

CVR. CVR-S, CM, CM-S
CERTIFICATION
RULES, POLICIES, AND PROCEDURES

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NATIONAL VERBATIM REPORTERS ASSOCIATION®
CVR, CVR-S, CM AND CM-S CERTIFICATION
RULES, POLICIES, AND PROCEDURES

This manual has been developed to provide current and prospective NVRA members thorough and complete information regarding NVRA's certification testing rules, policies, and procedures. Should you have additional questions, please direct your inquiries to NVRA Customer Service at nvra@nvra.org. This manual will be updated periodically.

NVRA's certification examinations meet the Standards for Educational and Psychological Testing (1999) and have been approved by a registered psychometrician. Further information can be found on our Web site at www.NVRA.org.

CVR, CVR-S, CM, CM-S CERTIFICATION

CRITERIA FOR CVR, CVR-S, CM and CM-S CERTIFICATIONS

- The test for Certified Verbatim Reporter (CVR®) and Certified Verbatim Reporter - Stenotype (CVR-S) is comprised of the following five-minute sections. Each must be passed with 95% accuracy:

    - 180 wpm literary with 45 errors allowed
    - 200 wpm jury charge with 50 errors allowed
    - 225 wpm two-voice question-and-answer with 56 errors allowed

In addition, the Written Knowledge Test must be passed with a minimum score of 70.

- The test for the Certificate of Merit (CM®) and Certificate of Merit - Stenotype (CM-S) is comprised of the following five-minute sections. Each must be passed with 95% accuracy:

    - 200 wpm literary with 50 errors allowed
    - 240 wpm jury charge with 60 errors allowed
    - 260 wpm two-voice question-and-answer with 65 errors allowed

REQUIREMENTS TO TEST

- You must hold a CVR, CVR-M, or CVR-S to test for the CM or CM-S.

- You must have a high school diploma or equivalency.

- Both members and non-members may test for NVRA certification. If you are a Student, General, Military, or Honorary member of NVRA in good standing, please indicate your membership status on the registration form. NVRA's membership year runs for one year from the date your membership is processed.

- If you are not currently a member and you choose to join prior to testing, you may complete and submit the NVRA membership application contained in the test registration packet or join online at www.NVRA.org. Dues are to be paid in U.S. funds.

- If you wish to test as a non-member, please indicate same on the registration form and submit testing fees according to the non-member fee schedule.

- Upon passage of all parts of the certification process and before being granted a certificate, a Student must upgrade to General membership with the Association and a non-member must join the Association as a General Member.

TEST FEES

	Member	Non-Member
CVR, CVR-S Dictation Skills Test	$185	$235
CM, CM-S Dictation Skills Test	$185	$235
Written Knowledge Test	$160	$210
Online Written Knowledge Retest	$200	$250
Test Readiness Session	$125	$175

TEST REGISTRATION

You must register for the CVR/CVR-S/CM/CM-S Dictation Skills Test and the Written Knowledge Test online at www.NVRA.org.

- Please refer to the testing section at www.NVRA.org for applicable deadlines. You may still register after the deadline date, if space is available. A $50 late registration fee will be assessed. Absolutely no registrations will be accepted later than close of business on the Tuesday immediately prior to the test weekend. Space may be limited.

- After registration and payment are received and processed, a registration confirmation letter will be e-mailed to you. This confirmation letter must be presented, along with photo identification, for admission to the certification test. Please call NVRA, 317-300-4090, or e-mail nvra@nvra.org after the registration deadline if you have not received your Registration Confirmation Letter, Test Checklist, Acknowledgment Form, and Examination Security Form.

POLICIES

In order to protect the integrity and environment of NVRA certification testing, no advertising, or vendor, service provider, or employer solicitation is allowed at testing locations. If you are approached in this manner, please notify the test administrator immediately.

ADMINISTRATION

The Credentialing Chair, Sub-committee Chairs, and Test Administrators must be General, Retired, or Honorary Members in good standing and hold a CVR-CM or both a CVR and an RVR.

Examination Proctors must be General, Retired, or Honorary Members in good standing and hold CVR certification.

All credentialing chairs and committee members are court reporters with jobs, families, and multiple obligations. They offer their time and skill on a volunteer basis. While expenses incurred to administer certification tests are reimbursed, these volunteers receive no compensation.

APPEALS

NVRA provides a formal appeal process to ensure fairness, accuracy, and consistency in the grading and administration of all credentialing examinations. This policy establishes the only authorized method for candidates to request a review of an examination result or testing experience.

The appeal process is intended to address procedural or technical concerns, not differences of opinion regarding exam performance.

Grounds for Appeal

Appeals will be considered only under the following circumstances:

1. Suspected Clerical or Grading Error
    a. Miscalculation of score
    b. Incorrect data entry
    c. Missing or misapplied scoring components
2. Testing Administration Irregularity
    a. Proctor misconduct or failure to follow protocol
    b. Disruptions that materially affected the testing environment
3. Verified Technical Malfunction
    a. NVRA or hotel system outages or recording failures that prevented fair completion of the exam

Appeals will NOT be considered under the following circumstances

1. Disagreement with exam content or difficulty
2. Personal belief that performance deserved a higher score
3. Dissatisfaction with testing format or timing when no irregularity occurred

4. Failure to follow exam instructions or requirements:
5. Technical failures of personal reporting equipment.

Submission Deadline

All appeals must be submitted within fourteen (14) calendar days of the official score results date. Appeals submitted after the deadline will not be reviewed.

Submission Format

All appeals must be in writing and be submitted to credentialing@nvra.org on the proper form. The Inquiry/Appeal Form can be found on page 31 of this manual.

Appeals must include

1. The candidate's name, ID number, exam date, and exam location
2. Detailed description of the issue
3. Supporting documentation, if applicable

Confidentiality and Non-Disclosure During Appeal Process

In order to preserve the integrity of NVRA examinations and the fairness of the appeals process, candidates may not publicly or privately discuss, share, distribute, or post any information regarding

1. Examination content
2. Examination experience
3. Examination scoring
4. The appeal or appeal process

This prohibition applies to ALL communication platforms, including but not limited to the following:

1. Public platforms
    a. Facebook, Instagram, TikTok, X(Twitter), Threads
    b. LinkedIn
    c. YouTube
    d. Blogs, podcasts, livestreams
    e. Public forums or message boards
2. Private or restricted platforms
    a. Private Facebook groups
    b. Group chats

Sharing information in any format (written, audio, video, screenshots, paraphrasing, or summaries) is considered a violation.

Violation Consequences

1. Immediate denial of the appeal
2. Voiding of examination results
3. Disciplinary review by NVRA Ethics Committee
4. Suspension or revocation of eligibility for future testing

Each candidate is permitted one (1) appeal per examination attempt

Appeal decisions are final and not subject to further review.

