

# Application for Inactive Membership Status

Please print for accuracy.

Name: \_\_\_\_\_ Membership ID # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Inactive Status Year: \_\_\_\_\_

Reason for Inactive Status: \_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ verify that the above information is correct and I am not working full- or part-time as a court reporter. I understand that I must notify NCRA if I return to work as a reporter either full- or part-time. Failure to do so will result in the revocation of my NCRA credentials.

\_\_\_\_\_ Date: \_\_\_\_\_

Member Signature\*

\*This Inactive Status Member Eligibility Application is not valid without the member's original signature.

Inactive Membership Status is available only to current reporter members who have been reporter members for two consecutive years and who are not working full- or part-time. Inactive Membership Status is good for one membership year (Jan. 1 - Dec. 31) at a time. An eligibility application must be completed for each renewal year. Inactive Membership Status is limited to a total of six years within a member's membership lifetime with NCRA.

## PAYMENT INFORMATION

Inactive Dues Enclosed:  \$135.00  Other: \$ \_\_\_\_\_

Check enclosed, payable to NCRA in U.S. Funds No cash please. (\$20 fee for returned checks)

Visa  MasterCard  Discover/Novus  American Express

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Security Code. Last three digits on the back of your Visa/MasterCard/ Discover card or the four digits printed to the right and just the account number on the front of your American Express card. \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature \_\_\_\_\_  
of Card Holder

- I've already paid full dues, please issue a partial refund.
- I've paid inactive dues, returning signed form for your records.

Note: To resume your membership benefits, please return this form immediately. See other side for eligibility requirements.

\*Please mail to: NCRA

4 5 6  
Office Use Only

Attn: Membership  
12030 Sunrise Valley Dr., Suite 400 or  
Reston, VA 20191

Fax to: (703) 391-0629

## **Taking a break from reporting?** *You may be eligible for Inactive Membership Status...*

### **You qualify for Inactive Membership Status if:**

- **You have been an NCRA reporter member for at least two consecutive years.**
- **You are not working as a reporter—even part-time.**
- **You need to take a break from your career due to illness, disability, family leave etc.**
- **And if you're certified, you want to keep your certification and have an extended time frame to earn your continuing education credits.**

### **Here's how it works:**

1. You pay just one-half of reporter member dues (\$135), and you get all the benefits of NCRA membership, except NCRA business-building marketing opportunities, such as ads in the *JCR*, the Court Reporter Sourcebook, and the NCRA Web site. You will be listed in the Sourcebook under a special section for Inactive members.
2. You can be “Inactive” for a total of six years during your membership life. Inactive status may be used for one membership year (January 1 – December 31) at a time. A new form must be completed for each year that Inactive status is being taken.
3. **If you choose to continue inactive status beyond your first year, contact NCRA's membership department after you receive your first dues invoice for the coming year.**
4. What about your Continuing Education requirements? Your September 30<sup>th</sup> Certification Cycle end date is extended to September 30<sup>th</sup> of the following year each time you qualify for Inactive status with NCRA. For the first three years of Inactive Status the number of CEUs you must earn will not change. By the end of your first three years you would only be required to attain 3.0 CEUS. After three years of inactive status you will be required to earn an additional 1.0 CEUs for each year you remain inactive (for years 4 through 6 of inactive status). For example, a member taking advantage of 4 years of inactive status would be required to earn 4.0 CEUs and a member taking 6 years of inactive status would need to earn a total of 6.0 CEUs.
5. Any Continuing Education activities you participate in during your Certification Cycle, including those during your inactive period, will be applied towards the total number of CEUs required for the number of years of Inactive Status and the renewal of your certifications.
6. If you go back to work during an inactive year, contact the membership department to return to active status. In order to reinstate to active status, we will ask you to pay additional dues to reactivate your regular membership.
7. Please complete the application for Inactive Membership Status on the front of this form and return it to NCRA's membership department along with your dues payment of \$135.