

PROPOSED REGULATION OF THE CERTIFIED COURT
REPORTERS' BOARD OF NEVADA

LCB File No. R108-25

December 19, 2025

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

AUTHORITY: §§ 1 and 7, NRS 622.530, 656.130 and 656.220, as amended by section 11.7 of Senate Bill No. 191, chapter 289, Statutes of Nevada 2025, at page 1926; §§ 2-6, NRS 622.530 and 656.130.

A REGULATION relating to certified court reporters; prescribing requirements for the issuance of a certificate by endorsement to engage in the practice of court reporting; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law requires a regulatory body to adopt regulations providing for the issuance, in an expedited manner, of a license, certificate, registration, permit or similar authorization by endorsement to engage in an occupation or profession regulated by that body to a natural person who: (1) holds a corresponding valid and unrestricted license or other authorization to engage in that occupation or profession in the District of Columbia or any state or territory of the United States; (2) possesses qualifications that are substantially similar to the qualifications required for issuance of a license or other authorization to engage in that occupation or profession in this State; and (3) satisfies certain other requirements. Existing law prescribes the expedited timeline for the issuance of a license or other authorization by endorsement. (NRS 622.530) Under existing law, the Certified Court Reporters' Board of Nevada is authorized to adopt regulations governing the certification of certified court reporters, including fees. (NRS 656.130, 656.220, as amended by section 11.7 of Senate Bill No. 191, chapter 289, Statutes of Nevada 2025, at page 1926) Existing regulations prescribe requirements for the examination for and issuance of a certificate to engage in the practice of court reporting under a non-expedited process. (NAC 656.100-656.160)

Section 1 of this regulation provides for the issuance of a certificate by endorsement to engage in the practice of court reporting to an applicant who: (1) holds a corresponding valid and unrestricted certificate or license to engage in the practice of court reporting in another jurisdiction that has similar or more stringent licensing requirements; (2) attests to meeting certain requirements concerning licensure, disciplinary action and civil and criminal liability in the other jurisdiction; (3) successfully passes a written examination on the laws and court rules in this State relating to court reporting; and (4) submits the required applications, documentation and fees. **Section 1** prescribes the requirements for the expedited process for the examination for and issuance of a certificate by endorsement. **Sections 2-6** of this regulation make conforming

changes to distinguish the requirements for the examination for and issuance of a certificate by endorsement from the requirements for the examination for and issuance of a certificate under the non-expedited process. **Section 7** of this regulation prescribes the fee for the examination of an applicant for a certificate under either process.

Section 1. Chapter 656 of NAC is hereby amended by adding thereto a new section to read as follows:

1. The Board will issue a certificate by endorsement to engage in the practice of court reporting to an applicant who:

(a) Holds a corresponding valid and unrestricted certificate or license to engage in the practice of court reporting in good standing in the District of Columbia or any state or territory of the United States that, as determined by the Board, has certification or licensing requirements that are substantially similar to, or more stringent than, the standards of the Board for initial certification in this State;

(b) Attests, under penalty of perjury, that the applicant meets the requirements set forth in paragraphs (a) to (e), inclusive, of subsection 2 of NRS 622.530;

(c) Successfully passes a written examination of the applicable laws and court rules governing the practice of court reporting in this State prescribed by the Board; and

(d) Complies with the requirements of subsections 2 and 5.

2. To apply for a certificate by endorsement to engage in the practice of court reporting, an applicant must submit to the Board:

(a) An application for examination for a certificate by endorsement on a form prescribed by the Board;

(b) The attestation required pursuant to paragraph (b) of subsection 1;

(c) The statement required pursuant to NRS 425.520;

(d) *Proof satisfactory to the Board that the applicant has achieved a passing score on one of the examinations listed in paragraph (b) of subsection 2 of NRS 656.170;*

(e) *Proof satisfactory to the Board that the applicant has been engaged in the practice of court reporting in the other jurisdiction where the applicant is a certified or licensed court reporter during the 5-year period immediately preceding the application for certification by endorsement in this State;*

(f) *A letter of good standing or an electronic version of the current certificate or license of the applicant, which must include the date of issuance of the certificate or license;*

(g) *The disciplinary record from each jurisdiction in which the applicant is, or has been, certified or licensed;*

(h) *A complete set of his or her fingerprints and written permission authorizing the Board to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report, or proof that the applicant has previously passed a comparable criminal background check; and*

(i) *The fee for the examination of an applicant for a certificate set forth in NAC 656.200.*

3. *The Board will administer the written examination for a certificate by endorsement described in paragraph (c) of subsection 1 at least once each month pursuant to a schedule fixed annually by the Executive Secretary of the Board. Certification of the score of such a written examination may be issued at a meeting of the Board or between its meetings by the Chair or Vice Chair of the Board and the Executive Secretary of the Board. Such an action shall be deemed to be an action of the Board. The Board will provide written notice to each applicant of the certified score of the applicant on the examination before the expiration of the period for issuance of a certificate by endorsement to the applicant pursuant to subsection 4 of*

NRS 622.530. A certified passing score is valid for 2 years after the date on which the applicant passed the examination.

