

ADOPTED REGULATION OF THE
CERTIFIED COURT REPORTERS' BOARD OF NEVADA
LCB File No. R096-25

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§ 1-7, NRS 656.130 and 656.220.

A REGULATION relating to court reporting; revising provisions relating to fees for the examination for and the issuance, renewal and reinstatement of a certificate or license; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law authorizes the Certified Court Reporters' Board of Nevada to adopt regulations necessary to carry out the provisions of existing law regulating the practice of court reporting. (NRS 656.130) Existing law requires the Board to prescribe by regulation certain reasonable initial fees for court reporters and court reporting firms and requires those initial fees to be equal to the fees that were set forth in existing law as of December 31, 2025. (NRS 656.220, as amended by section 11.7 of Senate Bill No. 191 (S.B. 191), chapter 289, Statutes of Nevada 2025, at page 1926) Existing regulations establish the following fees: (1) \$200, for the original issuance of a certificate; (2) \$200, for the annual renewal of a certificate; (3) \$125, for the reinstatement of a certificate; (4) a fee for the annual renewal of a certificate placed on inactive status which is required to be one half of the fee which is required for the annual renewal of a certificate; and (5) \$250, for the examination of an applicant to become a designated representative of a court reporting firm. (NAC 656.170, 656.200, 656.261) **Section 2** of this regulation maintains those fees at the amounts at which they existed on December 31, 2025.

Pursuant to S.B. 191, **section 2** establishes a fee of \$150 for the examination of an applicant for the original issuance of a certificate. Pursuant to S.B. 191, **section 2** also establishes the following fees for licensure as a court reporting firm at the amounts at which those fees existed on December 31, 2025: (1) \$250, for the original issuance of a license; (2) \$175, for the annual renewal of a license; and (3) \$175, for the reinstatement of a license.

Section 1 of this regulation makes a conforming change as a result of the establishment of a specified amount for the fee for the annual renewal of a certificate placed on inactive status in **section 2**. **Sections 3-5** of this regulation make conforming changes as a result of the requirement in S.B. 191 that certain fees be prescribed by regulation. **Sections 6 and 7** of this regulation make conforming changes as a result of the movement of the fee for the examination to become a designated representative of a court reporting firm to **section 2**.

Section 1. NAC 656.170 is hereby amended to read as follows:

656.170 1. A court reporter who is current in the fees required by the Board and the requirements of continuing education may submit an application in a form prescribed by the Board to place his or her certificate on inactive status. Except as otherwise provided in subsection 2, a court reporter whose certificate is on inactive status must pay ~~{a fee}~~ each year ~~{in an amount that is one-half of}~~ the fee which is required *pursuant to NAC 656.200* for *the annual* renewal of a certificate ~~{}~~ *placed on inactive status.*

2. If a court reporter wants to request to have the fee for obtaining inactive status waived by reason of hardship caused by injury or illness of the court reporter or an immediate relative of the court reporter, the court reporter must appear before the Board to request the waiver. A waiver granted by the Board is valid for 1 year but may be requested again by the court reporter. As used in this subsection, “immediate relative” has the meaning ascribed to it in NRS 622.020.

3. Unless otherwise instructed by the Board, a court reporter shall provide a transcript of a proceeding if:

- (a) The court reporter’s certificate is placed on inactive status;
- (b) The court reporter has not prepared a transcript of a proceeding in which the court reporter provided services as a court reporter before the certificate was placed on inactive status; and
- (c) A person has requested a transcript of the proceeding.

4. A court reporter whose certificate has been on inactive status for less than 5 years may reactivate his or her certificate if the court reporter pays the fee for renewal of a certificate and

complies with the requirements for continuing education for the year in which the court reporter reactivates his or her certificate.

5. If the certificate of a court reporter has been on inactive status for 5 years or more, the Board may, in addition to requiring the applicant to comply with the provisions of subsection 4, require the applicant to do one or any combination of the following:

- (a) Take the examination.
- (b) If the applicant engaged in the practice of court reporting in another jurisdiction during the time that his or her certificate was on inactive status, submit proof of such practice.
- (c) Submit any other proof that is required by the Board to demonstrate that the applicant possesses the skills that are necessary to practice court reporting.

