



CLVS Production Exam and Hands-On Training Registration Form | May 2-4, 2024

Registration period: March 1 - April 19, 2024

Location: National Court Reporters Association (our new headquarters location)
12355 Sunrise Valley Drive, Suite 610, Reston, VA 20191

- NCRA will assign testing spots based on space and time limitations. Once all time slots are taken, a wait-list will be maintained. If you are wait-listed, you will be notified if and when a time slot becomes available. NCRA does not defer exam costs. Your payment will not be processed until you have been assigned a testing slot.

- Submitting your registration form before the deadline does not secure a time slot for you. Slots may fill up before the deadline. **Do NOT make travel arrangements until you receive a confirmation email with your time slot.***

* NCRA plans on conducting the CLVS Production Exam/Hands-On Training as specified. We will be monitoring all COVID-19 guidance from national, state, and local public health professionals. Our priority is the health and safety of all those participating. We plan to provide updates and anticipate making a decision whether to proceed or reschedule by the end of the registration period. If canceled, registration fees will be refunded in full. **Attendees/registrants are cautioned against making nonrefundable travel arrangements, since NCRA will not be responsible if the program needs to be rescheduled.**

I hereby apply for admission to the CLVS Production Exam. I understand that the registration fee will not be refunded unless I notify NCRA on or before the close of business on **April 19, 2024**, and that a \$50 processing fee will be retained (See COVID-19 message above). I also understand that, if I fail to appear for my examination, I have 30 days from the date of my exam to provide written documentation of extenuating circumstances from a third-party source. Extenuating circumstances include but are not limited to medical emergencies and funerals. No-shows to the CLVS exam who do not provide documentation of an extenuating circumstance will not receive a refund.

I HAVE READ THE ENTIRETY OF THIS FORM, and I understand that the CLVS Production Exam is designed for persons with a working knowledge of the standards of video depositions. I understand that my registration does not guarantee a time slot assignment. I have also read and understand the COVID-19 information.

NAME _____ NCRA MEMBER NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE NUMBER _____ FAX _____

EMAIL ADDRESS _____

- I have completed the online CLVS Mandatory Certification Workshop. Date: _____
- Hands-on Training** Check this box if you wish to register for Hands-on Training. **Thursday, May 2** 1-4 p.m. Limited slots available.

TIME SELECTION - PRODUCTION EXAM

Please indicate your first, second, third, and fourth choices by placing a 1, 2, 3, or 4 next to your selections. Time preferences will be assigned on a first-come, first-served basis.

Friday, May 3		Saturday, May 4	
_____ Morning	_____ Afternoon	_____ Morning	_____ Afternoon

PRICING	Member	Nonmember	
Hands-on Training	\$200	\$300	
Production Exam	\$325	\$425	Total _____

Please complete and return this registration form and we will forward a link for you to pay your registration online.

Email: clvs@ncra.org **Fax:** 703-391-0629, Attn: CLVS Production Exam Registration

Mail: NCRA, CLVS Production Exam Registration,
12355 Sunrise Valley Drive, Suite 610, Reston, VA 20191

SIGNATURE

DATE

Questions?

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