

National Verbatim Reporters Association
CVR/CM Certification & CVR Workshop Information Packet
March 6-7, 2010, in Two Locations: Atlanta, GA & Memphis, TN

BRING THIS PACKET TO THE TEST

NVRA will conduct a CVR workshop and CVR/CM exams for its members March 6-7, 2010, in two locations.

Atlanta, GA, Embassy Suites Hotel - Atlanta Airport, 4700 Southport Road, College Park, GA 30337. Overnight suites are available at \$99.00 plus tax per night for a suite. Please make your reservations by 2/20/10. (800) 362-2779.
http://embassysuites1.hilton.com/en_US/es/hotel/ATLSPES-Embassy-Suites-Atlanta-Airport-Georgia/index.do

Memphis, TN, Courtyard by Marriott Memphis Airport, 1780 Nonconah Blvd., Memphis, TN 38132. (901) 396-3600 or (800) 321-2211. Room rates are \$69 per night plus tax. Please make your room reservations by 2/20/10 and mention National Verbatim Reporters Association. <http://www.marriott.com/hotels/travel/memca-courtyard-memphis-airport/>

Please read carefully the following information.

1. Complete the registration packet and return with the documentary proof required under "Requirements to Test," Number 1, payment by check or money order, payable to NVRA (U.S. funds), or credit card information for all workshop/testing fees and membership dues (if applicable) to: NVRA Membership Services, 629 N. Main Street, Hattiesburg, MS 39401.
2. If paying by credit card, the completed registration packet and credit card information can be faxed to NVRA Membership Services: (601) 582-3354.
3. **FEBRUARY 26, 2010, IS THE DEADLINE FOR REGISTERING FOR THE CVR WORKSHOP AND CVR/CM TESTS LISTED ABOVE.** After the deadline date, you may still register, space provided. A \$50 late registration fee will be assessed. Please note that testing space is limited and reservations are held for paid registrants only. (See Number 1 under "Cancellation - Refund Policy") **Absolutely no registrations will be accepted after March 2, 2010.**
4. After registration and payment are received and processed, a registration confirmation will be sent to you. This confirmation **MUST** be presented, along with a photo identification, for admission to the certification test on **SUNDAY, March 7, 2010.**
5. You may call NVRA, (601) 582-4345, or email NVRA@nvra.org, after the registration deadline if you have not received your registration confirmation.

CANCELLATION - REFUND POLICY

1. NVRA reserves the right to CANCEL the workshop and test. Registrants will be notified if the workshop and/or test is canceled and fees will be refunded.
2. Should you need to cancel for any reason, you must contact the NVRA office in writing. If cancellation notice is received *10 calendar days* or more prior to a testing event, the registrant will receive one (1) non-transferrable voucher which is valid for one future testing event. The submission of the voucher must be accompanied by a \$50 processing fee. Cancellations received *nine calendar days* or less prior to the test will NOT receive a voucher or a refund. In the event of an emergency, registrants may make a written appeal to the Testing Committee for additional review and consideration.
3. If cancellation notice is NOT received prior to the event, all funds for the event will be forfeited by the individual and a voucher will not be issued.

REQUIREMENTS TO TEST:

1. You must be a high school graduate and provide documentary proof of high school graduation, GED, or passage of an independently administered test approved by the Secretary of Education. Documentation of a higher education degree is also acceptable.
2. You must be a Student, General, Military, or Honorary member of NVRA, in good standing. NVRA's membership year runs for one year from the date your membership is processed. Dues are to be paid in U.S. funds.
3. If you are not currently a Student, General, Military, or Honorary member of NVRA, please complete the member application form included in this packet of information and return it with your dues and registration.
4. You must attend a CVR workshop before you may test for the first time.

CVR WORKSHOP:

1. The CVR workshop will begin as follows: **1:00 PM on Saturday, March 6.** The workshop will conclude with a practice test session. Attendance at the practice test session is voluntary.
2. Items required for the CVR workshop:
 - a. Voice silencer (mask)
 - b. Recording equipment used for reporting (laptop/recorder)
 - c. Earphones and proper adapter
 - d. Cassette tapes (at least two) and/or CDs
 - e. Power strip and heavy-duty extension cord
 - f. Pens and/or pencils
 - g. Note pad or tablet for notes
 - h. Adapter to disable live microphone on laptop, if applicable
3. Subjects covered in the workshop include proper dictation techniques; tips on breathing and audibility; read-back situations; discussion of various kinds of equipment and how to disable the internal microphone on laptops so that no room track is available for transcription (a basis for disqualification); court reporting procedures; ethical practices; and a simulated test situation, using a retired test.
4. You may record the CVR workshop.

