

STATE OF ARKANSAS  
BOARD OF CERTIFIED COURT REPORTER EXAMINERS  
625 Marshall Street  
Little Rock, Arkansas 72202  
Phone: 501-425-5995  
[alice.cook@arcourts.gov](mailto:alice.cook@arcourts.gov)

**APPLICATION FOR CERTIFICATION  
AS CERTIFIED COURT REPORTER**  
(Effective January 1, 2021)

**REGULATIONS SECTION 26  
ARKANSAS BOARD OF CERTIFIED COURT REPORTER EXAMINERS  
APPLICATION FOR CERTIFICATION**  
(APPLICATION MUST BE RECEIVED AT LEAST 30 DAYS PRIOR TO NEXT ORIENTATION)

Please print or type:

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

P.O. Box or Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Method of verbatim reporting:

- Voice
- Steno Machine

**CERTIFICATION INFORMATION**

National Certification. Successful completion of an exam given by the National Court Reporters Association (NCRA) and/or National Verbatim Reporters Association (NVRA) is required.

Provide the following:

- Type of certification: \_\_\_\_\_
- Certificate number: \_\_\_\_\_
- Date certification received: \_\_\_\_\_
- Currently in good standing:
  - Yes      Effective date: \_\_\_\_\_
  - No

Attach supporting documentation.

Are you certified in any other state(s):

- Yes
- No

Provide the following:

- List the state(s): \_\_\_\_\_
- Type of certification: \_\_\_\_\_
- Certificate number: \_\_\_\_\_
- Date certification received: \_\_\_\_\_
- Currently in good standing:
  - Yes      Effective date: \_\_\_\_\_
  - No

### EMPLOYMENT HISTORY

List present and past employment, beginning with the most recent:

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### EDUCATION/TRAINING

List highest education achieved and professional training, beginning with the most recent:

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### BACKGROUND INFORMATION

- Have you ever had a professional license or certificate of any kind suspended, revoked, surrendered, refused or denied in any jurisdiction?
  - Yes \_\_\_\_\_  
(Please explain)
  - No
  
- Is there any investigation pending against a professional license or certificate issued to you in any jurisdiction?
  - Yes \_\_\_\_\_  
(Please explain)
  - No

**PERSONAL REFERENCES**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Email or Phone)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Email or Phone)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Email or Phone)

I understand that prior to receiving my certification, I must attend an orientation administered by the Board of Certified Court Reporter Examiners, which will be held in Little Rock, Arkansas.

\_\_\_\_\_  
Applicant signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_

## INSTRUCTIONS FOR APPLICATION FOR CERTIFICATION UNDER REGULATION 26

- **CRIMINAL BACKGROUND CHECK:** The Board of Certified Court Reporter Examiners requires a **certified state** criminal background check on all applicants seeking certification.

### STATE OF ARKANSAS APPLICANT:

In-state applicants shall obtain a **certified** background check from the Arkansas State Police and include it with the application for certification. Applications will not be approved until a **certified** background check from the Arkansas State Police is received by the Board.

### NONRESIDENT APPLICANT:

Applications will not be approved until a **certified state** background check is completed and received by the Board.

- **MAIL COMPLETED APPLICATION WITH THE FOLLOWING:**

1. Certification documentation
2. Photocopy of your driver's license or state ID card
3. Arkansas residents must submit a certified background check from the Arkansas State Police
4. Out-of-state applicants must submit a certified background check from the state of residence from a governmental agency approved by the Board
5. Check or money order payable to **Stacey Pectol**, Clerk, Arkansas Supreme Court for application fee in the amount of \$75 for in-state applicants or \$150 for out-of-state applicants to:

Michelle Weise  
Data Base Manager  
625 Marshall Street  
Little Rock, AR 72201