**State of Nevada Certified Court Reporters Board**

**Open Meeting – January 24, 2023**

**Agenda Item #16**

**For possible action; discussion to amend language relating to application deadlines set forth in NRS**

**Chapter 656 and NAC Chapter 656.**

Speaker: Peggy Elias, Chairperson

* NRS 656.187(1) requires a firm to renew their license before June 30th of each year.
* NRS 656.220(1)(d) requires a certificate holder to pay their fees to the Board on or before May 15th of each year.
* NAC 656.100(1) requires the Executive Secretary of the Board to establish a deadline for submission of applications at least 30 days before the examination for certification is administered.
* NAC 656.220(2) requires a certificate and license holder to submit their Report of Compliance form on or before June 30th of each odd numbered year.

**RECOMMENDATION:**

Add the word postmarked to the deadline; providing a safeguard for an exam applicant, certificate and license holder when mailing in their documents and payments.

**NRS 656.187  Court reporting firm: Expiration and renewal of license; continuing education or training; reinstatement of expired license; regulations.**

**1.  A license as a court reporting firm expires on June 30 of each year and may be renewed if, before that date, the licensee submits to the Board:**

      (a) An application for renewal on a form prescribed by the Board;

      (b) If the designated representative of a court reporting firm does not hold a certificate, evidence that the designated representative of the court reporting firm has completed the requirements for continuing education established by the Board;

      (c) The required fee for renewal; and

      (d) All information required to complete the renewal.

      2.  The Board shall adopt regulations requiring a designated representative of a court reporting firm who does not hold a certificate to participate in continuing education or training as a condition to the renewal or reinstatement of a license of a licensee. If a designated representative of a court reporting firm fails to comply with such requirements, the Board may suspend or revoke the license of the licensee.

      3.  A license that expires pursuant to the provisions of this section may be reinstated if the applicant:

      (a) Complies with the provisions of subsection 1; and

      (b) Submits to the Board the required fee for reinstatement.

      (Added to NRS by [2001, 1008](https://www.leg.state.nv.us/Statutes/71st/Stats200107.html#Stats200107page1008); A [2001, 1013](https://www.leg.state.nv.us/Statutes/71st/Stats200108.html#Stats200108page1013); [2005, 193](https://www.leg.state.nv.us/Statutes/73rd/Stats200502.html#Stats200502page193), [2803](https://www.leg.state.nv.us/Statutes/73rd/Stats200526.html#Stats200526page2803))

**NRS 656.220  Fees; regulations.**

      1.  The fees required by this chapter are fixed by the following schedule:

      (a) The fee for filing an application for an examination must be fixed by the Board annually at not more than $250 and not less than $90.

      (b) The fee for the original issuance of a certificate must be fixed by the Board annually at not more than $250 and not less than $150.

      (c) For a certificate issued after July 1, 1973, the fee is an amount equal to the renewal fee in effect on the last regular renewal date before the date on which the certificate is issued, except that if the certificate will expire less than 1 year after its issuance, then the fee is 50 percent of the renewal fee in effect on the last regular renewal date before the date on which the certificate is issued. The Board may by regulation provide for the waiver or refund of the initial certificate fee if the certificate is issued less than 45 days before the date on which it will expire.

**(d) The annual renewal fee for a certificate must be fixed by the Board annually at not more than $250 and not less than $150. Every holder of a certificate desiring renewal must pay the annual renewal fee to the Board on or before May 15 of each year.**

      (e) For the renewal of a certificate which was suspended for failure to renew, the fee is an amount equal to all unpaid renewal fees accrued plus a reinstatement fee that must be fixed by the Board annually at not more than $125 and not less than $75.

      (f) The fee for the original issuance of a license as a court reporting firm is $250.

      (g) The fee for the annual renewal of a license as a court reporting firm is $175.

      (h) The fee for the reinstatement of a license as a court reporting firm is $175.

      2.  In addition to the fees set forth in subsection 1, the Board may charge and collect a fee for the expedited processing of a request or for any other incidental service it provides. The fee must not exceed the cost incurred by the Board to provide the service.