CERTIFICATION TEST:

1. The transcription portion of the certification testing for CVR/CM will begin promptly at 8:30 a.m., on Sunday, March 7, 2010.
2. Please refer to the accompanying "Information about Test Day" document for more complete information about certification testing, particularly the online written test.
3. Questions regarding prior test scores or certification testing should be addressed to NVRA@nvra.org.
4. All transcription must be performed by the test participant unless prohibited by a medical condition. In that case, a completed NVRA Medical Release Form must be submitted with the test registration. (See Page 7.)
5. Items required for the dictation portion of the certification test:
 - a. Voice silencer (mask)
 - b. Recording equipment used for reporting
 - c. Cassette tapes and/or CDs
 - d. Power strip AND heavy duty extension cord
 - e. Transcribing Equipment (i.e., computer, transcriber, foot pedal, headphones, etc.)
 - f. #2 pencil and blue pen
 - g. Adapter to disable live microphone on laptop or recorder, if applicable
6. The test for CVR is comprised of the following five-minute dictations and must be passed with 95% accuracy:
 - a. 200 wpm literary (50 errors)
 - b. 225 wpm jury charge (56 errors)
 - c. 250 wpm two-voice question-and-answer (63 errors); and
 - d. The online written test must be passed
7. The test for CM is comprised of the following five-minute dictations and must be passed with 97% accuracy:
 - a. 225 wpm literary (34 errors)
 - b. 250 wpm jury charge (38 errors)
 - c. 300 wpm two-voice question-and-answer (45 errors); and
 - d. The online written test must be passed with a score of 90 or above. If a score of 90 or above was attained for CVR certification, the online written test does not have to be repeated for CM certification.
8. All requirements must be met before a CVR or CM certificate will be granted.
9. CVR and CM dictations are not interchangeable.
10. You may attend as many certification tests as necessary to achieve CVR and/or CM certifications; HOWEVER, YOU MUST MAINTAIN CONTINUOUS MEMBERSHIP IN NVRA IN ORDER TO CARRY FORWARD TEST SCORES. WHEN YOUR NVRA MEMBERSHIP LAPSES, YOUR TEST SCORES ARE NOT MAINTAINED.

TEST GRADING POLICY:

1. One error:
 - a. Each incorrect word where the same number of words exist in the master transcript
 - b. Each incorrect word in excess of the number of omitted words, in the case of each area where there is a combination of omitted word(s) and incorrect word(s)
 - c. Each omitted "Q" and "A" (in transcript)
 - d. Each omitted word. In the case of a dictation test that does not end with a complete thought, if the last few words are not transcribed, they are treated as omitted words
 - e. Each misspelled word, except proper names, which should sound similar to dictated name
 - f. Each extra word or each improperly pluralized word
 - g. Each contraction changed to two words or two words changed to a contraction
 - h. Hyphenated word or one word changed to two words or two transposed words
 - i. Two words changed to hyphenated word or one word
 - j. Omission or improper use of apostrophe in each contraction or possessive word
 - k. Abbreviations not dictated; for example:
 - i. "1:00" when "one o'clock" is dictated
 - ii. "No." when "number" is dictated
 - iii. "Ex." when "exhibit" is dictated
 - l. Omission of period or question mark at the end of a sentence
 - m. Omission of capitalized proper names
 - n. Omission of capitalization of the first letter of the first word following a period
2. No error:
 - a. Punctuation*, defined as follows:

<ol style="list-style-type: none">i. Commaii. Coloniii. Semicoloniv. Double quotation marksv. Single quotation marksvi. Hyphen used at end of line to divide word	<ol style="list-style-type: none">vii. Hyphen used with compound modifiersviii. Dashix. Parentheses when word "parenthesis" not dictatedx. Ellipsisxi. Exclamation pointxii. Virgulexiii. Brackets when word "bracket" not dictate
--	--
 - b. Paragraphing*
 - c. Capitalization*
 - d. Misspelled proper name.
Name used must sound similar to dictated name.
 - e. Use of "Miss," "Ms.," "Mrs." interchangeably.
 - f. Qs and As not dictated on two-voice question-and-answer segment.

