



National Verbatim Reporters Association

# REGISTRATION FORM

**CVR<sup>®</sup> Workshop | Saturday, February 11, 2012**  
**CVR<sup>®</sup>-CM Certification Testing | Sunday, February 12, 2012**  
**Online Written Knowledge Test | January 27-February 10, 2012**

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## TEST REGISTRATION DEADLINES:

Online Written Test: January 20, 2012

Dictation Skills Test and Workshop: January 27, 2012 (without penalty)

Space at the Dictation Skills Test may be limited. All registrations will be on a first-come – first served basis. Late registrations will only be accepted on a space-available basis and absolutely no on-site registrations will be accepted.

Please fill out forms completely and legibly.

## TEST TIMES:

CVR<sup>®</sup> Workshop, Saturday, February 11, 2012, 1:00-5:00 p.m.

CVR<sup>®</sup>-CM Testing, Sunday, February 12, 2012. The doors to the test room will open at 7:45 a.m. for equipment setup. No one will be allowed in the test room prior to that time. You must be set up and ready to begin when doors close at 8:15 a.m.

## CERTIFICATION RULES, POLICIES, and PROCEDURES

Please consult NVRA's comprehensive publication, ***CVR-CM Certification Rules, Policies, and Procedures*** (Revised 1-1-12) for testing criteria, requirements, and general information on the testing process. This document can be found online at [www.nvra.org](http://www.nvra.org), under the "Testing" tab. If you have questions regarding the testing process after having thoroughly read this document, please email your question(s) to: [nvra@nvra.org](mailto:nvra@nvra.org). Put "Testing Question" in the reference line. Your question(s) will be forwarded to NVRA's Test Administration Committee for response.

## TEST LOCATION: Columbia, South Carolina

**Springhill Suites by Marriott**  
**Columbia Downtown/The Vista**  
511 Lady Street | Columbia, SC 29201  
1-803-978-2333

NVRA has reserved a block of rooms at the group rate of \$99.00 per night, plus tax for a king suite, \$104 for queen/queen suite. Please mention NVRA when booking.



# NVRA Testing Application – Page 1: Fill Out Form Completely

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Daytime Number) (\_\_\_\_\_) \_\_\_\_\_ (Evening Number) (\_\_\_\_\_) \_\_\_\_\_

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.

**NVRA Membership ID #:** \_\_\_\_\_

If you don't know this number, you will find it on your registration confirmation from NVRA. If you are a new member, this number will be assigned to you and provided on your registration confirmation from NVRA.

Where will you be testing?

Columbia, SC

I earned my CVR.

Date: \_\_\_\_\_

I have passed part(s) of the CVR exam.

Yes  No List segments completed:  Lit  Jury  Q & A

I have passed part(s) of the CM exam.

Yes  No List segments completed:  Lit  Jury  Q & A

I will be taking the online written test.

Yes  No

**I am a member of NVRA in good standing:**

Student

General

Military

I am attaching application

**Training received from:**

School (specify) \_\_\_\_\_  Mentor  Self-taught  Online \_\_\_\_\_

**Have you ever been convicted of a felony?**  Yes  No

If yes, please list charge and date on a separate piece of paper.

**I will be using the following equipment:**

Analog Recorder - Select One:  Single track  Multi-track

Digital Recorder - Select One:  Single track  Multi-track

Voice Recognition System (specify) \_\_\_\_\_

**I am submitting a Medical Release Form.**  No  Yes

*This form is available in the CVR-CM Certification Testing Rules, Policies, and Procedures Manual at [www.nvra.org](http://www.nvra.org).*

**Proof of Education**  Enclosed  On file from previous NVRA test

Send copy of high school diploma, GED or equivalent, or college diploma.

I have read, thoroughly understand, and agree to abide by the Testing Rules, Policies, and Procedures 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 data during testing and downloading. I have read and agree to the cancellation policy.

Signature: \_\_\_\_\_

**NVRA reserves the right to amend the Registration document.**

# NVRA Testing Application – Page 2

NAME: \_\_\_\_\_

Important – Please print your name in the event registration pages get separated.

## I AM REGISTERING FOR THE FOLLOWING:

- CVR Workshop - \$125.00 | Saturday, February 11, 2012**  
CVR Workshop (Required before first testing) If you have previously taken the CVR workshop, please list date and location: \_\_\_\_\_.
- CVR-CM Test - \$150.00 | Sunday, February 12, 2012**  
 First Time  Subsequent Test  
Different name under which you have previously tested: \_\_\_\_\_
- Online Written Test - \$125.00 | Test Must be Taken Online between January 27-February 11, 2012**  
 First Time  Subsequent Test  
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.** Locate a test facility: <http://comirateesting.com/html/candidates/locations.html>  
Location where you have selected to test: \_\_\_\_\_
- Late Fee Add \$50 if registering after January 27, 2012.** No registrations accepted after February 8, 2012. (Contact the NVRA office for availability.)
- NVRA Membership Fees \$ \_\_\_\_\_**  **Already a current member of NVRA**  
You must be a member of NVRA in order to test. If you are NOT already a member, complete & submit the membership application that is included with this packet.
- Would You Like to Order Study Materials? (if so, please indicate materials)**
  - Study Guide for Written Test ..... \$19.00
  - Practice Tapes and CDs \$15.00
    - Practice Tape - 2011 Release...(1/11) CD only
    - Practice Tape - 2010 Release...(12/10) CD only
    - Practice Tape - 2009 Release...(9/09) CD only
    - Practice Tape - 11 .....  cassette or  CD (2007 release)
    - Practice Tape - 12.....  cassette or  CD (2007 release)
    - National Speed Championship Tapes - 350 wpm
      - NSC-1  NSC-2  NSC-3
  - Morson's English Guide for Court Reporters* ..... \$70.00
  - Get It Write, First Fifty Tips – Nancy Tuten* ..... \$17.00

Subtotal of Study Materials: \$ \_\_\_\_\_

**TOTAL FEES ENCLOSED: \$ \_\_\_\_\_**

### METHOD OF PAYMENT:

- Check – Payable to NVRA (US Funds)  Money Order (US Funds Only)
- Credit Card  MasterCard  VISA  American Express  Discover

Card # \_\_\_\_\_ Exp: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Return by Mail: NVRA | 629 N Main Street | Hattiesburg, MS 39401**

**Return by FAX: 601-582-3354**

**Return Scanned Documents by email to: [nvra@nvra.org](mailto:nvra@nvra.org)**

**NATIONAL VERBATIM REPORTERS ASSOCIATION (NVRA)**  
**APPLICATION FOR MEMBERSHIP - NEW MEMBERS JOINING TO TEST**

Please see testing application for payment information. This application is for new members who are joining to test.

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Certification Designations \_\_\_\_\_

Firm or Agency: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ ST/PR \_\_\_\_\_ ZIP \_\_\_\_\_

Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_@\_\_\_\_\_. \_\_\_\_\_

Birth date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Last four digits of SSN #: \_\_\_\_\_

NOTE: Birth date is required for General and Military members to obtain group accidental death and injury insurance. The last four digits of your SSN/SIN is requested for identification purposes only.

**MEMBERSHIP CATEGORY: Select one:**

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. Method of Practice:  Voice  Steno

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.

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? \_\_\_\_\_

**WEB SITE REPORTER SEARCH:**

*General & military members only.* Referral information will appear in NVRA's reporter search at 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.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**I UNDERSTAND THE FOLLOWING:**

- I must continue **uninterrupted** membership in NVRA to maintain full or partial certification.
- 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: \_\_\_\_\_

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 tax law) is \$10.00.