4. If an applicant fails the examination, the applicant is ineligible for a certificate by endorsement. Such an applicant may retake the examination if the applicant submits to the Board an application for the examination of an applicant for a certificate by endorsement and the fee required for the examination set forth in NAC 656.200.

5. After the Board provides written notice of the certified scores of the written examination pursuant to subsection 3, a successful applicant may, before the expiration of the period for issuance of a certificate by endorsement to the applicant pursuant to subsection 4 of NRS 622.530, submit an application on a form prescribed by the Board for a certificate by endorsement and the fee for the original issuance of a certificate set forth in NAC 656.200.

6. Upon receipt of a completed application for a certificate by endorsement submitted pursuant to subsection 5, the Board will process the application. A successful applicant shall not engage in the practice of court reporting in this State until the Board has issued a certificate by endorsement to the applicant.

7. A natural person who is issued a certificate by endorsement pursuant to this section must comply with the provisions in this chapter and chapter 656 of NRS and all other applicable laws and court rules governing certified court reporters.

Sec. 2. NAC 656.100 is hereby amended to read as follows:

656.100 *Except as otherwise provided in section 1 of this regulation:*

1. The Board will consider applications for certificates for the immediately succeeding examination. The Executive Secretary of the Board shall establish a deadline for submission of applications at least 30 days before the examination for certification 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.

2. An application must be submitted to the Board in its original form. If an applicant submits an application that is photocopied, the Executive Secretary of the Board shall return the application to the applicant and the applicant is ineligible to take the examination.

3. 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.

4. All evidence required by NRS 656.170 must be included with the application. The Board will not accept an application without the evidence unless the applicant receives approval from the Board before submitting his or her application.

5. An application must include a photocopy of a picture identification of the applicant.

6. The fee accompanying the application must be in the form of a money order, cashier's check or certified check which is payable to the Board. If the applicant does not submit the fee in a timely manner, the Executive Secretary of the Board may deny the applicant:

- (a) Admission to the examination;
- (b) The results of his or her examination; or
- (c) A certificate.

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 for denial, suspension or revocation of a certificate pursuant to NRS 656.240. The signature of the applicant attests to the accuracy of all information provided by the applicant,

including, but not limited to, the information contained in the application and all other evidence and information accompanying the application.

8. If the Board rejects an application, the Board will include a letter that explains the reason for the rejection.

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.

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 1. 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.

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 1 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 applicant's application and apply the applicant's examination fee to the immediately succeeding examination.

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 applicant's examination fee to the immediately succeeding examination.

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. 3. NAC 656.120 is hereby amended to read as follows:

656.120 1. The Executive Secretary of the Board shall assign a unique identification number to each application *for the examination for certification required pursuant to NRS 656.160* that is approved by the Board. An applicant must register on the day of the examination by presenting the original of the photo identification that accompanied his or her application and by signing the sheet for registration provided by a member of the staff of the Board. A member of the Board or a member of the staff of the Board will open the examination room on the day of the examination for registration. A member of the Board or a member of the staff of the Board will provide a seat for the applicant in the examination room according to the identification number that is assigned to his or her application.

2. A member of the Board or a member of the staff of the Board shall give oral instructions and remarks of introduction immediately before administering the examination. Unless special

arrangements are made pursuant to subsection 8 or 9, all applicants must register and be present for the oral instructions and remarks of introduction.

3. Each applicant must be on time to take the examination. An applicant who arrives late to take the examination:

- (a) Will be denied admission to the examination;
- (b) Forfeits any fees paid to take the examination; and
- (c) Must reregister before taking a subsequent examination.

4. A member of the Board or a member of the staff of the Board will administer the examination. The name of the applicant or the applicant's identification number, or both, must not be written or otherwise appear on the examination provided by the Board.