** Note Well: To ensure readability, transcripts must contain punctuation, paragraphing and capitalization where you believe appropriate and according to commonly accepted grammar rules.*

NOTE: Ruling Authority is Webster's Collegiate Dictionary, 11th Edition.

INFORMATION ABOUT TEST DAY

Bring This Packet to the Test!

Please read carefully the following information regarding NVRA CVR/CM certification test day on Sunday, March 7, 2010. You should carefully read the testing information you receive each time you register to test, because rules will be updated from time to time.

THE INFORMATION CONTAINED IN THIS DOCUMENT WILL NOT BE REPEATED AT THE BEGINNING OF DICTATION ON TEST DAY AND QUESTIONS COVERED IN THIS PACKET WILL NOT BE ANSWERED AT THE TEST SITE. THIS GUIDE IS YOURS TO KEEP. ON TEST DAY, YOU MUST SIGN THE ATTACHED ACKNOWLEDGMENT PAGE STATING THAT YOU HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS PACKET AND TURN IN THE ACKNOWLEDGMENT PAGE TO THE DESIGNATED TEST PERSONNEL PRIOR TO COMMENCEMENT OF THE TEST.

PRE-TEST INFORMATION:

1. The doors to the test room will open at 7:45 a.m. for equipment setup. No early arrivals. You are encouraged to be in your seat and ready to test by 8:15 a.m.
2. Anyone not completely set up and ready to test at 8:20 a.m. will be required to leave the test room, and no refund of test fees will be given. If required to leave, you will be allowed to return and pack up equipment at the conclusion of the administration of the test.
3. You must check in with the test PROCTOR stationed at the registration desk before entering the test room. Photo identification and the registration confirmation letter on NVRA letterhead are required to validate identification and to gain entrance to the test room. You will not be allowed to enter the test room without these documents.
4. An envelope will be given to you when you check in with the PROCTOR. *Please Note: This envelope number, plus your NVRA membership ID#, is your unique testing identification number for the day and must be written/typed on any paper, disk, CD, cassette tape, scratch paper or any other materials you use during the day. Your NVRA member ID# can be found on your testing confirmation letter.*
5. At the end of the day, you will place all materials, including any paper, disk, CD, cassette tape, and scratch paper, in your envelope and hand the envelope to the test PROCTOR when you check out of the test area. **YOUR NAME MUST NOT APPEAR ON ANY TESTING MATERIALS PLACED IN THE ENVELOPE. IF YOUR NAME APPEARS ON ANY MATERIALS PLACED IN THE TEST ENVELOPE, THIS WILL RESULT IN DISQUALIFICATION AND YOUR TEST(S) WILL NOT BE GRADED.**
6. Once you enter the test room, please choose a seat and begin setup of your dictation equipment ONLY. All other equipment must be left in briefcases, et cetera, and placed in the designated area identified by test personnel. No talking will be permitted among test participants. No assistance may be requested of other test participants or of the test personnel team.
7. A verbal warning will be given to any test participant who violates the "no-talking" rule. No further warning will be given. If the talking continues, the test participant(s) will be asked to leave the test room and will not be permitted to test.
8. All questions prior to the beginning of the certification test must be addressed to the test personnel stationed outside the test room. Should you need to signal a member of the test personnel team once the dictation portion of the test is complete and transcription has begun, please raise your hand. A member will be with you as soon as possible.
9. If you carry cell phones, pagers, and other electronic devices into the testing room, ALL such devices must be turned OFF and left in a purse, briefcase, or other container. The briefcase or other container must then be placed in the designated area.

