



COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
Phone (916) 263-3660 / Toll Free: 1-877-327-5272
Fax (916) 263-3664 / www.courtreportersboard.ca.gov



APPLICATION FOR TEMPORARY LICENSURE FOR CSR LICENSE (MILITARY SPOUSES/PARTNERS)

Business & Professions Code (BPC) sections 115.6, 135, 8007, 8020 and 8023, and California Code of Regulations, Title 16, Division 11 section 2420(a).

NOTICE

A temporary license issued by the Court Reporters Board of California (CRBC) is nonrenewable and shall expire 12 months after issuance, upon issuance or denial of a standard license, upon issuance or denial of a license by endorsement, or upon issuance or denial of an expedited license pursuant to BPC section 115.5.

Definitions: For the purposes of this application, the following definitions shall apply:

- (1) "Disciplined" means that the applicant's license was placed on probation, revoked, suspended, reproved, censured, reprimanded, restricted, limited, or conditioned.
- (2) "Jurisdiction" shall mean a California or another state's licensing board or agency, any agency of the federal government, or another country.
- (3) "Disciplinary proceeding" shall mean any proceeding or investigation under the authority of the licensing jurisdiction pursuant to which a licensee may be disciplined.

<u>PERSONAL INFORMATION (REQUIRED)</u>		<u>Date:</u>	
<u>1. Name: Last</u>	<u>First</u>	<u>Middle</u>	<u>Suffix</u>
<u>2. Other Names/Aliases</u>		<u>3. License Application Method</u> <input type="checkbox"/> Steno Machine <input type="checkbox"/> Voice Writer	
<u>4. Social Security or Individual Taxpayer Identification Number</u>		<u>5. Birthdate (MM/DD/YYYY)</u>	
<u>6. Mailing Address</u>			
<u>Number and Street (including apartment number, if applicable)</u>			
<u>City</u>	<u>State</u>	<u>Zip Code</u>	
<u>7. Email Address(es), if any</u>			
<u>8. Telephone Numbers</u>			
<u>Home</u>	<u>Mobile</u>	<u>Work</u>	

**U.S. MILITARY REQUIREMENT
(FOR SPOUSES/DOMESTIC PARTNERS OF U.S. MILITARY MEMBERS)**

<p>9. Are you married to, or in a domestic partnership or other legal union, with an <u>active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders?</u></p> <p><u>*If YES, please provide with this application the following documentation required to process your request for a temporary license. Failure to do so shall result in the application being deemed incomplete and the application will not be processed:</u></p> <ul style="list-style-type: none"> • <u>Certificate of marriage or certified declaration/registration of domestic partnership filed with the California Secretary of State or other documentary evidence of legal union with an active duty member of the Armed Forces.</u> • <u>A copy of the military orders establishing the applicant's spouse's or partner's duty station in California.</u> 	<u>*YES</u> <input type="checkbox"/>	<u>NO</u> <input type="checkbox"/>
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PROFESSIONAL LICENSE OR CERTIFICATION HISTORY

<p>10. Do you hold a current, active, and unrestricted license to practice as a CSR in another state, district, or territory of the United States?</p> <p><u>*If YES, please submit the following with this application to the CRBC:</u></p> <ul style="list-style-type: none"> • <u>A copy of the applicant's current license to practice as a CSR in another state, district, or territory of the United States, including the number issued to the applicant by the original licensing jurisdiction, and relevant law(s) and regulation(s) under which the license was issued.</u> • <u>Written verification from the applicant's original licensing jurisdiction that the applicant's license is in good standing in that jurisdiction. The verification shall include all of the following:</u> <ul style="list-style-type: none"> ○ <u>The full legal name of the applicant and any other name(s) the applicant has used or has been known by.</u> ○ <u>The license number issued to the applicant by the original licensing jurisdiction.</u> ○ <u>The name and location of the licensing agency.</u> ○ <u>The issuance and expiration date of the license.</u> ○ <u>Information showing that the applicant's license is currently in good standing. For the purposes of this section, "good standing" shall mean:</u> <ul style="list-style-type: none"> ▪ <u>The applicant has not been disciplined.</u> ▪ <u>The applicant is not the subject of an unresolved complaint or review procedure.</u> ▪ <u>The applicant is not the subject of any unresolved disciplinary proceeding.</u> 	<u>*YES</u> <input type="checkbox"/>	<u>NO</u> <input type="checkbox"/>
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APPLICANT'S BACKGROUND AND HISTORY

*With the exception of acts that would have constituted grounds for denial, suspension or revocation due to criminal history (BPC sections 480, 490), if you answer YES to any of the questions in this section, you must attach a written narrative that includes the incident date, location, and outcome. If disciplined by another regulatory body, ALL certified documents must be attached with a letter of explanation. Include any disciplinary actions by another state licensing board (in or outside of California), any agency of the federal government (U.S.), the U.S. Military or another country. Pursuant to Section 480 of the Business and Professions Code, the CRBC is not authorized to require an applicant to disclose any information or documentation regarding the applicant's criminal history

