

**PROPOSED REGULATION OF THE
CERTIFIED COURT REPORTERS' BOARD OF NEVADA**

LCB File No. R075-10

Added language is in *bold, italics*; deleted language is in brackets and ~~strikeout~~.

NAC 656.100 Application for certificate. (NRS 656.130, 656.150, 656.170)

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 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 he submits his application.

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

6. If the fee accompanying the application is in the form of a check and the check is returned by the bank, the applicant must immediately submit a money order to the Board. If the applicant does not submit a money order in a timely manner, the Executive Secretary of the Board may deny the applicant:

- (a) Admission to the examination;
- (b) The results of his 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. Applicants who cancel by written notification on or before the deadline date established by the Board will receive a full examination fee refund. No refunds will be granted after the deadline date.

11. If the applicant determines he is unable to appear for the scheduled examination after the deadline date established by the Board; the applicant shall notify the Board, in writing, before the scheduled exam date and the fee will then be held over for the next regularly scheduled examination.

12. If the applicant fails to appear by the prescribed start time of the examination due to an emergency, within 15 days from the examination day, the applicant may submit a written request to the Board. Documented proof of the emergency must accompany the request. The Board or the staff of the Board may determine that the fee be held over for the next regularly scheduled examination.

13. Emergency for purposes of section (12) includes death, sickness or any other unusual event which is outside the control of the applicant.

14. If the applicant fails to notify the Board in writing for non appearance; he will forfeit his examination fee.