

Judicial Reporting Certificate – ExecuTrain of Idaho

Dear Future Student:

Thank you for your interest in ExecuTrain of Idaho's Judicial Reporting program. If you are looking for a high-paying career that is challenging and exciting, Judicial Reporting, Scoping, or Transcription could be for you.

ExecuTrain of Idaho offers excellent training with affordable fees. We understand student needs and offer a friendly, supportive environment. Our faculty members have been recognized nationally in their achievements as judicial reporters and judicial reporting instructors, with over 20 years' combined experience in the profession.

Please review the enclosed materials.

Should you have further questions, please feel free to email me at cynthia@etidaho.com or call me at (208) 327-0768.

Sincerely,

Cynthia Thompson
General Manager

ExecuTrain of Idaho is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by ExecuTrain of Idaho and that these courses may not be accepted for transfer into any Idaho public postsecondary institution."

Why should you consider a career in court reporting?

The Judicial Reporting Program (Court Reporting and Captioning) prepares students for various careers using realtime reporting skills. This type of reporting captures and converts the spoken word to text. Court Reporters are responsible for producing verbatim transcripts of legal proceedings from court cases to special events to political speeches and meetings. They play a critical role at every meeting or event where the spoken word must be preserved. Further, they are responsible for producing an accurate, complete, and secure legal record.

Captioners possess the skills to produce accurate, simultaneous translations of broadcasts or other proceedings using realtime translation. They may translate television programs or educational materials. Individuals may be employed through judicial districts, law offices, as freelance court reporters or captioners, court or conference reporters, scopists or realtime reporters in other capacities.

The key feature of realtime reporting programs is the development of high-speed recording skills to 225+ words per minute through the use of realtime translation machine shorthand and computer-aided transcription.

High Salaries: The average national annual salary is \$62,000 and pay can top out at \$135,000, according to the National Court Reporters Association.

Job Outlook: Growing field inside and outside the courtroom. Jobs are expected to grow by 14 percent through 2020, according to the U.S. Bureau of Labor Statistics.

Accommodating Positions: ExecuTrain of Idaho is the only institution in Idaho to offer a Real Time/Court Reporting program.

Reporters Most Important Qualities

Concentration. Court reporters must concentrate for long periods. They must remain focused on the dialogue they are recording, even in the presence of auditory distractions.

Detail oriented. Court reporters must produce error-free work because they create transcripts that serve as legal records.

Listening skills. Court reporters must give their full attention to speakers and capture every word that is said.

Writing skills. Court reporters need a good command of grammar, vocabulary, and punctuation.

Judicial Reporting Certificate – ExecuTrain of Idaho

Our Judicial Reporting program allows working professionals to study at the certificate level, with the goal of becoming skillful stenographers ready for the legal world. Students of this new program will hone their typing skills to 225 words per minute in our stenotype courses, and study legal terminology and judicial procedures to prepare them for a versatile career.

Graduates are educated for interesting and challenging positions of responsibility and trust as official, freelance, legislative reporters, and realtime reporters. Students receiving their Certificate in Judicial Reporting must complete all requirements for all classes. This program meets or exceeds all requirements of the National Judicial Reporters Association.

Graduates may receive further professional designations through the National Court Reporters Association upon successfully challenging the required tests/exams.

To be eligible for a certificate in Judicial reporting, a student must meet the following requirements in machine shorthand and other specified courses. The student must complete the following specific requirements:

- Pass nine 5-minute dictation tests from unfamiliar material with at least 95 percent accuracy in the following categories: three 180 literary tests, three 200 jury charge tests, three 225 two-voice testimony tests following the exit speed requirement policy;
- Transcribe simulated CSR/RPR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time (75 minutes per test);
- Transcribe a simulated Certified Realtime Reporter (CRR) test at 180-200 words per minute for five minutes;
- Produce a ten-page, first-pass transcript with 95 percent translation within two hours using CAT software;

Career Options

Broadcast Captioning

Closed captioning of live television programming allows the hearing impaired to enjoy the same entertainment and world news viewed by other consumers. Hearing people, such as English as an Additional Language students and users also benefit from closed captioning

CART Provider

Imagine that you lost your hearing tomorrow. How would you enjoy the things you once did—listening to speakers, going to movies or sporting events, or participating in meetings and social gatherings? Communication Access Real-Time Translation (CART) providers use their skills to act as the "ears" to the hard of hearing; students "hear" the instructor and people attend and participate in meetings and public events. CART providers reduce the isolation of the hard of hearing and open doors to the outer world.