      (Added to NRS by [1973, 1318](https://www.leg.state.nv.us/Statutes/57th/Stats197306.html#Stats197306page1318); A [1985, 1884](https://www.leg.state.nv.us/Statutes/63rd/Stats198508.html#Stats198508page1884); [1993, 1406](https://www.leg.state.nv.us/Statutes/67th/Stats199307.html#Stats199307page1406); [2001, 1010](https://www.leg.state.nv.us/Statutes/71st/Stats200107.html#Stats200107page1010); [2005, 194](https://www.leg.state.nv.us/Statutes/73rd/Stats200502.html#Stats200502page194); [2007, 2960](https://www.leg.state.nv.us/Statutes/74th/Stats200724.html#Stats200724page2960))

**NAC 656.100**  **Application for certificate; cancellation by applicant. (**[NRS 656.130](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec130)**,**[656.150](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec150)**,**[656.170](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec170)**)**

**1.  The Board will consider applications for certificates for the immediately succeeding examination. The Executive Secretary of the Board shall establish a deadline for submission of applications at least 30 days before the examination for certification is administered. If an application is postmarked after the deadline, the Executive Secretary of the Board shall return the application to the applicant and the applicant is ineligible to take the examination.**

     2.  An application must be submitted to the Board in its original form. If an applicant submits an application that is photocopied, the Executive Secretary of the Board shall return the application to the applicant and the applicant is ineligible to take the examination.

     3.  All questions on the application must be completed. If an application is incomplete, the Executive Secretary of the Board shall return the application to the applicant. An applicant whose application is returned because it is incomplete may resubmit his or her application if the application that is resubmitted is postmarked on or before the date of the deadline.

     4.  All evidence required by [NRS 656.170](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec170) must be included with the application. The Board will not accept an application without the evidence unless the applicant receives approval from the Board before submitting his or her application.

     5.  An application must include a photocopy of a picture identification of the applicant.

     6.  The fee accompanying the application must be in the form of a money order, cashier’s check or certified check which is payable to the Board. If the applicant does not submit the fee in a timely manner, the Executive Secretary of the Board may deny the applicant:

     (a) Admission to the examination;

     (b) The results of his or her examination; or

     (c) A certificate.

     7.  An application must be signed by the applicant under penalty of perjury and include an acknowledgment by the applicant that a misrepresentation or omission in the application may constitute a ground for denial, suspension or revocation of a certificate pursuant to [NRS 656.240](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec240). The signature of the applicant attests to the accuracy of all information provided by the applicant, including, but not limited to, the information contained in the application and all other evidence and information accompanying the application.

     8.  If the Board rejects an application, the Board will include a letter that explains the reason for the rejection.

     9.  If the Board approves an application, the Executive Secretary of the Board shall mail to the applicant a letter of admission to the examination.

     10.  An applicant may cancel his or 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 deadline for submission of applications established by the Executive Secretary of the Board pursuant to subsection 1. If the request is submitted on or before the deadline for submission of applications, the Executive Secretary of the Board shall cancel the applicant’s application and refund the examination fee to the applicant. The Executive Secretary of the Board shall not refund an examination fee if the request for a refund is submitted after the deadline for submission of applications.

     11.  An applicant may cancel his or her submission of an application and request that the Board apply the applicant’s examination fee to the immediately succeeding examination by submitting a written request to the Board after the deadline for submission of applications established by the Executive Secretary of the Board pursuant to subsection 1 but before the date of the examination. If the request is submitted after the deadline for submission of applications but before the date of the examination, the Executive Secretary of the Board shall cancel the applicant’s application and apply the applicant’s examination fee to the immediately succeeding examination.

     12.  An applicant who is unable to take the examination because of 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 applicant’s examination fee to the immediately succeeding examination. The request must include documented proof of the emergency. If the Board grants the applicant’s request, the Executive Secretary of the Board shall apply the applicant’s examination fee to the immediately succeeding examination.

     13.  As used in this section, “emergency” means a sudden or unforeseen circumstance that makes it impractical or impossible for the applicant to take the examination and includes, without limitation, an illness or injury to the applicant or an injury to or the illness or death of a family member of the applicant.

     (Added to NAC by Cert. Court Reporters’ Bd. by R120-97, eff. 4-13-98; A by R101-03, 2-18-2004; R075-10, 6-30-2010; R072-12, 4-5-2013)

**NAC 656.220**  **Form for report of compliance; verification by Board. (**[NRS 656.130](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec130)**,**[656.187](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec187)**,**[656.200](https://www.leg.state.nv.us/NRS/NRS-656.html#NRS656Sec200)**)**

     1.  During each odd-numbered year, the Board will mail to each court reporter and designated representative of a court reporting firm with the annual notice of renewal of certification or licensure a form on which to report his or her compliance with the requirements of continuing education set forth in [NAC 656.210](https://www.leg.state.nv.us/NAC/NAC-656.html#NAC656Sec210).

**2.  Each court reporter and designated representative of a court reporting firm who receives a form pursuant to subsection 1 shall complete and return the form to the Board on or before June 30 of that odd-numbered year.**

     3.  The Board may take such action as the Board determines is necessary to verify that a court reporter or designated representative of a court reporting firm has complied with the requirements of continuing education set forth in