

**ELECTRONIC RECORDER REGISTRATION  
FOR THURSDAY, October 6, 2016, RETEST  
CERTIFICATION TRANSCRIPTION EXAMINATION**

**Please read the following warnings and instructions before proceeding:**

- Falsifying information on your registration will result in your exclusion from the certification program.
- Your employer must sign your registration and attach a request to obtain your temporary certification.
- Registrations will not be processed unless all requested information is provided. **Please fill in all blanks.**
- A \$60.00 registration fee is required by MCR 8.108(G)(3). Please send a check or money order only, made payable to the "State of Michigan." **DO NOT SEND CASH. This fee is not refundable or transferable.**
- Completed registrations and the registration fee must be **postmarked** no later than September 1, 2016. Send to **Certification, PO Box 30048, Lansing, MI 48909.**

**NOTE: Registration may close before the posted deadline because of limited seating.**

<b>IDENTIFYING INFORMATION (please print or type)</b>			Type of equipment used _____	
CER no. (if applicable) _____			Length of service with employer and title of position _____	
Date of birth _____			Firm identification no. _____	
Last name _____	First name _____	Middle initial _____	Name of employer, business, or court _____	
Residence address _____			Business address _____	
City and zip _____			City, county, and zip _____	
Area code and telephone no. _____	E-mail address _____		Area code and telephone no. _____	Area code and FAX no. _____
Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, what was the date? Are you on probation or parole? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what date were you released from jail/prison or discharged from probation/parole? If yes, what date does your jail/prison sentence expire or what date does your term of probation/parole expire?				
<b>EQUIPMENT - Hall of Justice Word Processor (Microsoft Word 2010)</b>				
<b>EXAM LOCATION - Hall of Justice, 925 W. Ottawa St., Lansing, Michigan 48915</b>				
Scheduling information and materials will be e-mailed to you approximately 2-3 weeks before the examination.				

**For temporary official recorders only:** This applicant has the requisite skills and experience to fulfill the duties of official court recorder. Furthermore, the applicant will receive instruction from and be supervised by a certified electronic recorder.

**NOTE: An applicant will be permitted to take this examination only if he or she has submitted documentation to the State Court Administrative Office showing satisfactory completion of a post-high school board-approved workshop or course of study, or other board-approved curriculum. An applicant who currently holds a CSR designation is exempt from this requirement.**

I attended a board-approved workshop on \_\_\_\_\_, and if I have not, I will do so before the examination.  
Date (if applicable)

I do not need to attend a board-approved workshop because I already hold a CSR designation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrant's signature

\_\_\_\_\_  
Employer's signature for temporary certification

\_\_\_\_\_  
Employer's name and title (type or print)