BACKUP RECORDING

Testers may create a backup recording of their voice only through use of a hand-held recorder to which they have attached their mask. No other backups, such as Audacity or the like, are allowed. Testers found to have alternative backups to their CAT software and/or hand-held device will be disqualified.

CRITIQUES

In an effort to assist candidates in successfully completing future tests, the Test Administration Committee is willing to prepare a critique the Dictation Skills Test errors and advise you of the specific types of errors you made. The cost of a critique is $25 per segment, and you may choose which segments you want reviewed.

If you wish to take advantage of this assistance, please return the form attached to your Results Letter with valid payment to Member Services. You MUST include your test ID number and test location when making your request.

DISQUALIFICATION

Reasons for disqualification include but are not limited to:

- Outside microphones, room recordings of any kind, and open or concealed recording devices that record anything other than the participant's voice will NOT be tolerated and are grounds for immediate disqualification and/or grounds for dismissal from NVRA membership and further testing.

- Test transcripts or other items in the test envelope that contain participant's name will result in disqualification of entire test

- Transcripts not supported by participant's voice audio/steno notes will be disqualified

- Accessing the Internet during any portion of the examination will result in disqualification of entire test

- Accessing cell phones or smart watches at any time between entering the test room prior to set up, including during breaks, and final departure from the test room following deletion will result in disqualification of entire test

- Cell phones and other electronic equipment not completely turned off will result in disqualification of entire test

- Unauthorized departure from the test room will result in disqualification of entire test

- Departure from the test area and authorized rest room will result in disqualification

- Conduct not conforming to NVRA Code of Ethics will result in disqualification of entire test

- Persons not set up and ready to test when doors close will be required to leave the test room and will be disqualified from the test event

- Failure to pass the audibility test (for voice writers) will result in the disqualification of the segment and may result in further disqualification

- Violation of the no-talking rule following one warning will result in disqualification. The no-talking rule applies during breaks and final deletions as well. Interacting with family, friends, or other non-testers during breaks is not allowed and will result in disqualification without a warning.

- Signaling or talking to the test administrator during the audio portion of the examination may result in disqualification of entire test

- Transcripts not comporting with the formatting guidelines as set out in this policy manual and on the Test Checklist, including margins, spacing, font, headers, and page numbering and improperly named test transcript files may result in disqualification of the segment

EXAMINATION AQCCOMMODATIONS

NVRA provides reasonable accommodations for candidates with documented disabilities while maintaining the essential skills, performance requirements, and integrity of its certification examinations.

EXPIRATION OF SCORES

- You may attend as many certification tests as necessary to achieve CVR, CVR-S, CM, or CM-S certification; however, you must maintain continuous membership in NVRA in order to carry forward test scores. If your NVRA membership lapses, your test scores are not maintained. If you test as a non-member, your test scores are only maintained for one year from the first test attempt.

- A passing score on any segment of the Dictation Skills Test will not expire provided continuous NVRA membership is maintained.

- A passing score of at least 70 on the Written Knowledge Test is valid for a period of three years provided continuous NVRA membership is maintained. For example, if you held a passing score on the Written Knowledge Test as of August 15, 2018, that score expires on August 14, 2021. If testing subsequent to the expiration date, you must retake the Written Knowledge Test in order to achieve the CVR/CVR-S.

FORMATTING

- A separate flash drive is required for the transcript of each test segment submitted. Complete audio/steno notes are required to support the transcript of each test segment submitted. The audio/steno notes may be submitted as one file or as one file per

segment. Audio/steno note file(s) may be saved to any one of your flash drives. Please clearly indicate which file(s) are contained on each flash drive. Your six-digit test identification number MUST appear on all materials submitted to the registrar.

- You must format and produce your test transcript(s) according to the following specifications:

  - The top, bottom, right and left margins must be set at one inch.
  - The font must be either Courier New (preferred) or Times New Roman, point size 12. Transcripts submitted that do not adhere to these rules may be disqualified.
  - All text must be double-spaced and must not be typed in all caps.
  - Documents that are single-spaced or that are typed in all caps will not be graded.

NOTE: ***It is preferred that you not*** *include line numbers, time stamps, or text boxes in your transcripts..*

- A one-line header is required on every page. The header must contain the test location, your six-digit test identification number, the name of the test, the words per minute, and the type of test.

For example, if the test is in Raleigh, North Carolina, and your test identification number is 04-1234, and you are turning in the Literary for your CVR®, the header would be written as follows: "NC 04-1234 CVR 180 LIT." Use the following abbreviations: LIT for literary, JC for Jury Charge, and QA for the two-voice question-and-answer. Use the standard state abbreviation of the test site.

- Page numbers must be inserted in a footer at the bottom right-hand corner of each page.

- You must name each of your test transcript files before downloading. The file name should be the same as your header. (See above example.) You must name your file(s) with the location and your test identification number. Improperly naming your files may be cause for disqualification.

GRADING

- The CVR, CVR-S, CM and CM-S tests are developed using the spelling and rules of punctuation found in *Merriam-Webster's Collegiate Dictionary*, *12th Edition* and *The Gregg Reference Manual*.

- The Test Grading Committee will stop grading a test segment once 15 errors above the maximum allowed errors have been identified. This practice is followed in order to expedite the grading process.

- Pass/fail of all portions of the Dictation Skills Test and the Written Knowledge Test for the CVR, CVR-S, CM, and CM-S are based upon exact benchmarks. There is no option for allowing passage for "close" scores. Please do not file an appeal to have a failing score accepted.

REGISTRATION CANCELLATION, TRANSFER, and REFUND

REGISTRATION COMMITMENT

- Registration for an NVRA examination constitutes a binding commitment to test on the scheduled date. Examination fees are non-refundable except as specifically outlined below.

CANCELLATION

- Cancellations Six (6) or More Days Prior

  Candidates who cancel six (6) or more business days before the exam may choose one of the following:
  - Refund of exam fees minus a $50 administration fee, OR
  - Transfer of fees to a future exam date without fee
- Cancellation Fewer Than Six (6) Business Days Prior

  If cancellation occurs fewer than six (6) business days before the exam the following apply:
  - No refunds will be issued
  - A voucher for a future test will be issued
    - Vouchers are non-transferable
    - Vouchers have no cash value
    - Vouchers must be accompanied by a $50 administration fee when redeemed
    - Vouchers must be used within the timeframe specified by NVRA
- If cancellation is NOT received prior to the day of the test event, all funds for the event will be forfeited by the individual and a voucher will not be issued.

TRANSFER

- Transfer of fees to a future exam date without fee may only occur one time.
- Additional transfers will require a $50 administration fee upon making the transfer.