Judicial Reporting/Legal Reporting

Contrary to popular belief, reporters continue to report legal proceedings in the US. Select criminal trials, pre-trial civil proceedings, board hearings and public inquiries appeal to reporters who enjoy legal and government-related areas. Other areas include matrimonial cases, personal injury actions, contractual disputes, environmental issues and labor disputes. Lawyers may also benefit from real-time reporting of proceedings, as it allows quick analysis of information and faster decision making.

Transcriptionist

Use stenowriters and CAT equipment to transcribe hearings, books, meetings, and interviews from audiofiles and work from home.

Scopist

When a court reporter completes the process of recording a spoken proceeding using a stenotype machine or a stenomask, the rough notes are handed over to a professional scopist who, through the use of specialized software, translates the transcript from stenotype to written English, ensuring that formatting, punctuation, and grammar are considered. In addition, it is often up to the scopist to ensure that all names and terms are spelled properly, which often requires a bit of research. Any questionable areas are flagged, and the transcript is given back to the court reporter, who then proofreads the transcript for final approval.

Judicial Reporting Program Mission Statement

The Judicial Reporting Program will achieve this mission through:

- Career Education: Providing courses for careers in judicial reporting and judicial reporting related fields.
- Continuing Education: Offering specific courses for working judicial reporters for continuing education requirements and specific courses to obtain state and national certifications.

The Judicial Reporting Program is committed to providing certificate programs designed to meet the needs for employment preparation, retraining, and state and national certification requirements.

Course Expectations

Prerequisites for Entering Program

- High School Graduation transcript or equivalent
- Keyboarding at 45 words per minute
- Successful completion of writing, critical thinking and grammar assessment

Required Equipment for Entering Program

- Laptop
- Steno machine
- Eclipse Student Software
- Course Books and Materials as Assigned

Program Information

- Academic Credential: Certificate
- Normal Time Frame to Complete: 72 weeks
- Maximum Time Frame to Complete: 100 weeks
- Judicial Reporting is a certificate program consisting of law and stenotype courses.

Acquired & Additional Skills

- Captioning for Television
- Computer Literacy
- Computer-aided Transcription
- Computer-compatible Stenograph Theory
- Courtroom Procedures
- Employability Skills and Portfolio
- General Office Procedures and Skills
- Grammar and Punctuation for Reporters
- Information Processing
- Job Application Techniques
- Legal Terminology
- Medical Terminology
- Oral and Written Communications
- Realtime Technology
- Speed Development

Speed Building

Students must pass speed tests at the required speed and accuracy percentage in order to progress to the next level. Length of time to complete the program is based on the individual's ability to pick up the skill.

NOTE: Progress in theory and speed classes is very individualized. Students make progress at different rates, depending on the amount of time spent practicing and the quality of practice. *Students should plan to spend a minimum of 10-15 hours outside each week of class practicing on their steno machines (in addition to 9-12 hours of class practice each week).*

*Students may need to repeat some speed classes to meet speed/accuracy requirements. Students repeating speed classes will incur additional tuition charges.

ExecuTrain Student Policies

Admissions

ExecuTrain is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by ExecuTrain policy and/or applicable laws.

ExecuTrain prohibits discrimination, harassment and bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law.

ExecuTrain expects that its employees, volunteers, members, and other constituents of the ExecuTrain, when and where ever those individuals are conducting ExecuTrain business or participating in ExecuTrain events or activities, shall maintain an environment free of discrimination, including harassment, bullying, or retaliation.

Readmission

Students who leave ExecuTrain in good standing may resume their studies by by contacting ExecuTrain to schedule any uncompleted coursework.

Students who have been dismissed from ExecuTrain and wish to resume their education should also write a letter of appeal addressed to the General Manager and make an appointment for an interview with the General Manager.

