



NCRA LIVE WEBINAR, ON-DEMAND WEBINAR, AND TEST RETAKE/EXTENSION POLICY

MEMBER INFORMATION

NAME

NCRA ID NUMBER

STREET ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE NUMBER

EMAIL ADDRESS

NCRA LIVE WEBINAR, ON-DEMAND WEBINAR, AND TEST RETAKE/EXTENSION POLICY

- Live webinar registrations are valid for 30 days from the date of the live webinar.
 - On-demand webinar registrations are valid for 30 days from the date of purchase.
 - Only one extension is permitted per live webinar or on-demand webinar registration.
 - Members must submit the completed extension form with the \$30 fee to continuinged@ncra.org.
 - The completed extension form must be submitted during the original 30-day registration period.
 - Any live webinar or on-demand webinar not viewed within the initial 30-day period or the 30-day extension period will expire.
 - Only one test retake is permitted per live webinar or on-demand webinar registration at a cost of \$10.
- I would like to request a retake of a live webinar or on-demand webinar test. I have read and understood NCRA's retake policy above and have attached the \$10 fee.
- I would like to request a 30-day extension for my live webinar or on-demand webinar registration. I have read and understood NCRA's live webinar and on-demand webinar extension policy above and have attached the \$30 fee.

SIGNATURE

PAYMENT

Select payment type: Visa MasterCard American Express Discover

CARDHOLDER NAME

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

BILLING ADDRESS

BILLING ZIP CODE

SIGNATURE

SUBMIT TO NCRA

Please save the completed form and send via:

Email: continuinged@ncra.org

Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

Fax: 703-391-0629

QUESTIONS? Please email continuinged@ncra.org or call 800-272-6272.