NO-SHOW POLICY

- Failure to appear for a scheduled examination without prior notice will result in
  - Forfeiture of all exam fees
  - No refund or voucher issued

REFUND POLICY

- Refunds will be made through the method of payment within 5 business days of request.
- Refunds are not transferable to other services.
- Do not cancel or dispute the charge with credit card issuer. NVRA will protest that action and the charge will be reprocessed by the card issuer, plus a $50 fee.

Please see complete policy per the Financial Policies and Procedures Manual on page 33.

EMERGENCY EXCEPTION

- Documented evidence of emergencies may be submitted for review, including:
    - Medical emergencies
    - Family emergencies
    - Natural disasters or severe travel disruptions
    - Approval is not guaranteed. All decisions are final

NVRA TEST CANCELLATION

- If NVRA cancels a scheduled examination, candidates will receive:
    - **A full refund, OR**
    - Transfer to a future testing date with no fee

REGISTRATION DEADLINE

- Scheduled examinations have capacity limits
- Registration closes ten (10) calendar days prior to the scheduled test date
- Depending on capacity limitations, late registrations may be accepted. In no case will registrations be accepted after close of business on Tuesday of the week immediately prior to the test weekend. Late registrations must be accompanied by a $50 late registration fee.
- Examinations may be capped based on:
    - Venue capacity
    - Proctor availability
    - Technical platform limitations
    - Quality control and security requirements

WAITLIST POLICY

- When capacity is reached:
    - A waitlist will be started, listing prospective testers in the order requests are received
    - Candidates will be contacted if space becomes available
    - Placement is not guaranteed
    - Payment must be completed promptly when a spot is offered
- Failure to complete payment within the specified timeframe may result in forfeiture of the offered spot
- The waitlist will only be utilized until the Monday prior to the test weekend, regardless of test capacity.

NVRA DISCRETION

- NVRA reserves the right to:
    - Limit or close registration at any time
    - Manage and prioritize waitlist
    - Decline late registrations
    - Modify testing logistics as necessary to preserve exam integrity

- All decisions are final

REMOTE TESTING

The CVR and CM Dictation Skills Test is only offered in person. It is not available as a remote test.

The Written Knowledge Test is available remotely to those testers who have taken the Written Knowledge Test in person at least once.

ROOM RECORDINGS

Absolutely no room recordings of any kind, on any device, are permitted. The creation of any room recording will be cause for disqualification whether utilized in the transcription process of not. This includes recordings made by additional software such as Audacity or any other recording program.

SCORE REPORTING

Results letters are sent to everyone registered for the test event at the same time. No early results are available.

Scores will be reported via email to each test candidate within four to six weeks. While results are often available sooner, that is not guaranteed. Again, graders are working reporters who volunteer their time. Test transcripts are processed as quickly as possible.

Please do not call customer service to ask when scores will be available.

TECHNICAL ISSUES

An intrinsic part of the certification test is the requirement that testers be familiar with their equipment and be able to function independently. Test Administrators and Proctors are not allowed to assist testers in any way with technical Issues. They may not assist with troubleshooting. They may not assist with instructions on procedures for dictation or downloading. Testers should not ask for this assistance.

PROCEDURES

Optional Test Readiness Session

- All candidates may attend an optional Test Readiness Session prior to testing.

- The date and time of the Test Readiness Session will be shown on the online registration form. The session is generally held from 8:30 a.m. to 12:00 Noon on Saturday of the test weekend with the exception of convention testing. Consult the hotel desk for the room assignment.

- Items required for the Test Readiness Session:

    - Confirmation Letter and photo ID. Please print a copy of the Confirmation Letter
    - Dictation Skills Test voicewriting/stenotype equipment
    - Flash drive for practice purposes that candidate will retain

- The Test Readiness Session includes discussion and practice of the following subjects: taking down the record, audibility (for voicewriters), transcription, Dictation Skills Test schedule, policies and procedures, grading, review of downloading techniques and Written Knowledge Test questions/concerns. The session uses practice dictation from a variety of sources, including retired tests.

(NOTE: The Test Readiness Session is NOT required for passage of the Dictation Skills Test and/or Written Knowledge Test nor designed to guarantee passage of the Dictation Skills Test or Written Knowledge Test.)

DICTATION SKILLS TEST

WHAT TO BRING

- **REQUIRED** items for the Skills Test:

    - NVRA registration confirmation letter and photo ID. Please print a copy of the letter.
    - Completed Acknowledgment Form and Examination Security Form
    - Blank Test Checklist (to be completed during transcription and submitted with final segment)
    - All equipment needed for dictation/stenography
    - Transcription equipment (e.g. computer, transcriber, foot pedal, headphones, etc.)
    - Adapter(s) to disable live microphone on laptop or digital recorder
    - One flash drive for each segment to be turned in. NVRA will have flash drives available for purchase at test sites
    - Marker appropriate for writing on flash drives

- **SUGGESTED** items to bring for the Skills Test:

    - *Merriam-Webster's Collegiate Dictionary*, *12th Edition, or the latest edition available*
    - *The Gregg Reference Manual*

GENERAL INFORMATION

- By signing in on test day for any NVRA-administered test, you acknowledge that you understand and agree to abide by the rules, policies, and procedures contained in this manual. Failure to follow these or any NVRA rules, policies, and procedures may result in disqualification and in being barred from participating in NVRA-administered tests for one year, or permanently, depending on the nature of the violation.

- The date and time of the CVR, CVR-S, CM, and CM-S Dictation Skills Test will be shown on the online information packet. Under normal circumstances, these examinations will be held on Sunday, beginning promptly at 8:45 a.m., with doors closing at 8:30 a.m. **Doors will open at 8:15 a.m.** Consult the hotel desk for the room assignment.

- You may attend as many certification tests as necessary to achieve CVR, CVR-S, CM, or CM-S certification. A passing grade on an individual segment will be retained provided your NVRA membership does not lapse.

- You are not required to bring a copy of this manual to the test, but you may if you wish. The test administrator will have a copy available on site for your use.

- Information contained in this manual will not be repeated after the Skills Test has begun.

- All transcription must be performed by the participant unless prohibited by a medical condition. In that event, a completed NVRA Medical Release Form must be submitted with the test registration for each test event. The Medical Release form is appended to this manual.

Please be sure the form is fully completed, including the portion your physician must complete and sign.

- Participants must sign in with the test registrar stationed at the registration table before entering the test room. Photo identification and the registration confirmation letter on NVRA letterhead are required to gain entrance to the test room. Participants will not be allowed to enter the test room without these documents.

