

<b>Office Use Only:</b> File #:
------------------------------------

<b>Office Use Only:</b> T-Code: 188 PCA: 99906 COBJ: 3175
--

**COURT REPORTERS CERTIFICATION BOARD**  
*A Division of the Office of Court Administration*  
**Application for Certification**

**Remit payments to: P O Box 13122, Austin, TX 78711-3122**

**THIS FORM MUST BE TYPED**

**FIRST TIME APPLICANTS ONLY:** Application fee of **\$85.00** must be submitted with completed application. Fees must be in the form of a money order, cashier's check, or bank-certified check made payable to the State of Texas or the Court Reporters Certification Board. **Cash or personal/business checks not certified cannot be accepted. Rejection or withdrawal of application will not entitle applicant to a refund of the fee or any part thereof.**

<b>1a. Full Legal Name:</b> (Last, First, Middle)	
<b>1b. Name as you'd like it to appear on your license:</b> (Last, First, Middle)	

<b>2. Date of Birth:</b> (mm/dd/yy)		<b>SSN:</b>		<b>Driver's License #:</b>		<b>State:</b>	
--	--	-------------	--	----------------------------	--	---------------	--

<b>3. Mailing Address:</b>					
<b>County:</b>		<b>Phone #:</b>		<b>Email Address:</b>	

**Shorthand Reporting Training**

<b>4. Name of Court Reporting School:</b>	
<b>Address of Court Reporting School:</b>	

<b>5. Have you ever been certified as a shorthand reporter in any state including Texas?</b>	___ Yes ___ No
(A). If yes, when, where and by whom were you certified? _____	
(B). If yes and applying for certification by endorsement, <b>application for endorsement form must be submitted prior to submission of this Application for Certification form.</b>	

<b>6. I am applying for certification as a shorthand reporter by the method of:</b> <i>(This section must be completed)</i> <i>[If applying for Certification by Endorsement, method indicated below must be same as method stated on Endorsement application. To apply for certification under a new method will require that the applicant take the Texas certification exam under the new method and withdrawal of application for endorsement.]</i>
Written Symbols or abbreviation shorthand _____   Machine Shorthand _____   Oral Stenography _____

<b>7. 10. Do you have another file number AND have previously passed the written exam (WKT) under that other file number?</b> If 'yes', complete the items below. If 'no', you may skip this question.
<b>Other File No.:</b> _____ <b>Date WKT previously passed:</b> _____ <b>Method:</b> _____

<b>8.</b> Have you previously been convicted of a criminal offense other than a minor traffic offense? Have you ever been the subject of a disciplinary action by a licensing authority, including Texas? Answer 'No' if a juvenile offense conviction occurred between the ages of 10 and 16. Under Chapter 51 Family Code these offenses cannot be considered a prior conviction in adult life. (If 'yes' check appropriate response below. If information has been provided via the Certification by Endorsement form, please indicate so by checking the appropriate response below.)
--

**Office Use Only:**

File #:

**Office Use Only:**

T-Code: 188 PCA: 99906 COBJ: 3175

Yes \_\_\_ No \_\_\_ | \_\_\_ Disciplinary info previously provided via Endorsement Application

*If you have been the subject of a disciplinary action, submit a notarized statement explaining in detail the facts and circumstances concerning the allegation and the outcome. Include pertinent dates, names, state in which the complaint was filed, your present status concerning the complaint, and copies of any relevant documents.*

*If you have been so convicted, submit a notarized statement explaining in detail the facts and circumstances concerning the charge and conviction. Include pertinent dates, name of court in which the case was tried, your present status concerning the conviction, and copies of any relevant court documents.*

**Refer to [www.crcb.state.tx.us](http://www.crcb.state.tx.us) for access to the following rules/policies:** Chapter 52, Standards & Rules by Supreme Court, Uniform Format Manual, and other rule manuals.

It is the procedure of the Board office to submit any and all applications to the Review Committee where the applicant answers "yes" to questions 7 and/or 8.

Rule III. D and V. B of the *Standards and Rules for Certification of Certified Shorthand Reporters* as promulgated by the Supreme Court of Texas states:

**V (B) Supplementary Information:** In order to ascertain entitlement to certification, the Board may require an applicant to submit information in addition to that called for on the application form, including requiring an applicant to submit to a personal interview before the Board, any of its individual members, or any authorized representatives.

§ 52.0211 (a) of Chapter 52, V.T.C.A states: Chapter 53, Occupations Code, applies to an applicant for or holder of a certification or registration under this chapter, notwithstanding section 53.002, Occupations Code.

§53.021 of the Occupations Code states:

**Authority to Revoke, Suspend, or Deny License**

(a) A licensing authority may suspend or revoke a license, disqualify a person from receiving a license, or deny to a person the opportunity to take a licensing examination on the grounds that the person has been convicted of a felony or misdemeanor that directly relates to the duties and responsibilities of the licensed occupation.

(b) A license holder's license shall be revoked on the license holder's imprisonment following a felony conviction, felony community supervision revocation, revocation of parole, or revocation of mandatory supervision.

- I understand that the Board must review my application, as per the above stated rules, to review and consider my eligibility for certification as a shorthand reporter in the State of Texas.
- I understand that if I take the CSR examination, and the Board deems me to be ineligible for certification that I will be ineligible for a refund of my exam fees.
- I understand that I will receive the results of my examination, however a license will not be issued to me until the Board has reached a decision on my eligibility status.
- I understand that I have the option to either sit for the current exam or sit out and take the next exam following the determination of my eligibility status, if the determination is favorable.
- I acknowledge that I have been informed of the rules on consequences of a criminal conviction.
- I have read Chapter 52, Subchapter C, of the Government Code and I certify that under its provisions I am fully qualified to take the examination and that I know of no reason why I would not be entitled to certification if I successfully complete the examination administered by the Board.
- I agree to abide by all rules and regulations promulgated by the Supreme Court of Texas and the Court Reporters Certification Board.

**Office Use Only:**

**File #:**

**Office Use Only:**

**T-Code: 188 PCA: 99906 COBJ: 3175**

(Revised 04/23/2007)

- In making and filing this application as a shorthand reporter, I authorize all persons, firms, officers, corporations, associations, organizations, State or Federal agencies, and institutions to furnish to the Court Reporters Certification Board or any of its authorized representatives, all relevant, non-privileged documents, records or other information that may be requested in the investigation of this application.

- I understand that any certification under the provisions of Chapter 52, Subchapter C, of the Government Code is for a limited period of time (2 years) and must be renewed by me prior to the termination of each two-year period of certification, without further notice from the Court Reporters Certification Board.

- I agree to notify the Court Reporters Certification Board within 30 days of all changes in my business/home address and realize that I must do so in order to be recertified.

State of \_\_\_\_\_

County of: \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, state that I have read the foregoing application and attached exhibits, if any, and have made each statement therein and answered each question therein fully and frankly and without concealment or reservation, and such question and answers are, within my personal knowledge, true and complete. I understand that submitting any false information or omitting any required disclosures may disqualify me from certification as a certified shorthand reporter (CSR) or may result in disciplinary sanctions as a CSR. I acknowledge I have read the policy regarding Student Default Loans on the Board's website. I further acknowledge that it is my sole responsibility, not that of the Board, to ensure I am familiar with all the rules and that I may access these rules from the Board's website.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public's Signature

(Personalized Seal)