar. Date: \_\_\_\_\_

**Hands-on Training *NEW this year!*** Friday, June 8, 9 a.m.–12 p.m.  
Check this box if you wish to register for Hands-on Training.

## TIME SELECTION - PRODUCTION EXAM

Please indicate your first, second, and third choices by placing a 1, 2, and 3 next to your selection. Time preferences will be assigned on a first-come, first-served basis.

**Friday, June 8, 2018** \_\_\_\_\_ Afternoon  
**Saturday, June 9, 2018** \_\_\_\_\_ Morning \_\_\_\_\_ Afternoon

PRICING	Member	Nonmember
Hands-on Training	\$200	\$300
Production Exam	\$325	\$425

## PAYMENT

### Check one:

- VISA     MasterCard     Discover     American Express  
 Check    *Returned checks will be charged an additional \$20.*

ACCOUNT NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## Submit the completed form to:

**Email:** [clvs@ncra.org](mailto:clvs@ncra.org)

**Fax:** 703-391-0629, Attn: CLVS Production Exam Registration

**Mail:** NCRA, CLVS Production Exam Registration,  
12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191

I hereby apply for admission to the CLVS Production Exam. I understand that the registration fee will not be refunded unless I notify NCRA on or before the close of business on May 31, 2018, and that a \$50 processing fee will be retained. I also understand that if I fail to appear for my examination that I have 30 days from the date of my exam to provide written documentation of extenuating circumstances from a third-party source. Extenuating circumstances include but are not limited to medical emergencies and funerals. No-shows to the CLVS exam who do not provide documentation of an extenuating circumstance will not receive a refund.

I HAVE READ THE ENTIRETY OF THIS FORM, and I understand that the CLVS Production Exam is designed for persons with a working knowledge of the standards of video depositions. I understand that my registration does not guarantee time slot assignment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Questions?

Please email [clvs@ncra.org](mailto:clvs@ncra.org)  
or call 800-272-NCRA.