- For purposes of the Dictation Skills Test, each participant will be given a test identification number. This number is composed of a randomly assigned two-digit number followed by the participant's four-digit NVRA membership number, which can be found on the participant's registration confirmation letter. This unique six-digit test identification number MUST appear as a header on all segment transcripts submitted for grading and as the name of the audio/steno note file. In addition, it must appear on every flash drive, scratch paper, and any other materials used during the day.

- Upon signing in, each participant will be given a plastic test packet, with his/her test identification number written on the outside. This plastic test packet will be used for submission of all test materials.

- The doors to the test room will open at 8:15 a.m. for equipment setup. No one will be allowed in the test room prior to that time. Thirty minutes will be allowed for setup and practice.

- When you enter the test room, choose a seat and begin setup of your dictation/stenotype equipment only. All other equipment, including transcribing equipment, cell phones, and other electronic equipment, must be turned off and left in closed briefcases or handbags and placed in the area designated by the test administrator for storage of personal belongings.

- Once a participant registers and enters the test room, leaving the test room without permission is not permitted until all testing materials have been submitted to the registrar. Unauthorized departure from the test room shall be cause for disqualification.

- Anyone not completely set up and ready to test at 8:45 a.m. will be required to leave the test room, and no refund of test fees will be given. You will be allowed to return and pack up equipment when administration of the audio portion of the test has concluded.

- Once the doors close at 8:45 a.m., no talking will be permitted among participants at any time throughout the test event. One verbal warning will be given to any participant who violates the no-talking rule. No further warning will be given. If the talking continues, the participant(s) will be asked to leave the test room and will be disqualified from the test. The no-talking rule also applies outside of the test room during breaks and continues until all participants have completed turn-in and deletion and the examination is declared concluded.

- All questions must be addressed to the test administrator during any general question-and-answer period or outside the test room prior to the beginning of the Dictation Skills Test. Should you need to signal a test administrator once the audio portion of the test is complete and transcription has begun, please raise your hand. An administrator will be with you as soon as possible. You may not seek the attention of the test administrator during the audio portion of the test. Doing so may result in disqualification.

- Rest room and smoke breaks will not be allowed between the time the door to the test room is closed at 8:45 a.m. and the completion of the audio portion of the Dictation Skills Test. Breaks will be allowed following the audio portion and following each 1-1/4 hour transcription segment.

- Computer spell-check functions, dictionaries, and other reference materials may be used during the transcription portion of the test. All spelling, hyphenation, and compound word determinations shall be based on *Merriam-Webster's Collegiate Dictionary*, *12th Edition*. All punctuation determinations shall be based on *The Gregg Reference Manual*.

- Participants may bring one (1) 3x5 file card containing notes for themselves. This card shall bear their test identification number and must be turned in with other test materials with the final segment.

- Participants may make notes during the examination on the 3x5 card provided in the test packet. This card shall bear the test identification number and must be turned in with other test materials with the final segment. Use of personal notepaper is not permitted. No other note papers or notebooks of any kind are permitted.

- Cell phones and other electronic equipment must be turned off. Placing in airplane or vibrate mode is not sufficient. Devices must be completely powered down. Failure to do so may be cause for disqualification.

- Cell phones and smart watches may not be accessed between entry into the test room prior to set-up and final departure from the test room following deletion. Accessing a cell phone during the entirety of the Dictation Skills Test, including breaks will result in disqualification of the entire test.

- Internet access is not permitted at any time in the test room and will be grounds for disqualification. Internet-based dictionaries are not permitted.

- Outside microphones or room recordings of any kind will NOT be tolerated and are grounds for immediate disqualification of all segments of the test event. They may also be grounds for dismissal from NVRA membership and further testing.

- During the audio portion, should a common disturbance occur such as a tray of dishes falling, fire alarms sounding, loud persons gathered outside the test room making abundant noise, et cetera, you should continue your dictation. If such a disturbance occurs, the person who misses the fewest words will set the standard, and everyone will be credited with that number of words.

- All materials, including flash drives, 3x5 cards, and note cards, must bear the test identification number and be submitted to the test registrar before leaving the test area.

AUDIBILITY TEST FOR VOICEWRITERS

- Monitors will be moving through the test room, checking for audibility. Participants may not be audible within two feet.

- If a monitor can hear a participant while dictating, a tap on the arm will signify a warning. A tap on the shoulder will signify disqualification.

- If disqualified, cease operation of reporting equipment and sit quietly for the remainder of the segment. Do not touch your equipment or otherwise move around and disturb other testers. You may resume reporting on the next segment. However, a subsequent tap on the shoulder will require you to cease operation of reporting equipment, and you will be disqualified for the entire examination. Creation of a disturbance following disqualification may suspend your testing privileges for one year.

TRANSCRIPTION

- A total of 3-3/4 hours are allowed for transcription of three segments with 1-1/4 hour (75 minutes) allowed per segment. Announcements will be made at various time intervals prior to the conclusion of each segment. Following transcription, ten minutes will be allowed for downloading the segment to flash drive and submitting it to the registrar. Time will be allotted as follows:

    - 1-1/4 hour, transcribe one segment; ten minutes, download and submit one segment
    - 1-1/4 hour, transcribe second segment; ten minutes, download and submit second segment
    - 1-1/4 hour, transcribe third segment; ten minutes, download and submit third segment

- All participants must cease transcribing a segment at the 1-1/4-hour mark and submit, or be in line to submit, that segment ten minutes later. Only one segment may be transcribed per time period, and participants may not begin transcribing another segment until the announcement to begin is made.

- Participants taking only one segment will leave following the first 1-1/4 hour transcription session and 10-minute turn-in time. This same procedure will be followed for those completing either two or three segments. No one may pack and leave during a transcribing segment. All deletions and departures must take place during the break between segments.

- Test segments may be transcribed and submitted in any order, one segment per timed session.

- Each submission must contain the transcript of only one segment. Any additional words from another segment or practice session contained in the transcript will be considered errors.

NOTE: *If you transcribe a segment but do not wish to have it graded, you must indicate that on the Test Checklist next to the appropriate segment by marking it DNG (do not grade). Please mark DNG on the submitted media, as well. Please notify the proctor of DNG upon turn-in.*

FORMATTING REQUIREMENTS

- A separate flash drive is required for the transcript of each test segment submitted. Complete audio/steno notes are required to support the transcript of each test segment submitted. The audio/steno notes may be submitted as one file or as one file per segment. File(s) may be saved to any one of your flash drives. Please clearly indicate which file(s) are contained on each flash drive.

- You may purchase NVRA flash drives when you register for the test or when you sign in with the registrar. You may bring your own flash drives if you prefer. The maximum number of

flash drives you will need is three. The flash drives will not be returned to you.

- Your six-digit test identification number MUST appear on all materials submitted to the registrar.

