

**STATE OF ARKANSAS**  
**BOARD OF CERTIFIED COURT REPORTER EXAMINERS**  
**(BOCCRE)**  
**625 MARSHALL STREET**  
**LITTLE ROCK, ARKANSAS 72201**  
**501-425-5995**  
**[arboccre@arcourts.gov](mailto:arboccre@arcourts.gov)**  
**(Effective January 1, 2024)**

**APPLICATION FOR CERTIFICATION FOR COURT REPORTER IN ARKANSAS**  
**UNDER THE REGULATIONS OF THE BOARD OF COURT REPORTER EXAMINERS**  
**SECTION 26 (See below)**

A court reporter, who has successfully completed a national certification exam, received the accompanying certification, and remains in good standing with the national certification, may petition the Board for certification. As used in this Section, “national certification exam” means an exam given by the National Court Reporters Association and/or the National Verbatim Reporters Association. As used in this Section, “the accompanying certification” is limited to a registered professional reporter certificate (RPR) or a certified verbatim reporter certificate (CVR).

Applicants for this alternative certification must file a written application in the form prescribed by the Court, together with documentation establishing the successful completion of the national certification and an application fee as set forth in Section 3 of these Regulations, with the Clerk of the Supreme Court. Applicants and/or applications shall be screened by the Board based upon the criteria outlined in Section 5 of the Rule Providing for Certification of Court Reporters, and those deemed eligible for certification shall be promptly notified.

Prior to receiving the certification from the Board, the applicant must participate in an orientation session at a time and place set by the Board. Certification shall be issued solely in the method by which the applicant is nationally certified.

Upon receiving certification from the Board, the court reporter shall be subject to all applicable Rules and Regulations promulgated by the Board and/or the Supreme Court including but not limited to: Section 13 regarding continuing education requirements, Section 8 regarding payment of certification renewal fees, Section 19, Section 22, applicable records retention policies, and applicable transcript preparation regulations.

## **CHECKLIST AND INSTRUCTIONS FOR APPLICATION FOR CERTIFICATION UNDER REGULATION 26**

The Board of Certified Court Reporter Examiners requires a certified state criminal background check from all applicants seeking certification. That background check must be dated within 12 months of the exam 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:**

Out-of-state applicants must submit a certified background check from the state of residence from a governmental agency approved by the Board.

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

### **APPLICATION CHECKLIST:**

- ☐ Application (signed and notarized)
- ☐ Completed background check in compliance with above information
- ☐ Certification documentation
- ☐ Photocopy of your drivers license or state ID card
- ☐ Check or money order payable to BOCCRE, for application fee in the amount of \$75 for in-state applicants or \$150 for out-of-state applicants to:

Michelle Weise  
Supreme Court Licensing Director  
625 Marshall Street  
Little Rock, Arkansas 72201

## APPLICATION FOR CERTIFICATION UNDER REGULATION 26

PLEASE PRINT OR TYPE

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

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

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

Daytime phone 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 or have you reported 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

Attach supporting documentation.

### EMPLOYMENT HISTORY

For the previous 10 years list present and past employment, beginning with the most recent:

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### EDUCATION AND 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

### ELIGIBILITY REQUIREMENTS

I am:

- At least 18 years of age  
☐ Yes  
☐ No
- Of good moral character  
☐ Yes  
☐ No

If you have not responded "yes" to each of the foregoing statements, please explain:

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- ☐ I have: (please explain in detail below) **OR**  
☐ I have not:

- Been adjudicated or found guilty, or entered a plea of guilty to or nolo contendere to, any felony, or to any misdemeanor that reflects adversely on the applicant's honesty, trustworthiness, or fitness as a reporter in other respects, or to any crime, a necessary element of which, as determined by the statutory or common law definition of the crime, involves interference with the administration of justice, false swearing, misrepresentation, fraud, deceit, bribery, extortion, misappropriation, theft, or an attempt, conspiracy or solicitation of another to commit a felony.

Explanation of foregoing response:

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#### PERSONAL REFERENCES

(Name)	(Phone or Email)
(Name)	(Phone or Email)
(Name)	(Phone or Email)

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, or via Zoom presentation, at the discretion of the Board.

I swear/attest that the information contained in this application is true and factual to the best of my knowledge.

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

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

Applicant signature

Date

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

Notary Public

My Commission Expires:

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