

**ELECTRONIC RECORDER REGISTRATION
FOR WEDNESDAY, OCTOBER 24, 2012 RETEST
CERTIFICATION TRANSCRIPTION EXAMINATION**

Please read the following warnings and instructions before proceeding:

- Falsifying information on your registration will result in your exclusion from the certification program.
- Your employer must sign your registration and attach a request to obtain your temporary certification.
- Registrations will not be processed unless all requested information is provided. **Please fill in all blanks.**
- A \$60.00 registration fee is required by MCR 8.108(G)(3). Please send a check or money order only, made payable to the "State of Michigan." **DO NOT SEND CASH. This fee is not refundable or transferable.**
- Completed registrations and the registration fee must be **postmarked** no later than September 1, 2012. Send to **Certification, PO Box 30048, Lansing, MI 48909.**

NOTE: Registration may close before the posted deadline because of limited seating.

IDENTIFYING INFORMATION (please print or type)			Type of equipment used _____	
CER no. (if applicable) _____			Length of service with employer and title of position _____	
Date of birth _____			Firm identification no. _____	
Last name _____	First name _____	Middle initial _____	Name of employer, business, or court _____	
Residence address _____			Business address _____	
City and zip _____			City, county, and zip _____	
Area code and telephone no. _____		E-mail address _____	Area code and telephone no. _____	
Area code and FAX no. _____				
Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the date? Are you on probation or parole? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what date were you released from jail/prison or discharged from probation/parole? If yes, what date does your jail/prison sentence expire or what date does your term of probation/parole expire?				
EQUIPMENT - Hall of Justice Word Processor (Microsoft Word 2007)				
EXAM LOCATION - Hall of Justice, 925 W. Ottawa St., Lansing, Michigan				

Scheduling information and materials will be sent to you by e-mail approximately 2-3 weeks before the examination.

For temporary official recorders only: This applicant has the requisite skills and experience to fulfill the duties of official court recorder. Furthermore, the applicant will be under or will have access to instruction from a certified electronic recorder.

NOTE: An applicant will be permitted to take this examination only if he or she has submitted documentation to the State Court Administrative Office showing satisfactory completion of a post-high school board-approved workshop; course of study, or other board-approved workshop or course of study; or other board-approved curriculum. An applicant who currently holds a CSR designation is exempt from this requirement.

I attended a board-approved workshop on _____, and if I have not, I will do so before the examination.
Date (if applicable)

I do not need to attend a board-approved workshop because I already hold a CSR designation.

Date

Registrant's signature

Employer's signature for temporary certification

Employer's name and title (type or print)