<u>11. Have you ever committed an act or acts in any jurisdiction that would have constituted grounds for denial, suspension, or revocation of the license pursuant to Sections 141, 480, or 490 of the California Business and Professions Code (BPC), or Penal Code section 1192.7, or 290, subdivision (d)(2) or (3)?</u>	<u>*YES</u> <input type="checkbox"/>	<u>NO</u> <input type="checkbox"/>
<u>12. Have you ever been disciplined by a licensing entity in another jurisdiction?</u>	<u>*YES</u> <input type="checkbox"/>	<u>NO</u> <input type="checkbox"/>
<u>13. Are you the subject of an unresolved complaint, review procedure, or disciplinary proceeding conducted by a licensing entity in another jurisdiction?</u>	<u>*YES</u> <input type="checkbox"/>	<u>NO</u> <input type="checkbox"/>

<u>Type of Licensure</u>	<u>State or Country</u>	<u>License Number</u>	<u>Dates of Licensure</u>		<u>Current Status of License (active, inactive, suspended, revoked, probation, other.)</u>
			<u>FROM</u>	<u>TO</u>	

California Dictation/Skills, English and Professional Practice written exams administered by the CRBC:

Prior to issuance of a license, an applicant for licensure as a Certified Shorthand Reporter (CSR) must successfully take and complete the skills exam and two written examinations (Cal. Code Regs., tit. 16, § 2420(a).)

- Once the Board verifies your application is complete, the Board will send you an approval letter via email with details to schedule your exam with the exam providers: PSI and RTC.

<u>14. In order for the CRBC to assist you with scheduling this examination, please answer the following:</u> <u>Do you have a disability as defined in Civil Code section 51 or condition that requires reasonable accommodations for testing?</u> <u>*If YES, please provide documentation of disability in an original letter on letterhead from a health care provider, which includes the date(s), nature of the disability, any testing accommodations requested, and the health care provider's signature.</u>	<u>*YES</u> <input type="checkbox"/>	<u>NO</u> <input type="checkbox"/>
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[illegible]

APPLICATION CERTIFICATION

I hereby certify that I meets all the requirements for the temporary license, and that the information submitted in this application is accurate, to the best of my knowledge.

NOTICE: FALSIFICATION OR MISREPRESENTATION OF ANY ITEM OR RESPONSE ON THIS APPLICATION OR ANY ATTACHMENT HERETO IS GROUNDS FOR DENYING THE APPLICATION. IN ADDITION, ANY TEMPORARY LICENSE ISSUED AFTER THE APPLICATION IS PROCESSED WILL BE IMMEDIATELY TERMINATED UPON A FINDING THAT THE LICENSE HOLDER PROVIDED SUBSTANTIVELY INACCURATE INFORMATION THAT WOULD AFFECT THE PERSON'S ELIGIBILITY FOR TEMPORARY LICENSURE (BPC SECTION 115.6).

NOTICE: FALSIFICATION OR MISREPRESENTATION OF ANY ITEM OR RESPONSE ON THIS APPLICATION OR ANY ATTACHMENT HERETO IS GROUNDS FOR DENYING THE APPLICATION. IN ADDITION, ANY TEMPORARY LICENSE ISSUED AFTER THE APPLICATION IS PROCESSED WILL BE IMMEDIATELY TERMINATED UPON A FINDING THAT THE LICENSE HOLDER PROVIDED SUBSTANTIVELY INACCURATE INFORMATION THAT WOULD AFFECT THE PERSON'S ELIGIBILITY FOR TEMPORARY LICENSURE (BPC SECTION 115.6).

DATE: _____

NOTICES

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 of California uses this information principally to identify and evaluate applicants for temporary licensure and enforce licensing standards set by law and regulation.

MANDATORY SUBMISSION

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

ACCESS TO PERSONAL INFORMATION

You may review the records maintained by the Court Reporters Board of California 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.

MANDATORY DISCLOSURE OF SOCIAL SECURITY NUMBERS

Disclosure of your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is mandatory. Sections 30 and 31 of the Business and Professions Code authorize collection of your SSN or ITIN, which will be used exclusively for tax enforcement purposes, for investigation of tax evasion and violations of cash-pay reporting laws as set forth in Section 329 of the Unemployment Insurance Code, for purposes of compliance with any judgement or order for family support in accordance with Section 17520 of the Family Code, for measurement of employment outcomes of students who participate in career technical education programs offered by the California Community Colleges, or for verification of license or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, your application for initial licensure will not be processed AND you may be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

STATE TAX OBLIGATION NOTICE

The California State Board of Equalization (BOE) and the California Franchise Tax Board (FTB) may share taxpayer information with the Board. You are required to pay your state tax obligation and your license may be suspended, or your application denied if the state tax obligation is not paid and your name appears on either the BOE or FTB certified list of top 500 tax delinquencies (Sections 31 and 494.5 of the California Business and Professions Code)

CONTACT INFORMATION

For questions about this notice or access to your records, you may contact:
Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
(877) 327-5272