FAMILIARITY WITH EQUIPMENT:

1. As a test participant, you must be completely familiar with all of the equipment you will use during the certification test. No assistance by test personnel or other test participants will be allowed. You are required to set up, operate, and put away individual equipment (recording equipment, transcription equipment, computer).
2. Anyone experiencing physical problems with carrying, bending, stooping, et cetera, may have assistance with carrying in equipment and placement of equipment. However, operation of any equipment must be performed by the testing participant.
3. Participants using analog equipment must use the setting for the fastest recording speed. Participants using a four-track recorder must record on Channel 2 at the standard or fastest recording speed.
4. Participants using digital equipment must turn in a CD containing their .wav file or voice track. Participants using analog equipment must turn in a cassette tape containing their voice track. Tapes and/or CDs with excessive bleedthrough, erasures, or lacking portions of the dictations will be disqualified.
5. **Disabling Computer/Recorder Mic:** You MUST be capable of fully disabling any microphone built into your computer or recorder, whether through use of an external adapter or through changes in the configuration of your computer. You will be required to demonstrate this ability to a test monitor. Turning the microphone to the lowest volume WILL NOT suffice. It is your responsibility to ensure that your computer/recorder DOES NOT make any recording other than your dictation.

DICTATION PORTION OF TEST:

1. When test personnel determine that an adequate number of test participants are set up and ready for dictation, a practice test will be played for warm-up. Participants may practice if they wish. The actual test will not begin until the doors to the test room are closed.
2. At 8:20 a.m., the doors to the testing room will be closed. All questions must have been asked and answered by test personnel stationed outside the test room during the pre-test time. No questions will be addressed once the doors to the testing room are closed.
3. After any last-minute announcements, the test will begin with the dictation portion of the test.
4. A recording for warm-up purposes will be played to adjust volume, if necessary. The warm-up will be followed, without interruption, by the skills portion of the CVR/CM dictation.
5. The test will not be stopped for any reason. Should a common disturbance occur such as a book falling, et cetera, continue your dictation. In such a case, the person who loses the fewest words will set the standard, and everyone will be credited with that number of words.
6. Outside microphones or hidden recordings of any kind will NOT be tolerated and will be grounds for immediate disqualification and may be grounds for dismissal from NVRA membership and further testing.
7. The CVR and CM dictations each consist of one literary dictation, one jury charge dictation, and one Q/A dictation.
8. If you have not passed any segments of the CVR dictation test, you may turn in only CVR dictation. In subsequent tests you may turn in up to 3 segments of the CVR or CM tests.
9. Do not stop your reporting equipment or use the pause button during the dictation test. Stops and starts can "eat" words, or you may forget to engage the "record" feature when the next dictation begins.
10. Monitors will be walking about the room, checking for audibility. A tap on the ARM will signify a warning. A tap on the SHOULDER signifies a disqualification. If disqualified, place your mask on the table and sit quietly. Do not push buttons or otherwise move around and disturb other testers. A subsequent tap on the shoulder following disqualification may suspend your testing privileges for one year.
11. Once the CVR dictation ends, the CM dictation begins. If you are not eligible to test for the CM (see Number 8 above), turn off your machine, place your mask on the table, and remain quiet and still. The disqualification rule is still in effect (see Number 10 above). DO NOT mouth along with the dictation. Mouthing along will be viewed as a distraction and/or violation of the "no-talking" rule and will be subject to disqualification (see Number 10 above).

DICTATION TEST:

1. Once the dictation is complete, you may set up your transcription equipment.
2. You will be given blank CDs or disk(s). Write your testing identification number following the same sequence as listed in 4(d) below on the CD or disk BEFORE turning it in to the proctor. **YOUR NAME MUST NOT APPEAR ON ANY TESTING MATERIALS PLACED IN THE ENVELOPE. IF YOUR NAME APPEARS ON ANY MATERIALS PLACED IN THE TEST ENVELOPE, THIS WILL RESULT IN DISQUALIFICATION AND YOUR TEST(S) WILL NOT BE GRADED.**
3. Three and 3/4 hours are allowed for transcription of 3 segments with 1-1/4 hour (75 minutes) allowed per segment. Time will be allotted as follows:
 - 1-1/4 hours, turn in one segment
 - Second 1-1/4 hour, turn in second segment
 - Third 1-1/4 hour, turn in third segmentEveryone must turn in a segment at the 1-1/4 hour mark(s). Those registered to take only 1 segment will leave at that point. This same procedure will be followed for those completing 2 segments and 3 segments. Announcements will be made at various time intervals before the conclusion of each segment to provide time for printing and finalization.
4. You must format and produce your test transcript(s) according to the following specifications:
 - a. Margins must be set at one inch for top, bottom, and sides.
 - b. All text must be double-spaced and may not be typed in all caps. Single-spaced or documents typed in all caps will not be graded.
 - c. Font must be either Times New Roman or Courier New, point size 12.
 - d. A one-line header is required on every page, containing the test location, your testing identification number, the name of the test, the words per minute, and the type of test. For example, if you are testing in Georgia and you're turning in the 200 Literary for your CVR, the header would be written as follows: "GA XX-XXXX CVR 200 LIT." Use the following abbreviations: LIT for literary, JC for Jury Charge, and QA for the two-voice question and answer. Use the standard state abbreviation of the test site. (See above example.)
 - e. Page numbers must be inserted in the bottom, right-hand corner of each page. Because each segment of dictation will be saved as a separate document, each segment of dictation must begin with page one.
TRANSCRIPTS NOT IN REQUIRED FORMAT WILL NOT BE GRADED AND WILL RESULT IN DISQUALIFICATION.
5. You must know how to delete documents and .wav files from your computer and/or digital equipment. You must also know how to empty your recycle bin. Your recycle bin should be empty before coming to the test.

