



# CERTIFICATE, VERIFICATION LETTER, AND TRANSCRIPT ORDER FORM

CERTIFICATION  
& TESTING

OFFICE USE ONLY

NAME

NCRA MEMBER NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

DAYTIME PHONE NUMBER

EMAIL ADDRESS

MAILING ADDRESS (IF DIFFERENT FROM ADDRESS ABOVE)

ADDITIONAL DETAILS FOR REQUEST

Please check each item you would like to receive and add the total costs.

Please allow 3-5 business days to process and mail your request.

## TRANSCRIPT

Choose	Cost	Qty.
<input type="checkbox"/> Official NCRA transcript	\$ 30.00 ea.	

## CERTIFICATES

Available for current credentialed NCRA members only.  
Current credentialed members can also print certificates on demand [here](#).

Choose	Cost	Qty.
<input type="checkbox"/> RSR certificate	\$ 45.00 ea.	
<input type="checkbox"/> RPR certificate	\$ 45.00 ea.	
<input type="checkbox"/> RMR certificate	\$ 45.00 ea.	
<input type="checkbox"/> RDR certificate	\$ 45.00 ea.	
<input type="checkbox"/> CRR certificate	\$ 45.00 ea.	
<input type="checkbox"/> CRC certificate	\$ 45.00 ea.	
<input type="checkbox"/> CLVS certificate	\$ 45.00 ea.	
<input type="checkbox"/> CRI certificate	\$ 45.00 ea.	
<input type="checkbox"/> CPE certificate	\$ 45.00 ea.	
<input type="checkbox"/> CMRS certificate	\$ 45.00 ea.	
<input type="checkbox"/> Realtime Systems Administrator certificate	\$ 45.00 ea.	
<input type="checkbox"/> Trial Presentation Professional certificate	\$ 45.00 ea.	

## VERIFICATION LETTERS

\$25.00 for first letter - additional letters \$10.00 each Qty.

### Select all that apply

- ☐ RSR
- ☐ RPR
- ☐ RMR
- ☐ RDR
- ☐ CRR
- ☐ CRC
- ☐ CLVS
- ☐ CRI
- ☐ CPE
- ☐ CMRS
- ☐ Realtime Systems Administrator
- ☐ Trial Presentation Professional

## RUSH FEE

Choose	Cost
<input type="checkbox"/> Do you need in less than 3-5 business days?	\$30.00 ea.

**Grand total** \$

The certification and testing team will review your order and will contact you via email with instructions and a link to pay for your requested items. Once you receive the link you can pay directly online or contact our member services center at 800-272-627 to pay by phone within the specified timeframe. Notice: A 3% surcharge will be added to all credit card transactions to cover processing fees. Payments made via check or ACH (electronic bank transfer) will not incur this fee.

## SUBMIT TO NCRA

Please save the completed form and send via: Email: [testing@ncra.org](mailto:testing@ncra.org) Fax: 703-391-0629  
Mail: National Court Reporters Association, 12355 Sunrise Valley Dr., Suite 610, Reston, VA 20191

**QUESTIONS?** Please email [testing@ncra.org](mailto:testing@ncra.org) or call 800-272-NCRA.