(**Revised**: 08/25/2011)

Texas Certification Exam
Request for Exam Assignment Form

Submit form with fees to: TCRA – Testing Advisory Council
P.O. Box 2379, Athens, TX 75751

- Fees for the exam must be in the form of a check, cashier's check or money order and made payable to the TCRA – Testing Advisory Council and remitted no later than 30 days (delivered or postmarked) before the exam date. You may also pay with a credit card. We accept American Express, Discover, Mastercard and Visa.
- Send in this form along with your Confidentiality Agreement and Use of Computer Statement form. Both forms must be submitted by the registration deadline date or you will not be able to sit for the exam, no exceptions.
- Please contact TCRA at 903-675-1806 or texascra@embarqmail.com for additional details or questions regarding exam registration.

Exam Dates:	Registration Deadline Dates:
01/14/2012 | 04/14/2012 | 06/20/2012	12/15/2011 | 03/10/2012 | 05/21/2012

File No.:	Test Date *(mm/dd/yyyy)*:

Name:	Address:
Phone No.:	City, State, Zip:
Fax No.:	Email:

Court Reporting School Attended:	
School City & State:	

I am registering for the:		
Oral & Written Exams: ☐ ($190)	Oral Exam Only: ☐ ($125)	Written Exam Only: ☐ ($75)

I hereby certify that during the above requested examination, I will take Part A (oral exam) by the following authorized method:
☐ Machine Shorthand ☐ Oral Stenography ☐ Written Shorthand (written symbols/abbreviations in shorthand)

_____ _____
Date Signature

Credit Card Payment Information:
Credit Card Number: _____Expiration Date: _____
Billing Address, City, Zipcode: _____
Cardholder's Name: _____3-digit Security Code:_____(located on back of card)
Signature: _____

***Refund Policy** -Written requests for refund must be postmarked by registration cutoff date (30 days prior to the exam date). No refunds will be given to requests received after the deadline or for "no shows." In order to receive an exam fee refund, you must inform us (in writing) that you will be unable to attend the exam. This notice must be sent to TCRA before the exam registration deadline. If the notice is received after the deadline, a refund would not be issued. Fees may not be applied to a future test date.