6. Spell-check, dictionaries, and other reference materials may be used in the transcription portion of the test. All spelling determinations will be based on Webster's Collegiate Dictionary, 11th Edition.
NOTE: You are encouraged to save your transcription to your computer's hard drive and not solely to Drive A or the disk/CD drive. Should a malfunction occur with the disk/CD drive and you have not saved to the hard drive, you may lose your transcription.
7. NVRA does NOT provide any printers at the test site. You may submit your test transcripts in ONE of the TWO following ways:
 - a. You may furnish your own printer and print and submit a hard copy of your transcript. Legible hand corrections in BLUE INK are allowed. OR
 - b. Your test transcript(s) may be burned onto a CD or saved to a disk in one of the following formats: PDF, Word, WordPerfect, or .rtf. No other formats will be accepted. You may burn your test transcript(s) to the same CD as your audio files or you may use separate CDs. If you choose to use more than one CD, each CD must be clearly labeled with your testing identification number and the names of the files that are contained on the CD or disk as defined above in paragraph 4(d) and below in paragraph 8.
8. **Naming your test transcript(s) files.** In naming your files, you should include the test location, your testing identification number, the name of the test, the words per minute, and the type of test. For example, if you are testing in Georgia and you're turning in the 200 Literary for your CVR, the file name would be written as follows: "GA XX-XXXX CVR 200 LIT." Use the following abbreviations: LIT for literary, JC for Jury Charge, and QA for the two-voice question and answer. Use the standard state abbreviation of the test site. (See above example.) **Not properly naming your files could be cause for disqualification. It is imperative that the files be named correctly to ensure proper grading and assignment of test grades.**
9. Do not throw away ANY papers: scratch, notes or draft printouts. If you print your test, ANY paper not to be graded must be torn in two.

ONLINE WRITTEN TEST:

The written skills portion of NVRA's CVR® test is offered online during the two-week period immediately following administration of the dictation skills test. You may schedule a time and date within the testing period convenient to you and, upon completion of the online test, you will immediately learn whether you have passed or failed the written portion of the NVRA certification examination. The fee for the online written examination is \$125. A registration form is included in this packet. The CVR® Workshop is not a prerequisite to taking the written test, but it MUST be taken prior to your participation in the dictation portion of the CVR® examination.

SUBMISSION OF TEST MATERIALS AND EXITING THE TEST AREA:

1. It is absolutely essential that the test participant verify that the CD does, in fact, contain the required files and that they open correctly. Audio files will be opened in a Windows Media Player. Text files will be opened in Word, WordPerfect, Adobe Acrobat Reader, or the equivalent thereof.
2. When you have completed all test segments and you are ready to exit the test area, the following materials must be placed in your envelope and handed to the PROCTOR: paper transcripts (if you print your own) or CD containing test transcript(s), cassette tape or CD with voice file, disks, and scrap paper of any kind created during the test.
3. AFTER you have submitted all of your test materials to the PROCTOR, you should return to your seat, sit quietly, and raise your hand. A monitor or the test administrator will come to you as soon as possible to observe you: (a) delete your .wav files and test transcript(s) from your computer and (b) empty your recycle bin. A member of the test personnel team MUST observe this process before you may exit the testing room.
4. When these deletions have been observed and you have been cleared by test personnel, you may pack up all equipment and exit the test area.
5. Once you are outside the test area, then and only then are you free to resume conversation.

