



Application for inactive membership status

Inactive membership status is available only to current reporter members who have been reporter members for two consecutive years and who are not working full or part time. Inactive membership status is good for one membership year (Jan. 1-Dec. 31) at a time. An eligibility application must be completed for each renewal year. Inactive membership status is limited to a total of six years within a member's membership lifetime with NCRA.

NAME _____ NCRA MEMBER NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL ADDRESS _____

Inactive status year _____

REASON FOR INACTIVE STATUS _____

I, _____, verify that the above information is correct and I am not working full or part time as a court reporter. I understand that I must notify NCRA if I return to work as a reporter either full or part time. Failure to do so will result in the revocation of my NCRA credentials.

SIGNATURE* _____ DATE _____

* *This Inactive Status Member Eligibility Application is not valid without the member's original signature.*

PAYMENT INFORMATION

Inactive dues enclosed

☐ \$165.00 ☐ Other \$ _____

☐ I have already paid full dues. Please issue a partial refund.

☐ I have paid inactive dues and am returning a signed form for your records.

Payment method:

☐ Visa

☐ MasterCard

☐ Discover

☐ American Express

☐ Check *Payable to NCRA in U.S. funds. Returned checks will be charged an additional \$30.*

CARDHOLDER NAME _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____ SECURITY CODE _____

BILLING ADDRESS _____

BILLING ZIP CODE _____

SIGNATURE _____

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.

Note: To resume your membership benefits, please return this application immediately. See other side for eligibility requirements.

NCRA refunds credit balances or overpayments on request. Alternatively, credits will be automatically applied to any invoices that becomes due. Should you wish to cancel this transfer of credit, please request in writing from membership@ncra.org.

SUBMIT TO NCRA

Please save the completed form and send via:

Email: membership@ncra.org | Fax: 703-391-0629

Mail: National Court Reporters Association, Attn: Membership, 12355 Sunrise Valley Dr., Suite 610, Reston, VA 20191

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

Taking a break from reporting?

You may be eligible for inactive membership status.

YOU QUALIFY FOR INACTIVE MEMBERSHIP STATUS IF

- You have been an NCRA reporter member for at least two consecutive years.
- You are not working as a reporter, even part time.
- You need to take a break from your career due to illness, disability, family leave, etc.
- You're certified and you want to keep your certification with an extended time frame to earn your continuing education credits.

HERE'S HOW IT WORKS

1. You pay one-half of reporter member dues (\$165), and you get all the benefits of NCRA membership, except NCRA business-building marketing opportunities, including ads in the *JCR*, the *NCRA PROLink*, and the NCRA website.
2. You can be inactive for a total of six years during your membership life. Inactive status may be used for one membership year (Jan. 1-Dec. 31) at a time. A new form must be completed for each year that inactive status is being taken.
3. If you choose to continue inactive status beyond your first year, contact NCRA's membership department after you receive your first dues invoice for the coming year.
4. Your Sept. 30 certification cycle end date will be extended to Sept. 30 of the following year each time you qualify for inactive status with NCRA. For the first three years of inactive status, the number of CEUs you must earn will not change. By the end of your first three years, you would only be required to attain 3.0 CEUs. After three years of inactive status, you will be required to earn an additional 1.0 CEU for each year you remain inactive (for years four through six of inactive status). For example, a member taking advantage of four years of inactive status would need to earn 4.0 CEUs, and a member taking six years of inactive status would need to earn 6.0 CEUs.
5. Any continuing education activities you participate in during your certification cycle, including those during your inactive period, will be applied towards the total number of CEUs required for the number of years of inactive status and the renewal of your certifications.
6. If you go back to work during an inactive year, contact the membership department to return to active status. In order to reinstate to active status, we will ask you to pay additional dues to reactivate your regular membership.
7. Please complete the application for inactive membership status on the front of this form, and return it to NCRA's membership department along with your dues payment of \$165.

