Approved, SCAO

SHORTHAND/STENOTYPE REPORTER REGISTRATION
FOR THURSDAY, JANUARY 28, 2010 CERTIFICATION 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.**
- You must enclose a copy of your certificate of proficiency of the following speeds:
  Literary, 180 wpm Jury charge, 200 wpm Question and Answer, 225 wpm
- You must enclose a copy of your diploma from or other document showing completion of an approved or accredited course of study or a copy of your former certification number if you were previously certified under MCR 8.108.
- Completed registrations and the registration fee must be **postmarked** no later than December 1, 2009. 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)

CSR no. _____ Firm identification no. _____

Date of birth _____ Length of service with employer _____

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? ☐ Yes ☐ No If yes, what was the date?
Are you on probation or parole? ☐ Yes ☐ 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?

EDUCATION CSR registrants must have completed an approved or accredited course of study in court reporting.

Name of school attended _____ Date of course completion _____

EQUIPMENT Please indicate your choice of equipment. **You must know Microsoft Word XP if you choose to use HOJ word processing equipment.** If you bring your own CAT, you must bring your printer and all necessary supplies. If you bring your own word processor, you must bring your CPU, monitor, keyboard, printer, 10' extension cord, and supplies.

☐ Own CAT _____ (Type and model) ☐ Own Word Processor _____ (Type and model) ☐ Hall of Justice (HOJ) Word Processor

EXAM LOCATION - State Court Administrative Office, Hall of Justice, 925 W. Ottawa, Lansing, Michigan
Scheduling information and materials will be sent to you approximately 2-3 weeks before the examination.

Date _____ Registrant's signature _____

Employer's signature for temporary certification _____ Employer's name and title (type or print) _____