5. The examination of an applicant and all other material relating to the examination must not be removed from the examination room during the administration of the examination. If an applicant removes the examination or material relating to the examination, the Board will fail the applicant for the purposes of the current application and will, if deemed appropriate by the Board, disqualify the applicant from participation in future examinations. After an applicant completes the examination, the applicant must return the examination and material to the registration desk.

6. An applicant shall not:

- (a) Ask questions during the examination except for questions that are necessary for clarification of the examination; or
- (b) Leave the room in which the examination is administered without permission from a person who is monitoring the examination or a member of the staff of the Board who is present at the registration desk.

7. An applicant must bring to the examination room a pen or pencil. The Board will not provide any equipment.

8. Upon the written request of an applicant with a disability at least 10 working days before the examination, the Executive Secretary of the Board shall make special arrangements for the administration of the examination to the applicant if those arrangements are:

- (a) Feasible;
- (b) Reasonable; and
- (c) In compliance with the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 to 12213, inclusive.

9. Upon the request of an applicant whose religious beliefs prevent the applicant from taking the examination on the date of the examination, the Executive Secretary of the Board shall make special arrangements for the administration of the examination to the applicant if the request is made before the date of the examination.

10. If an applicant cheats on the examination, a member of the Board or a member of the staff of the Board will expel the applicant from the examination room and fail the applicant.

11. Questions concerning the administration, procedure or content of the examination must be submitted in writing to the Board.

Sec. 4. NAC 656.130 is hereby amended to read as follows:

656.130 1. After the presentation of the oral instructions and remarks of introduction by a member of the Board, the Board will provide for the administration of the examination ~~for~~ **certification pursuant to NRS 656.160.** Unless special arrangements are made pursuant to subsection 8 of NAC 656.120, the Board will give an applicant 1 hour and 45 minutes to

complete and submit the examination to the Board or a member of the staff of the Board. A grade of at least 70 percent is required to pass the examination.

2. The examination consists of not less than 150 and not more than 200 questions that test the knowledge of the applicant in:

- (a) Vocabulary;
- (b) Punctuation;
- (c) Grammar;
- (d) Spelling;
- (e) Medical terminology;
- (f) Legal terminology;
- (g) The applicable laws, regulations, and court and procedural rules governing the practice of court reporting in this State; and
- (h) Any other subject relating to the duties of a court reporter specified by the Board.

→ The Executive Secretary of the Board shall include material to prepare for the examination in the letter of admittance to the examination mailed to the applicant.

3. An applicant shall not refer to or otherwise use books, papers or other material during the examination. All books, papers and other such material must be placed on the floor during the examination.

Sec. 5. NAC 656.150 is hereby amended to read as follows:

656.150 1. Not more than 8 weeks after the administration of the examination ~~for~~ *certification pursuant to NRS 656.160*, 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.

2. After the Board provides official notice of the results of the examination, a successful applicant may submit an application for a certificate on a form provided by the Board. The application must include:

- (a) The fee required by NAC 656.200 for the original issuance of a certificate;
- (b) The residential address and telephone number of the applicant;
- (c) The business address and telephone number, if any, of the applicant;
- (d) The date on which the applicant successfully passed the examination;
- (e) In accordance with NRS 656.155, the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to NRS 425.520; and
- (f) Complete answers to the questions contained on the form.

→ Upon receipt of a complete application, the Board will process an application for a certificate.

3. A successful applicant shall not practice court reporting in this State until he or she receives a certificate from the Board.

4. After the Board provides official notice of the results of the examination, an applicant who took the examination may request an analysis of his or her examination results by subject matter. The request must:

- (a) Be submitted on a form provided by the Board; and
- (b) Include a fee of \$25.

→ Upon receipt of a complete request, the Board will process the request for analysis.

5. Nothing in this section shall be construed to authorize an applicant to review his or her examination.

Sec. 6. NAC 656.160 is hereby amended to read as follows:

656.160 1. If an applicant fails the examination ~~H~~*for certification required pursuant to NRS 656.160*, the applicant is ineligible for a certificate. Such an applicant may retake the examination if he or she submits an application and the fee required for examination to the Board.

2. An applicant who passes the examination must submit an application to the Board for a certificate within 2 years after the date on which the applicant passed the examination.

Sec. 7. 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 a certificate required pursuant to NRS 656.160 or section 1 of this regulation \$150*

(b) Except as otherwise provided in subsection 2 and NRS 656.220, for the original issuance of a certificate \$200

~~(c)~~ (c) For the annual renewal of a certificate \$200

~~(d)~~ (d) For the reinstatement of a certificate \$125

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.