

Welcome to the Georgia Board of Court Reporting (“Board”) Eligibility Requirements and Certification Procedures. In this booklet, you will find information to assist you in successfully applying for testing and certification in the state of Georgia.

### **Application for Testing**

The Board has adopted the applications for testing of the National Court Reporters Association (NCRA) and the National Verbatim Reporters Association (NVRA) as the Board’s Application for Testing. Therefore, an applicant may apply for certification with the Board after passing either the NCRA Exam or the NVRA Exam.

### **Application for Certification**

Any prospective applicant may apply for certification after achieving a passing score on the NCRA Exam or the NVRA Exam. Detailed instructions are listed below.

### **Eligibility Requirements and Certification Procedures**

#### **I. Eligibility for Certification:**

Any person who meets the following criteria is eligible for certification as a Georgia court reporter:

- (1) Has attained the age of 18 years of age;
- (2) Is of good moral character;
- (3) Is a graduate of a high school or has had an equivalent education.

#### **II. Testing Procedures and Certification Instructions:**

##### **Testing Procedures**

- (1) Apply for testing and attain a passing score on the NCRA Exam or the NVRA Exam. Testing information for NCRA and NVRA may be located at:
  - a. [www.ncraonline.org](http://www.ncraonline.org)
  - b. [www.nvra.org](http://www.nvra.org)

Note: The previous attainment of a passing score on the NCRA Exam or the NVRA Exam satisfies the Board’s NCRA and NVRA testing requirements, respectively, for a certification applicant.

##### **Certification Instructions**

- (2) Complete and submit to the Board of Court Reporting the Application for Certification and the Georgia Test;
- (3) Attain a passing score on the Georgia Test;
- (4) Attach the certification fee of \$125.00 for processing;
- (5) Mail the Exam Passage Verification form directly to the licensing agency, NCRA or NVRA. The Board **only** accepts the Exam Passage Verification form from the licensing agency.

**Any applications left incomplete for more than 30 days will be returned.**

## **Recertification Procedures**

Applicants who are seeking to regain certification after having their certification **revoked** for failure to annually renew and/or for failure to complete CE requirements may recertify using the Board's current certification procedures. Anyone applying for certification reinstatement under such a revoked license must include a \$500.00 reinstatement penalty along with the \$125.00 application fee.

### **I. Recertification Testing Procedures**

- (1) Apply for testing and attain a passing score on the NCRA Exam or the NVRA Exam. Testing information for NCRA and NVRA may be located at:
  - a. [www.ncraonline.org](http://www.ncraonline.org)
  - b. [www.nvra.org](http://www.nvra.org)

Note: The previous attainment of a passing score on the NCRA Exam or the NVRA Exam satisfies the Board's NCRA and NVRA testing requirements, respectively, for a recertification applicant.

### **II. Recertification Instructions**

- (1) Complete and submit to the Board of Court Reporting the Application for Certification and the Georgia Test;
- (2) Attain a passing score on the Georgia Test;
- (3) Attach the Reinstatement Penalty of \$500.00 and certification fee of \$125.00 for processing;
- (4) Mail the Exam Passage Verification form directly to the licensing agency, NCRA or NVRA. The Board **only** accepts the Exam Passage Verification form from the licensing agency.

Upon approval of the Application for Certification and passing score of the Georgia Test, a Certified Court Reporter License ID card will be issued within 30 days of receipt of your materials filed to the Board. For purposes of determining the date upon which an application is deemed filed, the date of postmark affixed by the United States Postal Service (not a postage meter), or the date certified by a bona fide private courier service on the envelope containing the application shall prevail.

**Any applications left incomplete for more than 30 days will be returned**

Application Fee:  
**\$125.00**

Reinstatement  
Penalty:  
**\$500.00**

Board of Court Reporting of the Judicial Council of Georgia  
244 Washington Street, S.W., Suite 300, Atlanta, Georgia 30334

**APPLICATION FOR CERTIFICATION**

**Instructions:** The \$125.00 application fee must accompany this application. If applying for certification reinstatement under a revoked license the \$500.00 reinstatement penalty must be included along with the application fee. Remit payment by money order, cashier's check, or personal check payable to the Board of Court Reporting. DO NOT SEND CASH. A \$25.00 charge will be imposed for returned checks.

1. Name \_\_\_\_\_  
(Last Name) (First Name) (Middle)

2. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3. Work Telephone ( ) \_\_\_\_\_ 4. Home Telephone ( ) \_\_\_\_\_ 5. Date of Birth \_\_\_\_\_

6. Email Address \_\_\_\_\_ 7. High School Graduate/GED?  Yes  No

8. Are you now, or have you even been, licensed as a court reporter in Georgia or any other state?  Yes  No

9. If yes to Question 8, for each indicate the state, the corresponding license number, and the issuance date. \_\_\_\_\_

10. (A). Are you currently seeking to regain certification after having your certification revoked for failure to annually renew and/or for failure to complete CE requirements?  Yes  No (If yes, include the \$500.00 Reinstatement Penalty payment)

(B). Have you been fined, suspended, revoked, publicly reprimanded, and /or disciplined by the Board of Court Reporting of Georgia or any state, national, or federal licensing agency or authority which regulates any profession?  Yes  No (If yes, please attach an explanation)

11. Have you ever been convicted of, or have entered a plea of nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?  Yes  No (If yes, please attached an explanation)

12. The method for which I am applying for certification is: (Choose only one)  
 Voice Writer  Machine Shorthand  Other: \_\_\_\_\_

13. Which certification examination have you taken and passed in the method for which you are applying?

National Court Reporters Association (NCRA) Certification Examination (If so, submit the attached NCRA Exam Passage Verification Form)

National Verbatim Reporters Association (NVRA) Certification Examination (If so, submit the attached NVRA Exam Passage Verification Form)

14. Have you previously applied for certification with the Board of Court Reporting within the past twelve months?  Yes  No

15. If yes to Question 14, indicate the dates of the last application(s). \_\_\_\_\_

I certify that all information I have provided on this application and any attached explanations and accompanying forms are true, complete, and correct. I understand that any information provided by me that the Board finds to be false, incomplete, or misrepresented in any respect are grounds for denial of a certificate and, if discovered after certification, are grounds for disciplinary actions by the Board, up to and including revocation of my certificate.

