



WRITTEN KNOWLEDGE TEST CANCELLATION FORM

CERTIFICATION
& TESTING

NAME

NCRA MEMBER NUMBER

SIGNATURE

STREET ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE NUMBER

EMAIL ADDRESS

REASON FOR CANCELLATION **(REQUIRED)**

All cancellations must be received no later than the last day of the testing period for which you registered.*

I hereby request a CANCELLATION of the below written knowledge test:

☐ RPR ☐ RDR ☐ CRC ☐ CLVS

I affirm:

- ☐ I have read and understand NCRA's exam cancellation policy.
- ☐ I understand that NCRA will retain a \$35 non-refundable processing fee.
- ☐ I understand that if I have already scheduled an appointment for the above test with Pearson Vue, I will contact Pearson Vue directly at home.pearsonvue.com/ncra to cancel my appointment. ***If you do not cancel, you will be assessed an additional \$65 cancellation fee.***

All three statements must be marked to complete the refund process.

I would like the refund of my registration fee(s): *(select one)*

- ☐ Applied to my membership dues invoice
- OR
- ☐ Refunded to my original form of payment

If you are requesting a cancellation and refund after the cancellation deadline due to an injury, major illness, family emergency, or other extenuating circumstance, please submit back-up documentation with this form. Examples of adequate back-up documentation include, but are not limited to, doctors' notes, obituaries, and church bulletins. Please note that processing fees will still be applied. Failure to submit your request with back-up documentation will result in the return of your request without consideration.

* *The Certification and Testing Department must be contacted no later than 30 days after the last day of the testing period for which you registered for extenuating circumstances to be considered for a late cancellation refund. If you do not contact NCRA within 30 days with extenuating circumstances, your entire registration fee will be forfeited.*

SUBMIT TO NCRA

Please save the completed form and send via:

Email: testing@ncra.org

Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191 • Fax: 703-391-0629

QUESTIONS? Please email testing@ncra.org or call 800-272-NCRA.