ARIZONA SUPREME COURT
REGISTRATION FOR EXAMINATION

To Register: Pre-registration is required. Complete this fillable registration form, print and submit with a $50.00 fee made payable to the Arizona Supreme Court and send to Certification and Licensing Division, Arizona Supreme Court, 1501 West Washington, Suite 104, Phoenix, AZ 85007-3231. **Space will be reserved on a first come, first served basis.** Indicate your 1st and 2nd date of preference. Type or print the information clearly. Staff will confirm your registration by email. **Please arrive at least 15 minutes early to allow time to register for the exam. Registration will begin one half hour prior to the time indicated below.**

Re-registration fee of $50.00 will apply for any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.

Reasonable accommodation will be provided to a qualified applicant with a disability in accordance with the Americans with Disabilities Act. If you have a disability and require an accommodation, contact the Certification and Licensing Division at (602) 452-3378 at least two weeks prior to the examination date as to the documentation to be submitted.

If you are sitting for the **Certified Reporter Examination**, please be prepared, as part of the application process, to present satisfactory evidence of completion of at least one of the following requirements:

1. Obtain one year of experience in making verbatim records of meetings, conferences, hearings or judicial or related proceedings by means of written symbols or abbreviations in shorthand, machine writing or voice writing and in transcribing these records.
2. Obtained a verified certificate of the satisfactory completion of a prescribed course of study from a court reporting school or a certificate from a school that evidences the equivalent proficiency and the ability to make a verbatim record of material that is dictated pursuant to rules adopted by the supreme court.
3. Obtained a national court reporters association's registered professional reporter or registered merit reporter certificate.
4. Obtained a valid certificate to practice court reporting that is issued by a state other than this state if the other state's requirements and certifying examination are substantially similar to or more stringent than those in this state.
5. Demonstrated reasonable proficiency in making verbatim records of trial or judicial or other related proceedings by passing an approved examination for certification pursuant to rules adopted by the supreme court.

WE DO NOT ACCEPT CASH PAYMENTS AND ALL FEES ARE NON-REFUNDABLE

ADDRESS OF TEST LOCATION

Arizona State Courts Building
1501 West Washington
Phoenix, Arizona 85007

ADDITIONAL INFORMATION

You will be required to present two forms of personal identification (at least one form must be a government issued, picture I.D.; one indicating your date of birth).

For directions and parking: Parking Map

Subsequent to your participation in the exam, you will receive notice of your results via U.S. Mail. Please do not contact the Certification and Licensing Division for exam result information. Exam results are released by mail to the examinee only. If you are unsuccessful in your attempt to complete the examination requirement, the notice forwarded to you will provide instructions for registering to retake the exam.

REGISTRANT INFORMATION

Name: _____ Mr. ☐ Mrs. ☐ Ms. ☐

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Please list all previous exam dates you have attended: _____

$50.00 Check/Money Order # _____ (Payable to the Arizona Supreme Court)

Program for which you are registering: LDP ☐ FID ☐ DD ☐ CR ☐

1st Choice Date: Select 1st Choice

2nd Choice Date: Select 2nd Choice

2019 EXAM SCHEDULE

January 9 9:00am-12:00pm	January 23 1:00pm-4:00pm
February 6 9:00am-12:00pm	
March 6 9:00am-12:00pm	March 20 1:00pm-4:00pm
April 3 9:00am-12:00pm	April 17 1:00pm-4:00pm
May 8 9:00am-12:00pm	May 22 1:00pm-4:00pm
June 5 9:00am-12:00pm	June 19 1:00pm-4:00pm
July 10 9:00am-12:00pm	
August 7 9:00am-12:00pm	August 21 1:00pm-4:00pm
September 11 9:00am-12:00pm	September 25 1:00pm-4:00pm
October 9 9:00am-12:00pm	October 23 1:00pm-4:00pm
November 6 9:00am-12:00pm	November 20 1:00pm-4:00pm
December 4 9:00am-12:00pm	December 18 1:00pm-4:00pm