CERTIFICATION & TESTING

CLVS Production Exam and Hands-On Training Registration Form | Oct. 4–5, 2019

Registration period: Sept. 1–22, 2019

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 10 testing slots open each day on Friday, Oct. 4 and on Saturday, Oct. 5. 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.

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 Sept. 22, 2019, and that a $50 processing fee will be retained. I also understand that, if I fail to appear for my examination, 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*
or call 800-272-NCRA.

NAME _____ NCRA MEMBER NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE NUMBER _____ FAX _____

EMAIL ADDRESS _____

☐ I have completed the online CLVS Mandatory Certification Workshop.

Date: _____

☐ **Hands-on Training** Check this box if you wish to register for Hands-on Training.
Friday, Oct. 4 ☐ 9 a.m.–12 p.m. ☐ 1-5 p.m.

TIME SELECTION - PRODUCTION EXAM

Please indicate your first, second, third, and fourth choices by placing a 1, 2, 3, or 4 next to your selections. Time preferences will be assigned on a first-come, first-served basis.

Friday, Oct. 4, 2019
____ Morning* ____ Afternoon

Saturday, Oct. 5, 2019
____ Morning ____ Afternoon

*Note: Production exam slots on Friday morning are reserved for candidates who are not participating in hands-on training.

PRICING

	Member	Nonmember	
Hands-on Training	$200	$300	
Production Exam	$325	$425	Total _____

PAYMENT

Check one:

☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

ACCOUNT NUMBER _____ EXPIRATION DATE _____ SECURITY CODE _____

SIGNATURE _____

Submit the completed form to:

Email: *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