



# 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	Select Exam	Amount due
Reporter member: \$195	<input type="checkbox"/> RPR	Number of exams _____
Student member: \$ 160	<input type="checkbox"/> RDR	Registration fee(s) \$ _____
Nonmember: \$220	<input type="checkbox"/> CRC	Total due \$ _____
	<input type="checkbox"/> CLVS	

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

## PAYMENT INFORMATION

### Payment method

Check     Visa     MasterCard     American Express     Discover

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

AUTHORIZED SIGNATURE \_\_\_\_\_

*\*Returned checks will be charged an additional \$20.*

## 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](http://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.

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SIGNATURE

DATE

## SUBMIT TO NCRA

Please save the completed form and send via:

Email: [testing@ncra.org](mailto:testing@ncra.org)

Fax: 703-391-0629

Registration is also available online at [NCRA.org/WKT](http://NCRA.org/WKT) and via telephone: 800-272-6272.

## QUESTIONS?

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