

IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD

TESTING AND REQUIREMENTS

SPEEDS

225 wpm Q & A
200 wpm Jury Charge
180 wpm Literary
Written Examination

TEST DATE:

Third Saturday of March
Third Saturday of September

LOCATION

ADA COUNTY
COURTHOUSE
Boise, Idaho

APPLICATION DEADLINE:

30 days prior to the examination

The dictated portion of the exam requires **95% accuracy** in each "leg," and the written exam requires **75%** correct to pass the exam. You must complete all portions of the exam within the required percentages in order to receive the Idaho CSR Certificate. The dictated portion consists of three separate legs administered by professionally recording which may be passed individually. Each leg lasts five minutes. 1 ¼ hours are allowed for transcription of each leg. A candidate must transcribe each leg of the dictated portion with a 95% accuracy to pass. The written exam is composed of approximately 50 multiple choice questions covering subjects as are ordinarily given in a school of court reporting and which are common to all fields of practice. All successful examinees will be issued a valid Idaho certificate.

Fee Schedule: **\$50.00 examination fee.** The application fee and examination fee must be forwarded with the application. Once per year, the exam may be given on a day other than Saturday to accommodate religious beliefs. Any requests to have the exam given on a day other than Saturday must be submitted with the application accompanied by a letter from a church official and received forty-five (45) days in advance so arrangements can be made. This accommodation is made for the March exam only. **ABSOLUTELY NO REFUNDS OF FEES FOR ANY REASON. There is no reduction in fees if only a portion of the test is taken. There is a \$20 fee for returned checks.**

Please include the following with your application:

- Application (be sure it has been signed and notarized)
- Application and Examination fee (\$50.00 total)
- Exam material fee (\$20) (optional)
- Proof of High School graduation or GED

Candidates are responsible for bringing their own equipment. See Rules on Equipment, Shared Printers, Rough Drafts and Final Transcripts. The Idaho CSR Board will not accept incomplete applications.

Mail your completed application to the address noted below.

A.D.A. NOTICE

If you have a disability as defined under the Americans with Disabilities Act, and you require special accommodation, please attach a written request for special accommodation that identifies the specific services that are being requested to meet your special needs. A request for special accommodation must be accompanied by current medical documentation identifying your disability and supporting the need for the accommodations being requested.

The State of Idaho Certified Shorthand Reporters Board Laws and Rules may be downloaded at: www.ibol.idaho.gov

Questions regarding this application or the requirements for certification may be addressed to:

IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD
BUREAU OF OCCUPATIONAL LICENSES
700 West State Street, P.O. Box 83720
Boise, Idaho 83720-0063
sre@ibol.idaho.gov

IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD

**Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, Idaho 83720-0063**

Phone: (208)-334-3233 Fax: (208) 334-3945

Website: www.ibol.idaho.gov E-mail: SRE@ibol.idaho.gov

APPLICATION FOR EXAMINATION

Please complete this form by providing the requested information (please print - note the attached instructions). Your signature must be notarized and the appropriate fees must be attached. Submit the completed form to the address noted above.

1. **Full Name** (Mr., Mrs., or Ms.) _____
(Your full legal name is required. Legal documentation of any name changes from birth to the present may be required.)

2. **Address of Record** _____
(The above address is public record) Street City State Zip

3. **Mailing address** _____
(Will be used as address of record if none provided above) Street City State Zip

4. **Place of Birth** _____ **Date of Birth** ____/____/____
mm dd yyyy

5. **Social Security No.** ____-____-____ **Business number** (____) _____ **E-mail** _____
(The above phone number is public record)

6. **Do you have a high school education or the equivalent?** Yes No
(Please attach high school diploma or GED certificate.)

7. **Have you ever been convicted of any State or Federal felony or a misdemeanor involving moral turpitude?** Yes No
(If Yes, a detailed statement, including a summary of the charges, the final order, any probation or parole documentation, and any other relevant information must be attached.)

8. **Have you had a license revoked, suspended, or otherwise sanctioned in Idaho or elsewhere?** Yes No
(If yes, please attach a detailed statement, including a summary of the charges, the final order, and any other relevant information.)

CHARACTER REFERENCES: All applicants must provide the names and addresses of three character references below.

AFFIDAVIT

I hereby certify under penalty of perjury that I am the person named above and that I am of good moral character. I further certify that I have reviewed the Idaho Laws and Rules governing the practice of Shorthand Reporting and that I will comply with those laws and rules should I be granted certification. I swear or affirm that the information provided on and attached to this application is true and accurate to the best of my knowledge and belief. I hereby authorize and direct any person, agency, firm, or other entity to release to the Bureau of Occupational Licenses or it's identified agent any and all information, communications recommendations, reports, records, statements, or disclosures, whether public, privileged or confidential, that may relate to my professional qualifications or credentials or that may have bearing on my eligibility for certification.

Signature of applicant

State of _____, County of _____, ss.
Subscribed and sworn before me this _____ day of _____, 20 _____.

(seal)

Notary Public Official Signature
My Commission Expires _____