



## COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833  
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### RE-EXAMINATION APPLICATION CHECKLIST

- Application (Completed)
  - All questions answered
  - Application signed
  - Application dated
  
- Application Fee - \$40.00 Enclosed\*  
*(If you have paid the \$40.00 application fee on, or after, March 1, 2012, you will not be required to pay the fee for three years from the date of receipt of payment.)*
  
- Examination Fee - \$25.00 **per each exam** Enclosed\*
  - \$25.00 - Dictation
  - \$25.00 - English
  - \$25.00 - 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)
  
- Signed Guidelines for using Computer-Aided Technology (CAT, computers, laptops)
  
- Signed Guidelines for using Paperless Writer (ONLY if using a paperless writer)
  
- Send Application Certified Mail (OPTIONAL)

***\*Submit ONE check or money order for all fees related to this application.***

**SPECIAL NOTE:** If you qualify to sit for the dictation exam, you will receive a Final Notice stating your test time approximately two (2) 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 email [Kim.Kale@dca.ca.gov](mailto:Kim.Kale@dca.ca.gov), to request a re-exam application packet.