



State of Nevada  
**NEVADA CERTIFIED COURT REPORTERS BOARD**  
 5135 Camino Al Norte, Suite 270 North Las Vegas, Nevada 89031  
 Phone: 702-489-8787 Fax: 702-489-8788  
 Email: Reporting@nvccrb.nv.gov Website: www.crptr.nv.gov

**2018 CERTIFICATION EXAMINATION APPLICATION**

REV: 1/18

**Exam Location:** Litigation Services, LLC  
 3770 Howard Hughes Parkway, Suite #300  
 Las Vegas, Nevada 89169

*Please check desired exam date (select one):*

- Saturday, April 14, 2018 Deadline for application and fee is March 29, 2018
- Saturday, July 7, 2018 Deadline for application and fee is June 15, 2018
- Saturday, October 6, 2018 Deadline for application and fee is September 17, 2018

*Please check appropriate box:*

- Certification Exam for Stenographer: \$150.00
- Certification Exam for Voice Writer: \$150.00
- Nevada NRS and NAC Study Booklet \$35.00

***Application and payment must be received by our office on or before the deadline. Applications received after the deadline will not be accepted – NO EXCEPTIONS.***

**CHECK LIST FOR COMPLETING YOUR APPLICATION**

- Only completed applications will be accepted; an incomplete application will be denied and returned to the applicant. Deliberate omissions or fraudulent answers will be grounds for rejection of application.
- **ONLY CERTIFIED FUNDS will be accepted as payment.** Cashier's Check or Money Order and made payable to NVCCRB.
- Submit a B/W copy of your picture identification which you will present at registration.
- Submit proof of your eligibility to take the exam – **DO NOT SEND ORIGINALS**  
 You may submit one of the following:
  - NCRA's Registered Professional Reporter's Certificate, or
  - NCRA's Registered Merit Reporter's Certificate, or
  - NVRA's Certified Verbatim Reporter's Certificate, or
  - A valid certificate or license to practice court reporting issued by another state if the requirements for certification or licensure in that state are substantially equivalent to the requirements of this State.

**APPLICANT INFORMATION**

Are you a U.S. citizen?  Yes  No  
 If no, please attach all documents showing you have entitlement to remain and work in the U.S.

LAST NAME	FIRST NAME	MIDDLE
STREET ADDRESS		
CITY	STATE	ZIPCODE
HOME TELEPHONE	CELLULAR	
BIRTHDATE	EMAIL ADDRESS	

## CURRENT EMPLOYMENT INFORMATION

EMPLOYER NAME		SUPERVISOR	
EMPLOYER ADDRESS		TELEPHONE	
CITY	STATE	ZIPCODE	
POSITION		FULL OR PART TIME	

## EDUCATION

NAME OF COURT REPORTING SCHOOL	DATES ATTENDED	GRADUATED (Y/N)	TYPE OF DEGREE/CERTIFICATE OF COMPLETION
NAME OF COLLEGE OR UNIVERSITY	DATES ATTENDED	GRADUATED (Y/N)	TYPE OF DEGREE/CERTIFICATE OF COMPLETION
OTHER/TRADE/VOCATIONAL SCHOOL	DATES ATTENDED	GRADUATED (Y/N)	TYPE OF DEGREE/CERTIFICATE OF COMPLETION

If you hold a court reporter's certificate or license in another state, has your certificate or license ever been suspended, revoked, or subjected to discipline by a governing entity?

Yes  No (If you answered yes, please submit date, place and disposition on a separate sheet and attach to your application.)

Have you ever been arrested or convicted of any offenses other than minor traffic violations?

Yes  No (If you answered yes, please submit date, place and disposition on a separate sheet and attach to your application.)

## AGREEMENT OF UNDERSTANDING

The undersigned applicant, being duly sworn, deposes and says: I am the person who made and signed, and now attests to the foregoing statements in the application, which I have read and know the contents to be true, complete and accurate in accordance with the provisions of NRS Chapter 656. I understand omission of information may cause my application to be denied. I specifically authorize, and request, the release of any and all information, whether of record or not, by any person who receives such request from this Licensing Board.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

***You are required to submit all requested documents to be considered to sit for our exam.  
This includes previous applicants.***

## GENERAL TIMETABLE ON EXAMINATION DAY

8:30am – 9:00am	Registration begins and examinees begin set up in the exam room. <b>LATE ARRIVALS WILL NOT BE ADMITTED.</b>
9:00am – 9:15am	Opening comments by a Board member. Q & A with examinees.
9:15am – 11:00am	Exam begins after Q&A.
11:00am	Collect all exams from examinees and begin breakdown.