Signature \_\_\_\_\_

Date \_\_\_\_\_







## Judicial Council of Georgia Board of Court Reporting 2009 Georgia Test

**Directions:** Circle the letter choice that best answers the test questions or statements below. Choose one answer for each question. For TRUE or FALSE questions, circle “A” for TRUE and “B” for FALSE. Use a black or blue ink pen in marking your selection. **Unclear indications** will be marked as an error. **A passing score of 80 or higher is required to apply for certification.**

Answers to the test questions or statements are located in the Georgia Certified Court Reporting Resource Guide. The Georgia Certified Court Reporters Resource Guide may be found online at [www.georgiacourts.org/agencies/bcr/handbook.html](http://www.georgiacourts.org/agencies/bcr/handbook.html).

- 1) A certified court reporter who fails to attend the required number of continuing education hours by December 31<sup>st</sup> each year is:
  - a. Sent a letter of reprimand
  - b. Required to attend the next LEAP seminar
  - c. Automatically suspended
  - d. Suspended upon notice from the Board
- 2) The Board of Court Reporting provides an attorney for the court reporter at any grievance hearing.
  - a. True
  - b. False
- 3) A court reporter who reports while their license is suspended:
  - a. Commits a felony
  - b. Commits a misdemeanor
  - c. Commits an ethical violation for which their license may be revoked
  - d. Is not subject to any sanction
- 4) A court reporter who is licensed to practice in Georgia may use the following title or abbreviation:
  - a. Certified Court Reporter (C.C.R.)
  - b. Do Re Mi
  - c. Official Court Reporter
  - d. Expert Court Reporter
- 5) The Board of Court Reporting has the authority to refuse to grant a certificate to an applicant, or to revoke the certificate of a court reporter, for the following reasons:
  - a. The reporter has engaged in unprofessional, immoral, unethical, deceptive, or deleterious conduct or practice harmful to the public.
  - b. The reporter is not of good moral character.
  - c. The reporter has knowingly made a false statement on their renewal form.
  - d. The reporter has knowingly made a false statement on their report of continuing education hours.
  - e. Any of the above.

- 6) Each day that a court reporter practices court reporting while not licensed is a separate offense.
  - a. True
  - b. False
  
- 7) Any court reporter who is convicted of an offense involving possession of a controlled substance or marijuana:
  - a. Shall notify the Board of Court Reporting within 10 days following the conviction.
  - b. Shall notify the Board of Court Reporting within 20 days following the conviction
  - c. Shall notify the Board of Court Reporting within 30 days following the conviction
  
- 8) An official court reporter for a Superior Court shall prepare a transcript of the proceedings:
  - a. When required by law to do so
  - b. When requested to do so by counsel for any party to the case
  - c. When requested to do so by counsel for any party to the case and upon being paid the legal fees for such transcript
  - d. Either A or C
  
- 9) Continuing education hours should be submitted to the following agency for credit:
  - a. The Board of Court Reporting
  - b. The Certified Court Reporters Training Council
  - c. The Institute of Continuing Judicial Education
  
- 10) Continuing education hours may be attained by attendance and participation of seminars preapproved by the Court Reporters Training Council.
  - a. True
  - b. False
  
- 11) Capital felony transcripts are retained by the Clerk of the Court for at least:
  - a. seventy years
  - b. seven years
  - c. twenty years
  
- 12) Which of the following is not part of a transcript index?
  - a. the names of witnesses with page numbers where their testimony begins on direct, cross, redirect and re-cross examination
  - b. a list of exhibits produced by each party
  - c. photographs of the witnesses
  - d. the number of the page on which the jury charge begins
  
- 13) Page numbering for court transcripts shall be printed:
  - a. on the bottom center of the page
  - b. on the bottom right side of the page
  - c. on the top right side of the page
  - d. on the bottom center of every fifth page

- 14) Transcripts should have how many lines per page?
- 30 lines per page
  - 15 lines per page
  - 25 lines per page
- 15) In Georgia, all court reporting firms must register:
- by April 1<sup>st</sup> of each year
  - by January 1<sup>st</sup> of each year
  - by January 1<sup>st</sup> every five years
  - do not have to register.
- 16) At the conclusion of a deposition, the reporter should critique the attorneys.
- True
  - False
- 17) In Georgia, official reporters are:
- sworn in as officers of the court
  - not required to take an oath
- 18) In Georgia, freelance reporters must complete transcripts within seven days.
- True
  - False
- 19) In Georgia, reporters are allowed to practice law.
- True
  - False
- 20) In Georgia, when official reporters are given a deposit to prepare a transcript, the reporter should:
- deposit the funds into an escrow account until the transcript has been completed
  - cash the check and go shopping
  - never accept a deposit on a transcript