COURT REPORTERS BOARD OF CALIFORNIA

2535 CAPITOL OAKS DRIVE, SUITE 230, SACRAMENTO, CA 95833 / PHONE: (916) 263-3660 / TOLL FREE: (877) 327-5272 / FAX: (916) 263-3664 / COURTREPORTERSBOARD.CA.GOV

CHECKLIST FOR THE APPLICATION FOR RE-EXAMINATION AS A CERTIFIED SHORTHAND REPORTER

- ☐ **Application** (Completed)
  - ☐ All questions answered
  - ☐ Application dated and signed
- ☐ **Application Filing Fee** – $40 Enclosed*
  (You are required to pay the $40 application fee one time per three-year cycle.)
- ☐ **Examination Fee** – $25 per each exam Enclosed*
  - ☐ $25 – Dictation
  - ☐ $25 – English
  - ☐ $25 – Professional Practice

(Submit exam fees for only the exams you want to take in the current cycle. Current cycle dates for English and Professional Practice are: July-October, November-February, March-June.)

- ☐ 2 passport photographs enclosed (2 X 2 in size) – taken within 60 days of application
- ☐ Signed guidelines for using computer-aided technology (CAT, computers, laptops)
- ☐ Signed guidelines for using paperless writer (ONLY if using a paperless writer)
- ☐ Application postmarked 30 days prior to dictation examination (if applicable)
- ☐ Send application via certified mail (OPTIONAL)

Submit ONE check or money order for all fees related to this application made payable to the Court Reporters Board. DO NOT SEND CASH. (A $25 charge will be imposed for returned checks.)

SPECIAL NOTE: If you qualify to sit for the dictation exam, you will receive a Final Notice stating your test time approximately two weeks before the dictation exam. If for any reason your application is incomplete/not accepted, you will be notified with a Rejection of Application Letter.

If you do not have access to the Internet and/or printer, you may call the Board office at (877) 327-5272 or e-mail Kim.Kale@dca.ca.gov to request a re-examination application packet.

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*Attach **(do not staple)** color photo of applicant here, taken within 60 days of filing this application.*

APPLICATION FOR RE-EXAMINATION AS A CERTIFIED SHORTHAND REPORTER

Cashiering Use Only:	Receipt #	Amount Rec'd $ ☐ Dict ☐ Eng ☐ PP	Postmark Date

(PLEASE TYPE OR PRINT)

FULL NAME	Last	First	Middle
Have you ever used any other name?	☐ No	☐ Yes *(If yes, what was the name?)*	
Mailing Address			Phone *(optional)*
City	State	Zip Code	Alternate Phone *(optional)*
E-mail Address *(optional)*	Date of Birth *(MM/DD/YYYY)*	SSN or ITIN	

Have you previously **applied** for the California CSR examination?	☐ Yes	☐ No
*If yes, date last **applied**?*		

Have you received a passing grade on the California CSR test in:	English ☐ Yes ☐ No	Professional Practice ☐ Yes ☐ No	Dictation/Transcription ☐ Yes ☐ No
	Date	Date	Date
Date last **examined**			

Have you ever been licensed as a shorthand reporter in this or any other state?			☐ Yes	☐ No
If yes, what state(s)?	*License #*	*Issue Date*		
Have you ever been licensed as a shorthand reporter under a different name?			☐ Yes	☐ No
If yes, what name?				

Please attach additional paperwork if necessary.

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Have you ever been disciplined by **ANY** licensing entity in this or any other state? *If answer is YES, what licensing entity, in what state/date?*	☐ Yes	☐ No
Have you ever been convicted of or pled guilty or nolo contender to ANY criminal or civil offense in the United States, its territories or a foreign country? **This includes every citation, infraction, misdemeanor and/or felony (excluding traffic violations). Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years or older should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed except for juvenile court adjudications and criminal charges dismissed under section 1000.3 of the California Penal Code or equivalent non-California laws.**	☐ Yes	☐ No
*If answer is YES, please provide ALL (**unless previously provided to the board**) the following certified documents for each offense:* 1. Court order showing final disposition, sanctions, and sentence imposed. 2. Court documents showing all sanctions and sentences have been satisfied. 3. A letter from you signed "under penalty of the laws of the State of California" indicating a) the circumstances which led to each conviction, b) the specific terms of sentencing for each, and c) the current status of each term of each sentencing order. **Proof of Dismissal:** If you have obtained a dismissal of your conviction(s) pursuant to Penal Code sections 1203.4, 1203.4a, or 1203.41, please submit a certified copy of the court order dismissing the conviction(s) with your application. **IMPORTANT:** Falsification may result in the denial of your application.	☐ Yes	☐ No

I HEREBY CERTIFY under penalty of perjury under the laws of the State of California that the foregoing application and attached documents are true and correct, under the terms of the Certified Shorthand Reporters Law, with full knowledge of the fact that FRAUD OR MISREPRESENTATION ARE GROUNDS FOR DENIAL, OR SUBSEQUENT REVOCATION, OF A CERTIFICATE.

_____ Date

_____ Signature of Applicant

IMPORTANT: Fee (check or money order) and any necessary documents must accompany your application.

RETURN TO: Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833

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NOTICE ON COLLECTION OF PERSONAL INFORMATION

COLLECTION AND USE OF PERSONAL INFORMATION

The Court Reporters Board of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code, Chapter 13, Article 3 and the Information Practices Act. The Court Reporters Board uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

MANDATORY SUBMISSION

Submission of the requested information is mandatory. The Court Reporters Board cannot consider your application for licensure or renewal unless you provide all of the requested information.

ACCESS TO PERSONAL INFORMATION

You may review the records maintained by the Court Reporters Board that contain your personal information as permitted by the Information Practices Act. See below for contact information.

POSSIBLE DISCLOSURE OF PERSONAL INFORMATION

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 6250 and following) as allowed by the Information Practices Act (Civil Code section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena or a search warrant.

CONTACT INFORMATION

For questions about this notice or access to your records, you may contact Kim Kale, Court Reporters Board, at 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833, by phone at (877) 327-5272 or e-mail Kim.Kale@dca.ca.gov. For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210 or by e-mail at dca@dca.ca.gov.

SOCIAL SECURITY NUMBER DISCLOSURE

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a $100 penalty against you.

NOTICE: Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.