STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD
5135 Camino Al Norte, Suite 270 North Las Vegas, Nevada 89031
Phone: 702-489-8787
Email: NVCCRB@gmail.com Website: www.crptr.nv.gov

2027 CERTIFICATION EXAMINATION APPLICATION

REV:4/30

Exam Location: State of Nevada Certified Court Reporters Board
5135 Camino Al Norte, 2nd Floor Conference Room
North Las Vegas, Nevada 89031

Start Time: 1:00pm

Please check desired exam date (select one):

☐ **Friday, January 29, 2027 - Deadline for application and fee is January 15, 2027**
☐ **Friday, April 30, 2027 - Deadline for application and fee is April 15, 2027**
☐ **Friday, July 30, 2027 - Deadline for application and fee is July 16, 2027**
☐ **Friday, October 22, 2027 - Deadline for application and fee is October 8, 2027**

Please check appropriate box:

☐ **Certification Exam for Stenographer: $187.50**
☐ **Certification Exam for Voice Writer: $187.50**

Completed 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 returned to the applicant. Deliberate omissions or fraudulent answers will be grounds for rejection of an application.

Check List: Please submit the four (4) items listed below to complete your registration:

☐ Completed application.
☐ Paid in certified funds only; a Cashier's Check or Money Order made payable to NVCCRB. Or by telephonic payment available during business hours.
☐ B/W copy of your picture identification.
☐ Submit one of the following as proof of your eligibility to take the exam:
- NCRA's Registered Professional Reporter's Certificate, or
- NCRA's Registered Merit Reporter's Certificate, or
- NVRA's Certified Verbatim Reporter's Certificate, or
- Submit proof of eligibility under NRS 656.170(c4)(d1,2)*

*If you are using your certificate or license from another state as eligibility, please initial below:

_____
INITIAL

Under the provisions of NRS 656.170(c4)(d1,2), I understand that I am eligible to take the certification exam. Once I pass the examination, I will be required to obtain my RPR or CVR certificate before I am able to register for my State of Nevada Court Reporter Certificate.

APPLICANT'S INFORMATION

LEGAL NAME ONLY

FIRST NAME | MIDDLE NAME OR INITIAL | LAST NAME

STREET ADDRESS

CITY | STATE | ZIPCODE

HOME TELEPHONE | CELLULAR

ARE YOU AT LEAST 18 YEARS OF AGE? YES OR NO | EMAIL ADDRESS

CURRENT EMPLOYMENT INFORMATION

NAME OF COMPANY | SUPERVISOR'S NAME

EMPLOYER'S ADDRESS | TELEPHONE

CITY | STATE | ZIPCODE

POSITION | FULL OR PART TIME

EDUCATION

Do you have a high school education or its equivalent? ☐ Yes ☐ No

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 convicted of any offenses other than a minor traffic violation? ☐ Yes ☐ No
If you answered yes, please submit date, place and disposition on a separate sheet and attach to your application. Upon receipt, the Board will review the information to determine the status of 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

The State of Nevada Certification Exam for Court Reporters is a written exam.

GENERAL TIMETABLE ON EXAMINATION DAY

12:30pm	Registration begins and examinees begin set up in the exam room. **LATE ARRIVALS WILL NOT BE ADMITTED**.
1:00pm – 1:15pm	Opening comments. Q & A with examinees.
1:15pm – 3:00pm	Exam begins after Q&A.
3:00pm	Collect all exams from examinees and begin breakdown.

Timetable subject to change without notice.

WRITTEN EXAMINATION

- An applicant must bring a pen or pencil to the examination room. The Board does 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 175 multiple choice 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.
- An applicant shall not refer to cell phones, books, papers or other materials during the examination. All cell phones, 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 via telephone.
- If an applicant fails the examination, the applicant is ineligible for a certificate. Such an applicant may retake the examination at the next available exam date once he/she submits a new application and pays the required exam fee to the NVCCRB.

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. If an applicant cancels, he/she may request that 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.

The written exam consists of 175 multiple choice questions that test the knowledge of the applicant in the following subjects.

PRIMARY STUDY MATERIALS

LEGAL AND NEVADA LAW

- Nevada Revised Statutes – NRS Chapter 656 (www.crptr.nv.gov)
- Nevada Administrative Code – NAC Chapter 656 (www.crptr.nv.gov)
- NAC 372.214 – Sales Tax and Use
- NRS 3.320 – Official Reporter
- NRS Chapter 12.015 – Indigent Litigants
- NRS Chapter 172 – Grand Jury
- Nevada Rules of Appellate Procedure (NRAP)
- Nevada Rules of Civil Procedure (NRCP)
- 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, 2nd Edition
- Proofreading Manual - A Guide for Court Reporters, Scopists and Proofreaders by Peggy Armstrong
- Bad Grammar/Good Punctuation by Margie Wakeman Wells
- Court Reporter Reference by Monette Benoit
- Merriam Webster's Dictionary
- Dictionary of Modern English Usage (2nd Edition) by H.W. Fowler
- Elements of Style (3rd Edition) – Strunk & White
- The Chicago Manual of Style
- 5,000 Collegiate Words with Brief Definitions
  Free Site: https://www.freevocabulary.com/vocabulary.pdf
- 1,000 Most Common SAT Words
  Free Site: https://img.sparknotes.com/content/testprep/pdf/sat.vocab.pdf

MEDICAL

- Dorland's or Stedman's Medical Dictionary

TECHNOLOGY

- NCRA Study Guides – www.NCRA.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
- Court reporting software and hardware instruction manuals

BENEFICIAL SUPPORT MATERIALS

ENGLISH (Punctuation, Word Usage, Grammar, Vocabulary)

- Writing Naked: Principles of Writing for Realtime and Captioning by Kevin and Mary Daniel
- Modern English Usage by H.W. Fowler, 2nd Edition
- Merriam Webster's Pocket Dictionary of Proper Names
- Roget's Thesaurus
- James Rogers' Dictionary of Clichés
- Dictionary of American Idioms
- The Merck Manual (13th Edition)
- The Persons, Places & Things Spelling Dictionary by William C. Paxton
- Pocket Dictionary of American Slang – Wentworth & Flexner
- Slang! By Paul Dickson
- Dictionary of Problem Words & Expressions by Harry Shaw
- Proper Noun Speller – Emerich

TECHNOLOGY

- JCR - Journal of Court Reporting Issues (last 8 years) – www.NCRA.org

The applicable sections for Nevada law are available on our website. Please click on the following:

1. Log on to our website at www.crptr.nv.gov
2. Click on "About"
3. Click on "Statutes and Regulations" and review the following:

Nevada Administrative Code (NAC)

- NAC 372.214 Sales and Use Tax
- NAC 656

Nevada Revised Statutes (NRS)

- NRS 656
- NRS 3.320 Official Reporter
- NRS 4.410 Compensation
- NRS 18.005 Costs
- NRS 12.015 Indigent Litigants
- NRS 172.185 Grand Jury

Other Rules & Amendments

- Nevada Rules of Appellate Procedure (NRAP) Rule 3B
- Nevada Rules of Civil Procedure (NRCP) Rule 30