*Timetable subject to change without notice. We do not have control over the temperature of the room, it is suggested that you bring a sweater or jacket.*

## WRITTEN KNOWLEDGE EXAMINATION

- An applicant must bring a pen or pencil to the examination room. The Board will not provide writing instruments.
- Each applicant is given 1 hour and 45 minutes to complete and submit the examination.
- A grade of at least 70% is required to pass the examination.
- The examination consists of not less than 150 and not more than 200 questions that test the knowledge in vocabulary, punctuation, grammar, spelling, medical terminology, legal terminology and applicable laws, regulations, and court and procedural rules governing the practice of court reporting in the state of Nevada. *Please see suggested Study Reference Guide.*
- An applicant shall not refer to books, papers or other materials during the examination. All books, papers and other such material must be placed on the floor during the examination.

## EXAMINATION RESULTS

- Not more than 8 weeks after the administration of the examination, the Board will, at a public meeting held for that purpose, certify the score of each applicant who took the examination. The Board will provide written notice to each applicant. The results of an examination will not be given to an applicant by telephone.
- If an applicant fails the examination, the applicant is ineligible for a certificate. Such an applicant may retake the examination if he/she submits an application and fee to the Board.

## EXAMINATION CANCELLATION AND REFUND

- An applicant may cancel his/her submission of an application and request a refund of the examination fee by submitting a written request to the Board on or before the examination deadline. Or, an applicant may request the Board apply the applicant's fee to the next scheduled examination.
- The Board will not refund an examination fee if the request for a refund is submitted after the examination deadline.
- An applicant who is unable to take the examination due to an emergency may submit a written request to the Board not later than 15 days after the date of the examination requesting that the Board apply the fee to the next scheduled examination. The request must include documented proof of the emergency.

**STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD**  
**Certification Exam – Suggested Study Reference Guide**  
*As of 1/2/18*

**LEGAL AND NEVADA LAW**

- Nevada Revised Statutes - Chapter 656 ([www.crptr.nv.gov](http://www.crptr.nv.gov))
- Nevada Administrative Code - Chapter 656 ([www.crptr.nv.gov](http://www.crptr.nv.gov))
- Uniform Interstate Depositions and Discovery Act (<http://www.uniformlaws.org>)
- Black's Law Dictionary

**ENGLISH (Punctuation, Word Usage, Grammar, Vocabulary)**

- One Word, Two Words, Hyphenated? By Mary Louise Gilman
- 8,000 Soundalikes, Look-Alikes and, Other Words Often Confused by Mary Louise Gilman and Eugenie Fitzhugh
- Punctuation for Court Reporters by Nathaniel Weiss
- Morson's English Guide for Court Reporters by Lillian A. Morson, 2<sup>nd</sup> Edition
- Proofreading Manual - A Guide for Court Reporters, Scopists and Proofreaders by Peggy Armstrong
- Writing Naked: Principles of Writing for Realtime and Captioning by Kevin and Mary Daniel
- Bad Grammar/Good Punctuation by Margie Wakeman Wells
- Court Reporter Reference by Monette Benoit
- Modern English Usage by H.W. Fowler, 2<sup>nd</sup> Edition
- Merriam Webster's Dictionary
- Merriam Webster's Pocket Dictionary of Proper Names
- 5,000 SAT Free Vocabulary Words (free website)
- The Wall Street Journal
- Roget's Thesaurus
- James Rogers' Dictionary of Clichés
- Dictionary of Modern English Usage (2<sup>nd</sup> Edition) by H.W. Fowler
- Dictionary of American Idioms
- The Merck Manual (13<sup>th</sup> Edition)
- The Persons, Places & Things Spelling Dictionary by William C. Paxton
- Pocket Dictionary of American Slang – Wentworth & Flexner
- Slang! By Paul Dickson
- Elements of Style (3<sup>rd</sup> Edition) – Strunk & White
- Dictionary of Problem Words & Expressions by Harry Shaw
- Proper Noun Speller – Emerich
- Means Illustrated Construction Dictionary
- Larousse Dictionary of Literary Characters

**MEDICAL**

- Dorland's or Stedman's Medical Dictionary

**TECHNOLOGY**

NCRA Study Guides ([www.ncraonline.org](http://www.ncraonline.org))

- How to Prepare for the RPR and RMR Exams
- Practice Questions for the RPR and RMR Exams by Nancy Patterson
- NCRA Study Guide - More Practice Questions for the RPR Exam
- Journal of Court Reporting (JCR) – NCRA

Court reporting software and hardware instruction manuals