Your name must not appear on any test materials placed in your test packet. If your name appears on any materials placed in the test packet, it will result in disqualification and your test(s) will not be graded.

- If your flash drives do not contain a space for writing your test identification number, you must attach a label or hang tag to each one.

- You must format and produce your test transcript(s) according to the following specifications:

  - The top, bottom, right and left margins must be set at one inch.
  - The font must be either Courier New (preferred) or Times New Roman, point size 12. Transcripts submitted that do not adhere to these rules may be disqualified.
  - All text must be double-spaced and must not be typed in all caps.

  Documents that are single-spaced or that are typed in all caps will not be graded.

NOTE: ***It is preferred that you not*** *include line numbers, time stamps, or text boxes on the page. If you do include these things, please be sure your format does not include your normal header or footer and/or your name. Including your name on any test materials results in disqualification.*

- A one-line header is required on every page. The header must contain the test location, your six-digit test identification number, the name of the test, the words per minute, and the type of test.

For example, if the test is in Raleigh, North Carolina, and your test identification number is 04-1234, and you are turning in the Literary for your CVR®, the header would be written as follows: "NC 04-1234 CVR 180 LIT." Use the following abbreviations: LIT for literary, JC for Jury Charge, and QA for the two-voice question-and-answer. Use the standard state abbreviation of the test site.

- Page numbers must be inserted in a footer at the bottom right-hand corner of each page.

- You must name each of your test transcript files before downloading. The file name should be the same as your header. (See above example.) You must name your file(s) with the location and your test identification number. Improperly naming your files may be cause for disqualification.

- It is absolutely essential that the participant verify that the media contains the required files and that the files open correctly. Audio files must be formatted so that they will open in Windows Media Player. Machine shorthand notes must be provided as a PDF. Text files must be formatted so that they will open in Word® (preferred), WordPerfect®, Adobe Acrobat Reader®, or the equivalent thereof. Please check file extensions to assure compliance with this rule.

NOTE: *You are encouraged to save your transcript to your computer's hard drive and not solely to your flash drive. Should a malfunction occur during the download process and you have not saved to the hard drive, you may lose your transcript.*

SUBMISSION OF TEST MATERIALS AND EXITING THE TEST AREA

- NVRA does not accept transcripts submitted on paper.

- You must submit your test materials on a flash drive in one of the formats listed above. SD cards and compact flash cards are not allowable media. Only flash drives will be accepted and all test materials submitted in other formats or on other media will be disqualified.

- All segments must be supported by a submitted audio/steno note file. Any test segment not supported by a complete file will be disqualified.

- When you have completed all test segments, all materials used during testing must be submitted to the proctor. These materials include but are not limited to: media containing test transcript(s), media containing audio/steno note file(s), the Test Checklist, and all 3x5 cards, and/or notes created during the test.

- When you have turned in all test segments you wish to submit, notify the registrar. You will receive a colored card bearing your test identification number. Hold the card up until a proctor comes to you to observe your deletion of all test materials from your computer. The monitor will sign your card. Take the card to the registrar for inclusion in your plastic test packet. Upon the registrar's approval, you may pack your materials and exit the test room.

EQUIPMENT CONCERNS AND REMINDERS

- As a participant, you must be completely familiar with all of the equipment you use during the certification test. No technical assistance by test administrators or other participants will be allowed. You are required to set up, operate, and put away individual equipment on your own.

- Technical difficulties experienced during the Dictation Skills Test are the sole responsibility of the participant. No technical assistance from test administration personnel or other test participants is allowed. Technical difficulties are not the responsibility of NVRA and no refund will be given to participants unable to test or properly submit test materials due to technical problems.

- Participants must turn in a separate flash drive containing each segment's transcript. In addition, the audio/steno note file for each segment must be submitted. Participants must know how to transfer the audio/steno note file to a flash drive. No assistance will be provided. All audio files must play in Windows Media Player. All steno notes must open in Adobe.

- Since there is only a very brief pause in the dictation between segments, participants are encouraged, but not required, to create a single audio or steno note file for all test segments. Audio/steno note file(s) may be submitted with any segment. Please indicate which flash drive contains the file.

- All microphones built into your computer or recorder must be disabled, whether through use of an external adapter, covering all input openings with electrical tape, or through changes in the configuration of your computer. You may be required to demonstrate this to a test monitor. Turning the microphone to the lowest volume will not suffice.

- Anyone experiencing physical problems with carrying, bending, stooping, et cetera, may request permission to have assistance with delivery and placement of equipment. However, operation of equipment must be performed by the participant. A medical release form must accompany any such request.

TEST-GRADING POLICY

- The CVR, CVR-S, CM and CM-S tests are developed using the spelling and rules of punctuation found in *Merriam-Webster's Collegiate Dictionary*, *12th Edition* and *The Gregg Reference Manual*.

- The Test Grading Committee will stop grading a test segment once 15 errors above the maximum allowed errors have been identified. This practice is followed in order to expedite the grading process.

Grading Guidelines for the CVR, CVR-S, CM and CM-S Dictation Skills Tests

The following list of errors will be used when grading the CVR, CVR-S, CM and CM-S Skills Tests.
(D=professional dictation, W=written in transcript)

	# of Errors
1. Each wrong word	
(D) He used a key to <u>access</u> the building.	
(W) He used a key to <u>excess</u> the building.	1 error
(D) Did you <u>notice</u> the color of the traffic light?	
(W) Did you <u>see</u> the color of the traffic light?	1 error
2. Each added word.	
(D) Please tell us about your work history.	
(W) Please tell us about your <u>past</u> work history.	1 error
3. Each dropped word.	
(D) The <u>light was green</u> as I approached the intersection.	
(W) The <u>light green</u> as I approached the intersection.	1 error
4. Misspelled word	
(D) I called my <u>doctor</u> yesterday.	
(W) I called my <u>docter</u> yesterday.	1 error
(D) <u>It's</u> my party and I'll cry if I want to.	
(W) <u>Its</u> my party and I'll cry if I want to.	1 error
(D) The <u>Johnsons</u> will hold their annual picnic.	
(W) The <u>Johnson's</u> will hold their annual picnic.	1 error
(D) I am <u>self-employed</u>.	
(W) I am <u>self employed</u>.	1 error
5. Each wrong name.	

(D) Mr. Johnson borrowed my car last week.
(W) Mr. Jones borrowed my car last week. 1 error

6. Transposed words.

(D) I since have been promoted to manager of sales.
(W) I have since been promoted to manager of sales. 1 error

NOTE: If words or phrases are transposed from one place in a sentence to another, each misplaced word is an error.

