

GENERAL INFORMATION - APPLICATION FOR CERTIFICATION EXAMINATION

The applicant may download the application for the certification examination by clicking on **Exam Application**.

It is important the applicant furnish complete and accurate information requested in the application.. A section of the application refers to a document entitled, Use of Electronic Equipment Statement and Agreement. This document must be signed and submitted with the application if the applicant plans to use electronic equipment during the examination..

The application, fee, and electronic agreement, if applicable, should be mailed to Ms. Renee Herndon, Office of the Supreme Court Clerk, 625 Marshall Street, Little Rock, AR 72201.

The Regulations of the Board of Certified Court Reporter Examiners provide:

"Section 4. Applicants, other than those certified without examination pursuant to Section 6, shall file not later than 30 days prior to the next examination date, a written application in the form prescribed by the Court, together with an application fee of \$50.00, with the Clerk of the Supreme Court. Said application fee shall not be refunded in the event the applicant decides not to take the examination or fails the examination. Said application shall state by which method the applicant will test, and certification will be issued solely in that method if the applicant successfully passes the examination. (Amended July 1, 1991).

"Section 5. Applicants and/or applications shall be screened by the Board, and those deemed eligible to take the examination will be advised of the time and place the tests will be conducted. (Amended July 1, 1991). Any applicant whose application is denied shall be promptly notified of the action of the Board and the application fee shall be refunded.

"Section 6. Applicants for certification, deemed eligible by the Board, shall receive certification upon submitting the application, paying the application fee, and successfully passing the certification examination. Certification shall be issued solely in the method by which the applicant successfully tested. (Amended July 1, 1991).

"Section 14. The tests shall be as follows:

"a. A written knowledge test consisting of spelling, vocabulary, punctuation, general knowledge, and rules governing preparation of transcripts (Rules of the Supreme Court

and Court of Appeals 3-1, 3-2, 3-3, and 3-4) with a minimum of 75% accuracy.

"b. (1) Five minutes of one-voice dictation of literacy at 180 words per minute.

"(2) Five minutes of one-voice dictation of jury charge at 200 words per minute.

"(3) Five minutes of one-voice dictation [see Publisher's Notes below] of Q & A at 225 words per minute.

"c. Applicants shall be required to transcribe each dictation test with 95% accuracy. (Amended February 24, 1986; amended January 29, 2004.)

"d. If an applicant shall pass one or more parts of the test but fail one or more parts, the applicant will not be required to take the part or parts passed at the next successive examination given, but only the part or parts failed. If the applicant does not pass the previously failed part or parts at the next successive examination, the applicant shall be required to retake the entire examination. (Amended February 24, 1986; amended October 30, 2003; amended January 29, 2004.)