Sec. 2. NAC 656.200 is hereby amended to read as follows:

656.200 *1.* The following fees must be paid:

- (a) *For the examination of an applicant for the original issuance of a certificate\$150*
- (b) Except as otherwise provided in subsection 2, ~~and NRS 656.220,~~ for the original issuance of a certificate\$200
- ~~(b)~~ (c) For the annual renewal of a certificate\$200
- ~~(c)~~ (d) For the reinstatement of a certificate\$125
- (e) *For the annual renewal of a certificate placed on inactive status.....\$100*
- (f) *For the examination of an applicant to become a designated representative of a court reporting firm\$250*
- (g) *For the original issuance of a license.....\$250*
- (h) *For the annual renewal of a license.....\$175*

(i) For the reinstatement of a license\$175

2. The Board will waive the fee for the original issuance of a certificate if the certificate is issued less than 45 days before May 15 of the year in which it is issued.

3. An additional fee will be charged and collected to expedite any request for service by the Board, in an amount not to exceed the actual cost to the Board for expediting the service.

Sec. 3. NAC 656.203 is hereby amended to read as follows:

656.203 If the payment of any fee due to the Board ~~{pursuant to NRS 656.220}~~ is returned for insufficient funds, the Executive Secretary of the Board must inform the person who submitted the payment. If the person resubmits the payment:

1. Such payment must be in the form of a money order, cashier's check or certified check which is payable to the Board; and

2. The person must resubmit to the Board any application, request or other paperwork that was submitted with the original payment.

Sec. 4. NAC 656.230 is hereby amended to read as follows:

656.230 1. If a court reporter or designated representative of a court reporting firm fails to complete and return the form required pursuant to NAC 656.220, the Board will provide written notice of noncompliance via certified mail to the last known address of the court reporter or designated representative of a court reporting firm.

2. The notice of noncompliance:

(a) Must contain:

(1) A statement explaining the manner in which the court reporter or designated representative of a court reporting firm failed to comply with the requirements for continuing education;

(2) A notice that the court reporter or designated representative of a court reporting firm shall, on or before a date specified in the notice, but not less than 30 days after the date on which the notice is provided by the Board, file with the Board a compliance form showing that he or she has cured the failure specified; and

(3) A notice which specifies the consequences provided in subsection 3 for failure to file the form by the date which appears in the notice required by subparagraph (2).

(b) Will be deemed to be a notice of intended action pursuant to subsection 3 of NRS 233B.127.

3. In accordance with the requirements of NRS 233B.127, the Board may suspend the certificate of a court reporter or the license of a firm if the court reporter or designated representative of the court reporting firm fails to file a report of compliance by the date provided on the notice required by subsection 2. Reinstatement of a certificate or license that has been suspended pursuant to this section may be conditioned by the Board upon one or more of the following:

(a) Proof of compliance with the requirements for continuing education.

(b) The passage of the examination required pursuant to NRS 656.160 or 656.186, as applicable.

(c) Payment of the reinstatement fee set forth in NAC 656.200 . ~~for NRS 656.220, as applicable.~~

Sec. 5. NAC 656.250 is hereby amended to read as follows:

656.250 1. Each firm that conducts business as a court reporting firm in this State must complete an application for a license provided by the Board and file the application with the Executive Secretary of the Board. The form for application for the license must include:

- (a) The business address of the firm in this State;
- (b) The tax identification number of the firm;
- (c) The residential address of each owner of the firm;
- (d) If applicable, a copy of each certificate filed pursuant to chapter 602 of NRS to do business under an assumed or fictitious name;
- (e) Copies of all business licenses issued to the firm by a local government in this State;
- (f) All other documents, reports and other information required by the Board; and
- (g) The name of the designated representative of the court reporting firm, as well as a copy of his or her certificate as a certified court reporter or a certificate of completion which demonstrates satisfactory completion of the examination required pursuant to subsection 2 of NRS 656.186 and NAC 656.261.

2. Except as otherwise provided in subsection 4, upon receipt of a completed application for a license and the payment of the fees required pursuant to ~~NRS 656.220,~~ **NAC 656.200**, the Executive Secretary of the Board shall issue a license to the firm.

3. If a change in the ownership of a firm occurs or other change pursuant to NRS 656.260 occurs, the firm shall file an amended application for a license with the Executive Secretary of the Board not more than 30 days after the change occurs.

4. If a license is initially issued less than 45 days before the renewal date, the Board may reduce the fee required pursuant to ~~NRS 656.220~~ *NAC 656.200* on a pro rata basis determined by the amount of time the license will be valid before renewal.

5. To renew a license, the holder must pay the fee for annual renewal required pursuant to ~~NRS 656.220~~ *NAC 656.200* to the Board on or before June 30 of each year.

Sec. 6. NAC 656.261 is hereby amended to read as follows:

656.261 1. Before a person who is not a certified court reporter may serve as a designated representative of a court reporting firm, the person must pass an examination administered by the Board pursuant to NRS 656.186.

2. The Executive Secretary of the Board shall prepare a schedule for the administration of examinations to applicants to become a designated representative of a court reporting firm.