(D) I checked my luggage and I went for coffee.
(W) I went for coffee and I checked my luggage. 4 errors

7. Each omitted, added, or misplaced Q and A.

(D) Q. Where do you live, Mr. Smith?
(W) __ Where do you live, Mr. Smith? 1 error

(D) A. Are you asking when I worked there?
Q. How long?
(W) A. Are you asking when I worked there? How long? 1 error

8. Wrong punctuation.

Improper end of sentence mark

(D) I didn't see him prior to the collision.
(W) I didn't see him prior to the collision! 1 error
(W) I didn't see him prior to the collision -- 1 error
(W) I didn't see him prior to the collision ... 1 error

(D) How old are you?
(W) How old are you. 1 error

Omission of period or question mark.

(D) He didn't answer the phone. He didn't hear it ring.
(W) He didn't answer the phone he didn't hear it ring. 1 error
(W) He didn't answer the phone, he didn't hear it ring. 1 error

Each omitted comma in a date.

(D) I was born on October 11, 1951, in North Carolina.
(W) I was born on October 11, 1951 in North Carolina. 1 error
(W) I was born on October 11 1951 in North Carolina. 2 errors

Each omitted comma for city and state.

(D) I have lived in Atlanta, Georgia, since 1985.
(W) I have lived in Atlanta, Georgia since 1985. 1 error
(W) I have lived in Atlanta Georgia since 1985. 2 errors

Each omitted comma in a series.

(NOTE: The comma before a conjunction is optional.)

(D) He owned a cat, a dog, three birds, and some fish.
(W) He owned a cat a dog three birds and some fish. 2 errors
(W) He owned a cat, a dog, three birds and some fish. 0 errors

Each omitted comma in a direct address.

(D) Sir, please state your name and occupation.
(W) Sir please state your name and occupation. 1 error

(D) Tell me, Bob, about your new job.
(W) Tell me, Bob about your new job. 1 error
(W) Tell me Bob about your new job. 2 errors

Each omitted or misused colon in a series or list.
(D) I like three kinds of music: jazz, blues, and pop.
(W) I like three kinds of music, jazz, blues, and pop. 1 error

(D) Two factors cannot be ignored: the budget and the bottom line.
(W)Two factors cannot be ignored, the budget and the bottom line. 1 error

(D) We considered two things when making the decision. We looked at age, and we looked at location.
(W) We considered two things when making the decision: We looked at age, and we looked at location. 1 error

Each inappropriate use of semicolon.
(D) I don't like him, not at all.
(W) I don't like him; not at all. 1 error

(D) There are many books on chaos theory, no fewer than 12 since 1988.
(W) There are many books on chaos theory; no fewer than 12 since 1988. 1 error

(D) There are three movies in that series, and I have seen them all.
(W) There are three movies in that series; and I have seen them all. 1 error

(D) Did you go to his house because you wanted to get your backpack?
(W) Did you go to his house; because you wanted to get your backpack? 1 error

NOTE: No error will be counted for use of a period between two closely-related sentences not separated by a conjunction.

(D) Call me tomorrow; I will give you my answer then.
(W) Call me tomorrow. I will give you my answer then. 0 error

(D) John is Canadian; however, he lives in the U.S.
(W) John is Canadian. However, he lives in the U.S. 0 error

9. Each missing space.
(D) I worked in the paper plant until I retired.
(W) I worked in thepaper plant until I retired. 1 error

10. Each compound word written as two words and vice versa.

(D) Mary agreed to pick up the children.
(W) Mary agreed to pickup the children. 1 error

11. Each omitted capital letter when clearly needed.

(W) I saw Dr. smith for the first time in October. 1 error
(W) I moved to Miami, florida. 1 error

12. Each contraction written as two words and vice versa.

(D) He won't speed down that road again.
(W) He will not speed down that road again. 1 error

(D) I do not believe his story.
(W) I don't believe his story. 1 error

13. Incorrect verb tense.

(D) Do you need additional credits for this CE cycle?
(W) Do you needed additional credits for this CE cycle? 1 error

14. Each plural incorrectly written as singular and vice versa.

(D) I cashed five checks and then made one deposit.
(W) I cashed five check and then made one deposit. 1 error

15. Each acronym which contains hyphens, or words.

(D) I missed last month's PTA meeting.
(W) I missed last month's P-T-A meeting. 1 error
(W) I missed last month's P tea A meeting. 1 error

16. Dates must be expressed as numerals.

(D) My daughter was born July 8, 1980.
(W) My daughter was born July eight, 19 eighty. 2 errors

17. Each wrong or incorrectly rendered number.

(D) I've lived here since 1996.
(W) I've lived here since 1966. 1 error

(D) 720
(W) 700 twenty 1 error

The following will NOT be counted as errors:

1. Large numbers containing six zeros or more may be written as a combination of words and numerals: 11 million *or* eleven million

2. Fractions written as words or numerals

3. Use of the word "dollars" instead of the $ symbol: $117 *or* 117 dollars
   (NOTE: Omission of the word "dollars" or $ symbol is 1 error for a dropped word.)

4. Use of the word "percent" instead of the % sign: 30 percent *or* 30%
   (NOTE: Omission of the word "percent" or % symbol is 1 error for a dropped word.)

5. In dates, cardinal numbers for ordinal numbers and vice versa: December 5 *or* December 5th

6. Missing hyphens in compound adjectives: 15-page report *or* 15 page report

7. Hyphen used at the end of a line to divide a word

8. An extra space where only one space is required: I went to the store for eggs.

9. Misplaced commas except as listed in Guideline No. 8 above

10. Punctuation which is part of any other error

11. Spelling of proper names, except that the name must sound similar to the name dictated, must contain the same number of syllables, and must be used consistently throughout the transcript

12. Miss, Mrs., or Ms**.** used interchangeably, except that one form must be used consistently throughout the transcript

13. Q and A not dictated during two-voice question-and-answer segment, but must appear in the transcript

14. Presence or absence of punctuation following the Q and the A in two-voice dictation. Acceptable formats are Q and A with no punctuation (Q), Q and A followed by a period (Q.), and Q and A followed by a colon (Q:).

15. Paragraphing is not required, but is **strongly recommended**

WRITTEN KNOWLEDGE TEST

The written portion of NVRA's CVR, CVR-S test will be offered during each scheduled testing event. Consult the website for locations, dates and times. The Written Knowledge Test is offered online to candidates who have previously tested in person. Those candidates will be furnished with registration information when they become eligible. Repeat candidates are also welcome to retest in person.

GENERAL INFORMATION

- The Written Knowledge Test consists of 100 multiple choice items in the following areas: verbatim record (45%), transcript production (45%), and professional responsibilities (10%). It is created pursuant to a validation process that incorporates the Standards for Educational and Psychological Testing (1999).