MISCELLANEOUS:

1. Once a test participant registers and enters the test room, leaving the test premises is not allowed until all testing materials have been submitted to the PROCTOR(S) and the participant has been cleared to exit the test area by the MONITOR(S).
2. Bathroom and smoke breaks will NOT be allowed from the time the door to the test room is closed at 8:20 a.m. until dictation is complete. After dictation is complete, bathroom and smoke breaks will be allowed upon request.

Registration Forms for the Dictation and Online Tests are on the following pages.

(Please note that these are separate registrations. You may register for one or the other or both.)

You will also find several forms to be turned in on test day as well as a Medical Release Form that should be completed only if you are unable to perform the task of transcription.

TESTING REGISTRATION

March 6-7, 2010 • CVR Workshop • CVR/CM Testing

COMPLETE FORM CAREFULLY and COMPLETELY. (Please print clearly! Faxes are often blurred.) **CHECK ALL THAT APPLY.**

Where will you be testing? **Atlanta, GA** **Memphis, TN**
 Will you be taking part(s) of the CM exam? **Yes** **No**

CVR Workshop - Saturday, March 6, 2010

CVR Workshop (Required before first testing)
 If you have previously taken the basic workshop or the CVR workshop, please list date and location: _____

I am a: Student General Military
 member of NVRA in good standing.

CVR/CM Test - Sunday, March 7, 2010

First Time Subsequent Test

Different name under which you have previously tested: _____

I have completed my CVR as follows: Partial Full
Training received from:

School (specify) _____
 Mentor Self-taught Talk, Inc. course

Have you ever been convicted of a felony? Yes No
 If yes, please list charge and date: _____

I WILL BE USING:

- Analog Recorder (Select One: Single track Multi-track)
- Digital Recorder (Select One: Single track Multi-track)
- VR System: _____

Photo I.D. will be required at door on test day.

Name: _____

Mailing Address: _____

Address: _____

Zip: _____

Phone: (H) (_____) _____ (W) (_____) _____

(F) (_____) _____

Email address: _____@_____

Check here to grant NVRA permission to release testing scores to this email address. If not checked, scores will be mailed to your mailing address above.

The following information is required to register.

I have read, thoroughly understand, and agree to abide by the Seminar Rules and Regulations of the National Verbatim Reporters Association (NVRA) and the special rules regarding computer testing. I hold NVRA harmless from power interruptions, operator error, or other mishap resulting in loss of computer data during computer testing. I have read and agree to the cancellation policy.

Signature: _____

NVRA Membership ID #: _____

If you are unsure about your Membership #, NVRA will provide it for you on your confirmation letter.

REGISTRATION: Required: Proof of Education - Send copy of high school diploma, GED or equivalency or college diploma. (See Pg 1, Requirements to Test)

CVR Workshop - Saturday, March 6, 2010 \$125.00.....*REQUIRED for first-time testers.*

Testing Fee - Sunday, March 7, 2010 \$150.00

Membership Fees \$_____ *If you are joining to test, complete & submit the membership application that is included with this packet.*

Are you submitting a Medical Release Form? NO Yes (See page 9)

If you are registering for the online written test, separate registration is required.

- Practice Items: Study Guide for Written Test \$19.00 (Revised 2008)
- Practice Tapes and CDs \$15.00
 - NEW -- Practice Tape - 2009 Release...(9/09) \$15.00 CD only!
 - Practice Tape - 11 \$15.00 select either cassette or CD (2007 release)
 - Practice Tape - 12..... \$15.00 select either cassette or CD (2007 release)
- National Speed Championship Tapes - 350 wpm
 - NSC-1 \$15.00 NSC-2\$15.00 NSC-3\$15.00
- Morson's English Guide for Court Reporters \$70.00

TOTAL ENCLOSED: \$ _____ (Late Fee \$50 after March 2, 2010)

METHOD OF PAYMENT:

Money Order (Non-US Citizens: Only money orders for US funds for the amounts shown can be accepted.)