3. ~~The fee for an examination is \$250.~~

~~4.~~ The Board will consider applications for the immediately succeeding examination administered by the Board pursuant to NRS 656.186. The Executive Secretary of the Board shall establish a deadline for the submission of applications that is at least 30 days before the examination is administered. If an application is postmarked after the deadline, the Executive Secretary of the Board shall return the application to the applicant and the applicant is ineligible to take the examination.

~~5.~~ 4. An application must be submitted to the Board in its original form.

~~6.~~ 5. All questions on the application must be completed. If an application is incomplete, the Executive Secretary of the Board shall return the application to the applicant. An applicant

whose application is returned because it is incomplete may resubmit his or her application if the application that is resubmitted is postmarked on or before the date of the deadline.

~~{7}~~ 6. An application must include a photocopy of a photo identification of the applicant.

~~{8}~~ 7. An application must be signed by the applicant under penalty of perjury and include an acknowledgment by the applicant that a misrepresentation or omission in the application may constitute a ground, pursuant to NRS 656.240, for denial, suspension or revocation of the license of the firm for which the applicant is the designated representative. The signature of the applicant attests to the accuracy of all information provided by the applicant, including, without limitation, the information contained in the application and all other evidence and information accompanying the application.

~~{9}~~ 8. If the Board rejects an application, the Executive Secretary of the Board shall mail to the applicant a letter that explains the reason for the rejection.

~~{10}~~ 9. If the Board approves an application, the Executive Secretary of the Board shall mail to the applicant a letter of admission to the examination.

~~{11}~~ 10. An applicant may cancel his or her submission of an application and request a refund of the examination fee by submitting a written request to the Board on or before the deadline for submission of applications established by the Executive Secretary of the Board pursuant to subsection ~~{4}~~ 3. If the request is submitted on or before the deadline for submission of applications, the Executive Secretary of the Board shall cancel the applicant's application and refund the examination fee to the applicant. The Executive Secretary of the Board shall not refund an examination fee if the request for a refund is submitted after the deadline for submission of applications.

~~112.1~~ **11.** An applicant may cancel his or her submission of an application and request that the Board apply the applicant's examination fee to the immediately succeeding examination by submitting a written request to the Board after the deadline for submission of applications established by the Executive Secretary of the Board pursuant to subsection ~~114.1~~ **3**, but before the date of the examination. If the request is submitted after the deadline for submission of applications, but before the date of the examination, the Executive Secretary of the Board shall cancel the application of the applicant and apply the applicant's examination fee to the immediately succeeding examination.

~~113.1~~ **12.** An applicant who is unable to take the examination because of an emergency may submit a written request to the Board not later than 15 days after the date of the examination requesting that the Board apply the applicant's examination fee to the immediately succeeding examination. The request must include documented proof of the emergency. If the Board grants the applicant's request, the Executive Secretary of the Board shall apply the examination fee of the applicant to the immediately succeeding examination.

~~114.1~~ **13.** As used in this section, "emergency" means a sudden or unforeseen circumstance that makes it impractical or impossible for the applicant to take the examination and includes, without limitation, an illness or injury to the applicant or an injury to or the illness or death of a family member of the applicant.

Sec. 7. NAC 656.265 is hereby amended to read as follows:

656.265 1. Each examination administered pursuant to NAC 656.261 will consist of 125 multiple-choice questions that test the knowledge of the applicant in:

(a) The applicable laws, regulations, and court and procedural rules governing the practice of court reporting in this State;

(b) Technical advances in the practice of court reporting;

(c) Ethics and professionalism in the practice of court reporting;

(d) Management of the business and economics of court reporting; and

(e) Any other subject relating to court reporting that the Board determines appropriate for inclusion in the examination.

2. Each applicant will have 90 minutes to complete the examination. During the examination, the applicant must not refer to or otherwise use any book, paper or other material.

3. Not more than 8 weeks after the administration of an examination, the Board will, at a public meeting held for that purpose, certify the score of each applicant who took the examination. As soon as practicable after conducting the public meeting, the Board will provide official written notice to each applicant of the results of the examination of the applicant. The results of an examination must not be given to an applicant by telephone.

4. If the applicant passed the examination, the Board will include with the results of the examination a certificate of completion. If the applicant failed the examination, the Board will include with the results of the examination a statement that the applicant failed the examination and is not eligible for a certificate of completion.

5. An applicant may not take more than four examinations during any period of 12 consecutive months. To apply for a subsequent examination, an applicant must submit a written request to the Board and pay the *examination* fee required pursuant to NAC ~~656.261~~ 656.200.