- You will have up to two (2) hours to complete the Written Knowledge Test.

- You will select your answers on a bubble sheet. Please bring a No. 2 pencil with you to the test.

- A criterion-referenced passing score for each test is established using accepted procedures of the Standards for Educational and Psychological Testing (1999).

- Notification of your score on the Written Knowledge Test will be included in your results notification letter.

REGISTRATION

- A registration form is available at www.NVRA.org. You may register for the In-person Written Knowledge Test when you register for the CVR, CVR-S test.

- If you choose to take the Written Knowledge Test, you must so indicate on the registration form. Those persons not indicating this choice in advance will not be permitted to test in person. Check with hotel desk for room assignment.

STUDY MATERIALS

Study materials, downloadable files and practice CDs containing retired tests can be ordered from NVRA to help you prepare for testing. Order online at www.NVRA.org.

NVRA Study Guide - Assists with the written portion of NVRA's certification test. This booklet provides examples of the type of material covered in the test. It does not contain all of the information a successful candidate must know. Be sure to refer to the other reference material cited in the Study Guide.

Additional material available through NVRA includes the books listed below. These can be ordered online at www.NVRA.org

The Gregg Reference Manual

Morson's English Guide for Court Reporters.

Nancy L. Tuten's *Get It Write: The First Fifty Tips*

APPENDIX

SCHEDULE OF EVENTS

The following is a synopsis of what you will experience on test day:

- Upon arrival at the testing room, take a numbered card at the door to the test room. This number is used only for registration and admission into the room. It does not relate to your testing Identification number. Numbers will be available approximately 30 minutes before doors open.
- Sign in with the registrar when called in numbered card order
- Doors open at 8:15 a.m. and participants are admitted in numbered card order.
- Set up dictation/stenotype equipment. To avoid disqualification, you must be set up and ready to begin at 8:45 a.m.

  (All transcription equipment, equipment cases, purses, tote bags, et cetera, must be closed and placed in the area designated for storage of personal belongings. No items may be left around or under the tables. All aisles must be kept clear.)
- When the test administrator determines that an adequate number of participants are set up and ready, practice material from a retired test will be played for warm-up. Participants may practice if they wish.
- Announcements and introduction
- Dictation Skills Test begins
  - A very brief dictation will be played for volume adjustment.
  - A two-minute segment is played for warm-up. The warm-up will be followed, without interruption, by the actual dictation portion of the CVR, CVR-S, CM and CM-S Dictation Skills Test. You are not required to participate in the warm-up. You need not create a new file following the warm-up. It is not graded and is simply ignored by the grading committee.
- Upon completion of CVR/CVR-S test, the CM/CM-S test begins

  (If you are not eligible to test for the CM/CM-S, remain quiet and still. Do not further interact with your computer or equipment in any way. The "no-talking" rule is still in effect.
- Bathroom break *(The "no-talking" rule is still in effect.)*
- Set up transcription equipment
- Begin transcription
- Turn in one segment at the end of each allotted time block. Breaks will be taken between segments.
- All materials must be turned in to the registrar. Do not throw away any papers: scratch paper, or notes
- Following submission of all materials, you will be given a colored card bearing your test identification number. When ready, raise your hand for a test monitor who will supervise deletion of all test material from your equipment and initial the card. Return the card to the registrar.
- Quietly pack up equipment and exit the test room

Sample: Standard Results Notification Letter

Date: ID No:

Name and address of tester Dear (Name of

tester):

Re: NVRA Certification Test Results
CVR/CM Testing: (Date/Test Location)

This is your official notification of grades from the recent test noted above. You submitted

tests for grading. Your current standing is:

Test:	**Errors Allowed**	**Your Errors**	**Score/Previous Standing**
CVR 180 wpm literary	45 errors allowed		
CVR 200 wpm jury charge	50 errors allowed		
CVR 225 wpm Q/A	56 errors allowed		

Written Knowledge Test:

Test:	**Errors Allowed**	**Your Errors**	**Score/Previous Standing**
CM 200 wpm literary	50 errors allowed		
CM 240 wpm jury charge	60 errors allowed		
CM 260 wpm Q/A	65 errors allowed		

*Indicates test segment turned in for grading at this testing location.

In an effort to assist you in being successful on future tests, the Test Administration Committee is listing the number of errors for each test segment. The Test Administration Committee is also willing to critique your errors and advise you of the specific types of errors you made for a $25.00 fee per segment. If you choose to take advantage of this assistance, please return the attached form with valid payment to Member Services. You MUST include your test ID number, test date, and test location when making the request.

If you wish to make an inquiry or file an appeal regarding test results, it must be made, in writing, by sending the appeal form to credentialing@nvra.org within 14 days of this test results notification letter. The appeal form can be found as an appendix to the CVR-CM Rules, Policies, and Procedures Manual.

NVRA will retain on file all testing materials relative to this test for a 3-year period, after which time the transcripts, voice files/steno notes, and written material will be destroyed.

Good luck as you continue your work toward attaining NVRA certification.

Sincerely,

Credentialing Committee

NVRA Examination Inquiry/Appeal Form

Completed appeals must be submitted with supporting documentation to: credentialing@nvra.org

Candidate Name: _____

Candidate ID Number: _____

Credential Tested For: _____

Test Date: _____

Testing Method (In-Person or Online): _____

Testing Location (if applicable): _____

Email Address: _____

Phone Number: _____

Reason for Inquiry/Appeal (check one):

- ☐ Request regrade to verify score
- ☐ Suspected clerical error
- ☐ Testing administration irregularity
- ☐ Verified NVRA technical malfunction
- ☐ Other: _____

Detailed Explanation of Appeal:

_____

_____

_____

_____

Supporting Documentation Submitted:

_____

_____

Candidate Acknowledgment:

I certify that this appeal is submitted within fourteen (14) calendar days of score release. I understand that appeal decisions are final and that I may not publicly or privately discuss the examination or appeal while under review.

Signature: _____

Date: _____

--- NVRA USE ONLY ---

Date Received: _____

Reviewed By: _____

Determination: _____

Date Candidate Notified: _____

Note

Chargebacks and Payment Disputes Policy

Policy

The National Verbatim Reporters Association (NVRA) maintains a zero-tolerance policy for improper credit card chargebacks or payment disputes related to registration fees, testing fees, or other services rendered.

Implementation

1. **Obligation of Payment**

By registering for any NVRA test, event, or service, the registrant agrees to abide by all published cancellation, refund, and administrative fee policies in effect at the time of registration.

2. **Prohibition on Circumvention of Fees**

Initiating a credit card dispute or chargeback in lieu of following NVRA's established cancellation or refund procedures is considered a violation of NVRA policy.

