



WRITTEN KNOWLEDGE TEST APPLICATION

REGISTRATION & SCHEDULING INFORMATION

Registration and scheduling are completed separately in the following steps:

1. Candidates must register and pay for the exam fees by completing this form, registering online, or by phone.
2. Once NCRA receives your registration application, candidates will receive a confirmation email within three business days.

Your confirmation email will include information on how to schedule for your test.

Please do not try to schedule your test before receiving the confirmation email.

CANDIDATE INFORMATION

NAME		NCRA MEMBER NUMBER
STREET ADDRESS		
CITY	STATE	ZIP
DAYTIME PHONE NUMBER		EMAIL ADDRESS

EXAM REGISTRATION INFORMATION

Registration fees

Reporter member: \$220
Student member: \$181
Nonmember: \$253
Reporter member: \$236

Select Exam

- ☐ RPR
☐ CRC
☐ CLVS
☐ RDR

Amount due

Number of exams _____
Registration fee(s) \$ _____
Total due \$ _____

☐ Check here if you require special accommodations. Candidates must attach a detailed letter with this registration.

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.

TESTING POLICIES

By registering for an NCRA test, you have acknowledged that you understand and agree to abide by the procedures found online at [NCRA.org/WKT](https://www.ncra.org/WKT). Failure to follow these or any NCRA procedures may result in your automatic failure and being barred from taking NCRA-administered tests for a minimum of three (3) testing cycles or permanently, depending on the nature of the violation. NCRA members may also be suspended or expelled from the Association.

The tests are the exclusive property of the National Court Reporters Association. Copyright law protects NCRA tests. No part of these tests may be copied or reproduced in part or whole by any means whatsoever, including memorization, unless previously authorized by NCRA. The theft or attempted theft of an NCRA test is punishable as a crime.

Candidates are prohibited from viewing or handling another candidate's test material. Failure to adhere to this rule will result in automatic failure and may result in a limitation of the candidate's further participation in NCRA tests.

Candidates are not permitted to retest/sit for the same certification exam during a given test administration period.

☐ I have read and understand NCRA's testing policies.

SIGNATURE

DATE

The Certification & Testing team will review your registration for eligibility. Upon approval we will contact you via email with instructions and a link to pay for your registration. Once you receive the link you can pay directly online or contact our member services center at 800-272-6272 to pay by phone within the specified timeframe.

SUBMIT TO NCRA

Please save the completed form and send via:

Email: testing@ncra.org

Mail: National Court Reporters Association, 12355 Sunrise Valley Drive, Suite 610, Reston, Virginia 20191

Fax: 703-391-0629

Or register:

Online: [NCRA.org/WKT](https://www.ncra.org/WKT)

Phone: 800-272-6272

QUESTIONS?

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