



## VCRA Voluntary Certified Court Reporter (CCR) Program Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP code \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Reporting Method  Steno  Voice

Employment Type  Official  Freelance  Captioning/CART  
 Legislative  Other \_\_\_\_\_

### Qualification:

I am a professional member in good standing with VCRA.

I am a holder of RSR, RPR, CVR, or higher NCRA/NVRA designations, or CSR from another state and applying for certification under reciprocity.

**If you do NOT possess a RSR, RPR, CVR, or higher NCRA/NVRA designations, or a CSR designation, the following criteria must be met:**

- 1(a) Provide proof of completion of a court reporting school or program
- 1(b) One year work experience as a court reporter
- 1(c) After applying, applicant must work under the auspices of a certified reporter (CCR or NCRA/NVRA certificate) for a minimum of one year and provide VCRA with a Letter of Recommendation from that reporter

OR

- 2(a) Provide two Letters of Recommendation from current members of the Virginia bar
- 2(b) One year work experience as a court reporter
- 2(c) After applying, applicant must work under the auspices of a certified reporter (CCR or NCRA/NVRA certificate) for a minimum of one year and provide VCRA with a Letter of Recommendation from that reporter

**Materials Required:**

Please attach the following documentation to your application.

If you possess a RSR, RPR, CVR, or higher NCRA/NVRA designations, or CSR from another state:

- Copy of Certificate for RSR, RPR, CVR, or higher NCRA/NVRA designations, or CSR from another state.

If you do NOT possess a RSR, RPR, CVR, or higher NCRA/NVRA designations, or a CSR designation:

- Proof of completion of a court reporting school or program OR two Letters of Recommendation from current members of the Virginia bar  
AND
- One year work experience as a court reporter. Please describe work experience below:

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Before applications will be processed, applicants must pay the CCR Application Fee of \$25 by check to the Virginia Court Reporters Association or on the VCRA website: <https://vcra.net/Sys/Store/Products/87853>

I hereby certify that the information submitted is accurate and truthful, and I further certify that I will abide by all rules, policies and procedures governing this voluntary certification program and that of the Virginia Court Reporters Association.

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Signature

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Date

Submit application to [ccr@vcra.net](mailto:ccr@vcra.net) or mail to:  
Virginia Court Reporters Association  
PO Box 12317  
Norfolk, VA 23541

*(September 2020)*