

Written Exam Information:

The written exam will consist of 55 multiple choice questions, with the following categories: grammar and punctuation, spelling and vocabulary (general and medical), Texas Court Procedure (Civil and Criminal) and general legal.

*The allotted time for the exam will be 1 (one) hour.

*This is a closed book exam.

*Do not bring study materials into the testing room.

*The use of a dictionary is not permitted during the written exam.

*Anyone discovered cheating will be disqualified and will not be eligible for retesting for a period of two years.

<http://www.crcb.state.tx.us/statute.asp#52.023>

* Cell phones are to be turned off and placed with the rest of your belongings at the front of the exam room.

Reference Materials:

Materials recommended for study in preparation for the written portion of the examination include, but are not necessarily limited to:

Merriam Webster's Dictionary, 11th Edition

Dr. Grammar: <http://www.drgrammar.org/>

Morson's English Guide for Court Reporters, 2nd Edition

NCRA's Punctuation for Shorthand Reporters

Dorland's Illustrated Medical Dictionary, 27th Edition

6,600 Soundalikes, Look-Alikes, Mary Louise Gilman

Click on: <http://www.crcb.state.tx.us>

Rules and Policies

Chapter 52 Government Code

Code of Professional Conduct

Conditions That May Negatively Affect Certification

Continuing Education Rules

Penalty Matrix

Standards & Rules Promulgated by the Supreme Court of Texas

TX Rules of Appellate Procedure

TX Rules of Civil Procedure

Uniform Format Manual (UFM)

Electronic Signature Policy

Reasonable Disclosure Policy

Reinstatement Policy

Student Default Loan Policy