

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

**APPLICATION FOR EXAMINATION FOR CERTIFICATE
AS CERTIFIED COURT REPORTER**

**APPLICATIONS MUST BE RECEIVED IN THE SUPREME COURT CLERK'S OFFICE
ON OR BEFORE AUGUST 11, 2021**

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

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:

EDUCATION/TRAINING

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

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:

USE OF ELECTRONIC EQUIPMENT STATEMENT AND AGREEMENT

I UNDERSTAND AND AGREE:

If I use any type of electronic equipment during the examination, including, but not limited to, a laptop computer, digital recorder, steno machine with computer aided transcription software, I must complete, sign and file this Electronic Equipment Statement and Agreement with the attached application for examination.

I understand that Wi-Fi shall not be used at the test site.

I understand that I will not save the exam on my computer or other equipment and I will not leave the exam site with a copy of the exam in any form, electronic or otherwise.

It is my responsibility to understand exactly how my equipment works. The Board/test proctors are not responsible for erasing the exam from my equipment. I acknowledge that a representative of the Board will watch me erase the exam from my equipment.

Other than the flash drive(s) which the Board will provide for use during the examination, I am responsible for furnishing all equipment and supplies necessary for taking this examination, including all electronic equipment, necessary cables, extension cords, and foot pedals.

I will have 3-3/4 hours to complete the transcription of three segments, with 1-1/4 hour (75) minutes allowed for each section of the dictation exam.

If any of my equipment malfunctions, I am not allowed to use or borrow equipment from other test applicants. Any equipment malfunction is my responsibility and the test proctors will not assist me in correcting or repairing the malfunction. Said malfunction may result in me being disqualified. I will be allowed from 9:00 a.m. until 9:30 a.m. to correct any malfunction. If I cannot correct or resolve the problem within this time, I will leave the test room at 9:30 a.m.

TYPE OF ELECTRONIC EQUIPMENT I WILL BE USING:

Laptop computer: _____

Digital recorder: _____

Name of software: _____

Regular recorder: _____

Steno machine: _____

Name of CAT software: _____

Name (please print)

Signature

Date

INSTRUCTIONS FOR CCR EXAMINATION APPLICATION

- **CRIMINAL BACKGROUND CHECK:** The Board of Certified Court Reporter Examiners requires a **certified state** criminal background check on all applicants seeking certification. The background check must be dated within 12 months of the test date.

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 state** background check is completed and 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. Photocopy of your driver's license or state ID card
2. Arkansas residents must submit a certified background check from the Arkansas State Police
3. Out-of-state applicants must submit a certified background check from the state of residence from a governmental agency approved by the Board
4. Use of Electronic Equipment Statement and Agreement, with signature
5. Type of Electronic Equipment form
6. 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
Database Manager
625 Marshall Street
Little Rock, AR 72201