Check (US Funds) Credit Card Mastercard VISA American Express

Card # _____ - _____ - _____ Exp: _____

Signature: _____

NATIONAL VERBATIM REPORTERS ASSOCIATION (NVRA)

APPLICATION FOR MEMBERSHIP - **NEW MEMBERS JOINING TO TEST**

Last Name _____ First _____ MI _____

Certification Designations

MAILING ADDRESS

City _____ ST/PR _____ ZIP _____

Email _____ @ _____ . _____

Home (____) _____ Cell (____) _____

Work (____) _____ Fax (____) _____

NOTE: Birth date is required for General and Military members to obtain group accidental death and injury insurance. SSN/SIN is requested for identification. It is not required for membership but is required to complete General and Military members' records and will be kept confidential. If you are unsure about providing your entire SSN, please list the last four digits in the space provided.

Birth date: Month _____ Day _____ Year _____

Last four digits of SSN #: _____

WEB SITE REPORTER SEARCH

Referral information will appear in NVRA's reporter search on the website at www.nvra.org in the 5 cities you list below. No more than 5 options will be entered. Geographical locations such as "NE KY" or "Cole County" will not be entered. *General and military members only.*

Example: Atlanta, GA

1. _____,
2. _____,
3. _____,
4. _____,
5. _____,

REPORTING EXPERIENCE:

(List briefly) _____

Are you a former member? Yes No

MEMBERSHIP CLASSIFICATION

VERBATIM REPORTER or OTHER RELATED PROFESSIONAL — a court reporter who personally, orally or stenographically, reports proceedings to enable the production of a complete and accurate transcript of such proceedings.

- GENERAL: \$ 200.00**
I am a practicing Verbatim Reporter.
- MILITARY: \$ 150.00**
I am a member of the armed forces on active duty and a practicing Verbatim Reporter. (Does not include civilians working for the military.)
- ASSOCIATE: \$ 185.00**
I am a person or represent an organization or educational institution with an ongoing interest in the voice writing profession. I am not a Verbatim Reporter.
Please explain your interest: _____
- STUDENT: \$ 100.00**
I am a student of verbatim reporting and understand that I must upgrade to General membership to be certified by the Association or if I begin work as a Verbatim Reporter.
Where or with whom are you a student? _____

*NVRA's membership year runs for one year from the date your membership is processed.

Have you ever been convicted of a felony? Yes No

If yes, please list conviction and date: _____

NVRA dues may be deductible as an ordinary and necessary business expense, but are not deductible as a charitable contribution. A portion of your dues, however, is not deductible as an ordinary and necessary business expense to the extent that it represents the costs of NVRA's lobbying activities. The non-deductible portion of your dues (which includes lobbying expenses, as required by new tax law) is \$10.00.

I UNDERSTAND THE FOLLOWING:

- I must continue **uninterrupted** membership in NVRA to maintain full or partial certification.
- Membership dues are payable each year, \$20 of which is for my subscription to *The Verbatim Record*.
- Membership is subject to final approval by the NVRA Board.

Check here if you wish to be excluded from the membership directory or other mailing lists provided to approved vendors.

Signature of Applicant: _____

Date: _____

TOTAL ENCLOSED: \$ _____
US funds

All forms may be faxed to the number shown below. No cover sheet is needed. **Please print with dark ink. Faxes are often blurred.**

Type of Card: Visa MC AmEx

Name on Card: _____
Card Number: _____

Expiration: ____/____

Send to:
NVRA Membership Services
629 N. Main Street
Hattiesburg MS 39401

Application for Online Written Examination

- Registrations for the online version of the NVRA written skills examination **MUST** be received on or before 5:00 p.m., central daylight time, **March 26, 2010**. If you register for the online test, you must take it between **March 8, 2010, and March 21, 2010**.
- The CVR workshop is **NOT** a prerequisite for the online written examination; however, the CVR workshop must be taken prior to your participation in the dictation portion of the CVR examination.
- Visit the following Web site to locate a testing facility closest to you. **Please note that there may not be a test facility located in the city where you reside.** To locate a testing facility go to: <http://comirateesting.com/html/candidates/locations.html>

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____ FAX: _____

REQUIRED! I am registering for the NVRA written examination to be given online during the range of dates listed above at a Comira testing facility. I understand that there may not be a test facility located in the city where I reside. I have visited the Comira web site and have selected the following test facility:

I further understand that once I register for the test, there will be NO refund of my registration fee.

Signature: _____ Date: _____.

