



## STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD

5135 Camino Al Norte, Suite 270 North Las Vegas, Nevada 89031

Tel: 702-489-8787

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### 2021 APPLICATION FOR FIRM EXAMINATION

REV: 10/20

**Exam Location:** State of Nevada Certified Court Reporters Board  
5135 Camino Al Norte, Suite 270  
North Las Vegas, Nevada 89031

**Exam Start Time:** 10:00am

**Examination Fee:** \$250.00

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

- Spring Exam: January 15, 2021 Deadline for application and fee is January 4, 2021  
 Summer Exam: April 16, 2021 Deadline for application and fee is April 1, 2021  
 Fall Exam: July 16, 2021 Deadline for application and fee is July 1, 2021  
 Winter Exam: October 15, 2021 Deadline for application and fee is October 1, 2021

**Please submit a copy of your identification along with your application and fee.**

*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.*

#### APPLICANT'S INFORMATION

_____ LAST NAME			_____ FIRST NAME			_____ MIDDLE		
_____ STREET ADDRESS								
_____ CITY			_____ STATE			_____ ZIPCODE		
_____ TELEPHONE			_____ CELLULAR			_____ EMAIL		
_____ SOCIAL SECURITY			_____ BIRTHDATE			_____ PLACE OF BIRTH		

#### COURT REPORTING FIRM INFORMATION

_____ FIRM NAME								
_____ STREET ADDRESS								
_____ CITY			_____ STATE			_____ ZIPCODE		
_____ TELEPHONE			_____ FAX			_____ EMAIL		
_____ FEDERAL TAX I.D.#			Is this firm in good standing with the Nevada Secretary of State's Office? Yes or No					

## CURRENT EMPLOYMENT INFORMATION

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

## PAST WORK EXPERIENCE

Begin with most current information and date back 3 years of past employment.  
Please include period(s) of unemployment and explanation.

START/END DATE	FULL OR PART TIME	POSITION
EMPLOYER	SUPERVISOR	PHONE NUMBER
REASON FOR LEAVING		

START/END DATE	FULL OR PART TIME	POSITION
EMPLOYER	SUPERVISOR	PHONE NUMBER
REASON FOR LEAVING		

START/END DATE	FULL OR PART TIME	POSITION
EMPLOYER	SUPERVISOR	PHONE NUMBER
REASON FOR LEAVING		

## 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

Examination is for the designated representative of a Nevada court reporting firm who does not hold a Nevada certificate. This exam is offered 4 times a year (Spring, Summer, Fall, Winter).

## **RULES AND GUIDELINES**

The firm examination is the exclusive property of the State of Nevada Certified Court Reporters Board (Board). Any examinee participating in any irregularity occurring during this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, including comparison of the candidate's examination will result in automatic failure and **may result in restriction of the examinee's participation in all future Board tests for three consecutive exam administrations.**

Please read these procedures carefully. Failure to follow them may result in your failing the examination. All examinees are required to read these rules and possess thorough understanding.

- All examinees are required to provide their own writing utensils and examinee must perform their own reading and translating during the examination.
- No reference materials, audio equipment or other personal items, including purses will be allowed in the examination room.
- The examinee will be given 90 minutes to complete the examination. A grade of at least 70% is required to pass the exam. The examination will consist of 125 multiple choice questions that test the knowledge of the applicant in the following subjects:
  - Nevada Revised Statutes – NRS Chapter 656
  - Nevada Administrative Code – NAC Chapter 656
  - NRS Chapter 3 – District Courts
  - NRS Chapter 86 – Limited Liability Companies
  - NRS 172 Proceedings
  - NRS Chapter 240 – Notary Laws
  - NRS Chapter 360.780 – State Business License
  - NRS Chapter 608 – Compensation, Wages and Hours
  - NRS Chapter 616B.425 – Liability for Provision of Insurance
  - NRS Chapter 12.015 – Indigent Persons
  - Nevada Rules of Appellate Procedure (NRAP)
  - Nevada Rules of Civil Procedure (NRCP) Rules 9,13 and 30
  - Americans with Disabilities Act - ADA
  - Las Vegas Municipal Code 6.02.060
  - General business knowledge (i.e.; forming sole proprietorship, corporations, etc.)
  - NCRA Advisory Opinions
  - NCRA Code of Professional Ethics
  - NCRA RPR Study Guide
  - Various technology articles from NCRA's Journal of Court Reporting (last 8 years)
- Within 7 days after the examination, the Board will mail the results of the examination. **Please do not call our office for test results, test results will not be given over the telephone.**
- If an examinee fails the examination, he/she may not take more than 4 subsequent examinations during the 12 consecutive months after failing the examination. To apply for a subsequent examination, the examinee must submit an application and fee to the Board before the deadline.
- Check must be made payable to NVCCRB.