3. **Administrative Response to Chargebacks**

In the event a chargeback or payment dispute is initiated:

- The registrant's test results, certifications, and/or eligibility status may be **placed on administrative hold** pending resolution.
- The registrant will be **ineligible to register for future NVRA tests or services** until the matter is resolved.
- Any outstanding balance, including the original fee, applicable administrative fees (including the $50 administrative fee), and any chargeback-related costs incurred by NVRA, must be paid in full.

4. **Reinstatement Requirements**

Reinstatement of eligibility will require:

- Full repayment of all disputed amounts; and
- Payment of any additional administrative or processing fees incurred by NVRA as a result of the dispute.

5. **Fraudulent or Repeated Disputes**

NVRA reserves the right to take additional action, including denial of future services or referral to the Board of Directors for further review, in cases of repeated or suspected fraudulent disputes.

6. **Dispute Resolution Process**

Registrants are encouraged to contact NVRA directly to resolve any billing concerns. NVRA will review all concerns in good faith in accordance with its existing policies and procedures.

NVRA Examination Accommodations Policy

The National Verbatim Reporters Association (NVRA) provides reasonable accommodations for candidates with documented disabilities while maintaining the essential skills, performance requirements, and integrity of its certification examinations.

Purpose and Examination Standards

The CVR examination measures whether a candidate meets the minimum standards of competency required of a court reporter. These standards form the basis of NVRA's credentialing program and its validation process.

The written examination requires candidates to answer at least 70 of 100 multiple-choice questions correctly within a single two-hour testing period.

The Dictation Skills Examination requires candidates to capture five minutes of dictation using their own voice and produce a transcript with at least 95 percent accuracy within a single 75-minute transcription period. Candidates must then submit the transcript and the audio recording of their dictation on a flash drive within ten minutes.

Examination rules prohibit Internet access; access to cell phones or smart watches; unauthorized departures from the testing area; breaks outside designated times; communication among candidates; and recording room audio in any form.

These requirements are intended to assess the skills candidates need to perform the duties of a professional court reporter. Accommodations must preserve the examination's ability to measure those skills.

Accommodations and Examination Integrity

NVRA considers requests for reasonable accommodations under the Americans with Disabilities Act (ADA). Accommodations are intended to provide access to the examination without fundamentally altering the essential skills or performance standards being assessed.

Common accommodations include preferred seating, wheelchair access, permission to sit or stand as needed, and accommodations for visual impairments. Under very limited circumstances, additional examination time may be approved, up to a maximum of 30 minutes.

Under this policy, private individual testing, testing at unscheduled locations, stop-the-clock breaks, and remote CVR and CM skills testing are not offered. Requested accommodations must be consistent with the examination's rules and essential performance requirements.

The Credentialing Committee reviews accommodation requests and determines whether the requested accommodation, an alternative accommodation, or no accommodation will be offered. Decisions are based on the submitted documentation and the examination's requirements.

Submitting an Accommodation Request

Candidates requesting accommodations must complete the two-page Accommodation Request Form upon registration. The form is available in the Forms section of the Policies and Procedures Manual or by contacting nvra@nvra.org.

Completed requests must be submitted to the Credentialing Committee at credentialing@nvra.org at least four weeks before the testing event. Incomplete submissions will be returned for completion. The four-week submission requirement is measured from the date NVRA receives a complete request.

The request must identify the accommodation sought and include documentation supporting the request. Requested accommodations must preserve the examination's essential standards and the skills it is designed to assess.

Review and Notification

The Credentialing Committee will review each complete request and may approve the accommodation as requested, offer an alternative, or deny all or part of the request.

The committee will notify the candidate of its decision within ten days after receiving a complete submission. NVRA remains committed to considering reasonable accommodation requests and providing candidates with a respectful and consistent review process while preserving the validity of its credentials.

National Verbatim Reporters Association
Medical / Disability Accommodation Request

NVRA makes every effort to accommodate potential candidates with medical issues or disabilities. The ADA requires the association to make "reasonable accommodations" for applicants with disabilities when giving the certification examinations. If you are a person with a disability or a medical issue that may affect your ability to take any portion of the examination, the ADA may require the association to provide alternative examination arrangement. We are not required to do so if we are unaware of your need for alternatives. You must inform us of your need for alternative arrangements in advance by providing the association with the information requested below at least four (4) weeks prior to a test event for which you are registered. Some accommodation requests may require additional information. This information and any documentation regarding your medical issue or disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission.

Name:

_____

Address:

_____

Email : _____ Phone:

_____

Please respond to the following questions. Attach additional sheets as needed.

My medical issue or disability is: (e.g. visual impairment, arthritis, etc.)

_____

_____

_____

My medical issue or disability impairs my ability to accurately exhibit my knowledge and skill on the examination in the following way:

_____

_____

_____

_____

_____

The reasonable accommodation I am requesting is: (please be specific)

_____

_____

_____

_____

_____

NOTE: If the requested accommodation involves modification of examination administration or parameters, you must obtain the professional verification on the next page. If the request is limited to such things as wheelchair space or sitting in the front of the room, professional verification is not required.

I certify under penalty of perjury that the foregoing is true and correct.

Signed: _____ Date:

_____

PROFESSIONAL VERIFICATION OF REQUEST FOR ACCOMMODATION

_____, a candidate for examination by the National Verbatim Reporters Association, has made a request for accommodation of a medical issue or disability.

The purpose of this form is to obtain your professional opinion concerning the medical issue or disability and the accommodation requested. Please answer the two questions below and sign the certification. The opinion you provide will be used in evaluating the request.

The information obtained on this form will be treated as a confidential medical record except that exam proctors and exam providers may be informed regarding necessary modifications to exam procedures, and first aid and safety personnel may be informed, when appropriate, if the medical issue or disability might require emergency treatment.

Please provide your diagnosis or the candidate's medical issue or disability. Attach additional sheets if needed.

_____
_____
_____
_____
_____

Please describe what accommodation would be necessary and appropriate in order to increase the candidate's ability to accurately demonstrate his or her knowledge and skill on this examination.

_____
_____
_____
_____
_____
_____
_____

* * * * * * * *

I certify, under penalty of perjury, that I have the necessary specialized training to make the above diagnosis, that I personally examined the candidate named above, and that the above diagnosis and assessment of accommodation request is my professional judgment. I understand the association may contact me (with the candidate's permission) to obtain further information, if necessary, and that the association may obtain an independent assessment by a second professional.

Signature _____ Print Name
_____

Titla _____ Name of Institution or Practice_____

Address
_____

Email _____Phone _____

* * * * * * * *

CANDIDATE: I give the National Verbatim Reporters Association permission to contact the above professional and discuss the findings of this report.

Signature _____ Print Name _____