After your registration has been received by NVRA, you will receive a confirmation and the contact information needed to schedule your appointment for the written examination. You **MUST** provide an email or fax number to receive confirmation.

I would prefer to have my confirmation emailed or faxed to me.

METHOD OF PAYMENT: NO REFUNDS WILL BE GIVEN - YOU MUST TEST DURING THE TIME PERIOD STATED.

\$125.00 Check or money order enclosed -- payable to NVRA. (U.S. Funds Only)

Please charge my credit card the \$125.00 fee.

VISA MC AMERICAN EXPRESS Card #: _____

Exp. Date: _____ Signature: _____

**National Verbatim Reporters Association
629 N. Main Street, Hattiesburg MS 39401
(601) 582-4345 • (601) 582-3354, fax**

National Verbatim Reporters Association Medical Release Form:

To be completed only if testing candidate is medically unable to perform task of transcription.

All transcription must be performed by the individual test participant, EXCEPT in a situation where a medical doctor has diagnosed a condition(s) that would prohibit the test participant from personally performing the task of transcription.

In this situation, the original and properly executed Medical Release Form must be returned to NVRA Member Services prior to the specific test for which the test participant is registered. Medical Release Forms are valid only for the specific test. A new Medical Release Form must be executed and returned to NVRA Member Services for each registered test.

Please return this form to NVRA Member Services along with registration packet.

Certification Test Date: _____

Location: _____

As a medical doctor licensed to practice in the State of _____, license number _____, I have diagnosed _____ with a condition known as _____, which would prohibit her or him from personally performing the task of transcription. I understand "transcription" to mean the act of typing words via typewriter or computer.

Signature

Date: _____

Please print name

Telephone Number, Including Area Code

National Verbatim Reporters Association Acknowledgment Form

TO BE TURNED IN ON TEST DAY

Complete and have this page ready to turn in when instructed before commencement of test.

I have read and understand the information contained in this document regarding the CVR/CM certification test on **March 7, 2010**:

Information Packet
Information About Test Day

Name (please print)

Membership ID #

Signature

Date

DO NOT GIVE THIS FORM TO THE PROCTOR.

National Verbatim Reporters Association Testing Check List

TO BE TURNED IN ON TEST DAY

PLEASE BRING THIS PAGE TO THE TEST WITH YOU. YOU MUST SUBMIT IT TO THE PROCTOR AT THE CONCLUSION OF THE DICTATION TEST.

As you prepare your test transcript(s), please use this checklist to ensure you have followed the required transcript format specifications:

(Note: Deviation from these requirements may result in disqualification. Transcripts and voice files not in required format will not be graded and will result in disqualification.)

- Top, bottom, and side margins: 1 inch
- All text: double-spaced (**Single-spaced documents will not be graded.**)
- All text: upper and lower case. (**Text typed in all caps will not be graded.**)
- Font: Times New Roman or Courier New, point size 12
- One-line header on every page, containing the test location, your testing identification number, the name of the test, the words per minute, and the type of test. *For example, if you are testing in Georgia and you're turning in the CVR Literary at 200 words per minute, the header would be written as follows: AGA XX XXXX CVR 200 LIT. Use the following abbreviations: LIT for literary, JC for Jury Charge, and QA for the two-voice question and answer. Use the standard state abbreviation of the test site.*
- You must name each of your test transcript files. The file name should be the same as your header. (See above example.)
- Page numbering: bottom right-hand corner of each page. Each segment of dictation must begin with page 1.

Final Checklist

- Is my file in one of the following formats: PDF, Word, WordPerfect, or .rtf? **No other formats will be accepted.**
- Have I named my computer files correctly?
- Have I burned my files to the CD or disk correctly? *Note: creating a shortcut and burning that shortcut to your CD will NOT result in your file being present on the CD.*
- Will my .wav file open with Windows Media Player?
- Have I turned in the final test segment to the proctor?
- Have I turned in my .wav file or audio tapes to the proctor?
- Have I turned in all scratch paper, notes, etc., to the proctor?
- I must check off each test submitted and turn in this form!**

Please check off each test as you submit it to the proctor:

_____ CVR 200 LIT	_____ CM 225 LIT
_____ CVR 225 JC	_____ CM 250 JC
_____ CVR 250 QA	_____ CM 300 QA

Please list your: Testing ID Number: _____
Date/Location of Test: _____