

Updated: 10/28/08

First-Time Examinees submit w/fee to: PO Box 13122, Austin, TX 78711-3122
Those re-testing submit w/o fee to: PO Box 13131, Austin, TX 78711-3131

APPLICATION FOR EXAM ELIGIBILITY

Test Part to be Taken: <input type="checkbox"/> Both, <input type="checkbox"/> Oral only, or <input type="checkbox"/> Written only.
<input type="checkbox"/> I have taken this part of the exam before <input type="checkbox"/> I have not taken this part of the exam before.
I am testing by way of: <input type="checkbox"/> regular examination, <input type="checkbox"/> endorsement, or <input type="checkbox"/> reinstatement.

File No.:	Test Date (mm/dd/yyyy):
Name:	Address:
Phone No.:	City, State, Zip:
Fax No.:	Email:

I hereby certify that during the above requested examination I will take Part A (oral portion) by the following authorized method: <input type="checkbox"/> Machine Shorthand <input type="checkbox"/> Oral Stenography
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<i>[Skip this item if you only have one file number or are a first-time applicant].</i>		
I have two file numbers and have previously passed the written (WKT) exam under my other file number.		
File #:	Date WKT previously passed:	Cert. method for other file #:

<input type="checkbox"/> I am a student of/graduate of:	
Name of School:	
City/State of School:	

I am not a student/graduate of a court reporting school.

I <input type="checkbox"/> Have / <input type="checkbox"/> Have not been convicted of a criminal offense other than a minor traffic offense, and
I <input type="checkbox"/> Have / <input type="checkbox"/> Have not been the subject of a disciplinary action by a licensing authority, including Texas, or
<input type="checkbox"/> I have previously reported my criminal conviction &/or disciplinary action(s) to the Court Reporters Certification Board (CRCB) and have received no other convictions or had any other disciplinary actions since then.

I understand that if I answered “have” regarding criminal histories and/or disciplinary actions, if given the opportunity to take the CSR examination, I may receive the results of my examination; however, if I am successful on the exam, a license will not be issued to me until a determination has been made on my certification eligibility status.

[Indicate ‘Have not’ 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 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.]

I acknowledge that I have been informed of the rules on consequences of a criminal conviction and/or disciplinary actions as set forth in the Application for Certification. I understand that my official certification will be limited to the method by which I successfully complete the statutorily required examination as indicated. 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 further acknowledge that it is my sole responsibility, not that of the Board or any other parties, to ensure I am familiar with all the rules and that I may access these rules from the Board’s website.

Signature

Date (mm/dd/yyyy)