Refund Policy The Judicial Reporting Program is a pay-as-you-go program. Each payment occurs monthly on or before the 5th day of the month. Students cannot proceed in the course if failure of payment occurs. No refunds are given.

Grievance policy & procedures

Complaints Related to Conduct of Classes, or Other Course Matters:

1. Address the complaint(s) with the course instructor.
2. If you are not satisfied with the outcome of the meeting, or if you would be uncomfortable confronting the instructor, take the complaint to the General Manager.
3. ExecuTrain maintains an open-door policy for all students. Grievances will be addressed immediately upon notice.

Student Dismissal Policy

Students will be dismissed from studies at ExecuTrain of Idaho if found in violation of the following:

ExecuTrain is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by ExecuTrain policy and/or applicable laws.

ExecuTrain prohibits discrimination, harassment and bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law.

ExecuTrain expects that its employees, volunteers, members, and other constituents of the ExecuTrain, when and where ever those individuals are conducting ExecuTrain business or participating in ExecuTrain events or activities, shall maintain an environment free of discrimination, including harassment, bullying, or retaliation.

Attendance Requirements

During the Judicial Reporting Program a significant amount of combined class and self-paced time is dedicated to speedbuilding. You are responsible to schedule and complete your own practice time. The Speed Lab is available Monday – Friday, 8am – 6pm or by appointment.

Students will be provided a course schedule at the start of each class series. Changes or updates to the schedule will be announced 1 week prior to the class.

Some courses in the Judicial Reporting Program are elective. You are not required to attend those courses designated as elective. However, no refund will be given for unattended courses. You are allowed one (1) excused class per month. You can make up the class at the next scheduled time. If the class is not attended and not excused you will forfeit retaking the class.

Sample Course List

<u>Judicial Reporting Program</u>	
<u>R = Required</u> <u>E = Elective</u>	
<u>Course Code</u>	<u>Course Name</u>
E	Spelling for Success
R	Introduction to Technology
R	Stenography Machine Introduction
R	The American Justice System and Government
R	Realtime Reporting Orientation
R	English for Judicial Reporting I
E	Microsoft Word for Beginners
E	Business Law
E	Organizational Skills
R	Broadcast Captioning Research Methods
R	Time Management
R	Communication Strategies
E	Avoiding Social Media Hazards
R	Business Writing
E	Introduction to Business Math
R	English for Judicial Reporting II
R	Personal Finance
R	Business Math
R	Public Speaking
R	Managing Information Overload: Techniques for Working Smarter
E	Safety and Awareness for the Judicial Professionals
R	Introduction to Speed Development
R	Judicial Reporting Theory
R	Judicial Reporting Theory Advanced
R	Legal Terminology I
R	Legal Terminology II
R	Introduction to Anatomy and Physiology
R	Medical Terminology I
R	Medical Terminology II
R	Judicial Reporting Procedures I
R	Judicial Reporting Procedures II
R	Computer Aided Transcription
R	Transcript Creation
R	Advanced Transcript Creation

R	Multiple Voice Speed Development
R	Single Voice Speed Development
R	Judicial Procedures for Judicial Reporting
R	Technical Writing
E	Dress for Success
E	Adobe Acrobat & 508 Compliance Guidelines
R	Stenography ethics
R	Judicial Reporting: Machine Shorthand Theory I
R	Judicial Reporting: Machine Shorthand Theory II
R	Judicial Reporting: Machine Shorthand Theory III
R	Judicial Reporting Literary 80 – 100 wpm
R	Judicial Reporting Literary 120 – 140 wpm
R	Judicial Reporting Literary 160 – 180 wpm
R	Judicial Reporting Literary 2000 – 225 wpm
R	Judicial Reporting Jury Charge 100 - 120 wpm
R	Judicial Reporting Jury Charge 140 – 160 wpm
R	Judicial Reporting Jury Charge 180 – 225 wpm
R	Judicial Reporting Q/A Testimony 120 – 140 wpm
R	Judicial Reporting Q/A Testimony 160 – 180 wpm

Frequently Asked Questions

What is a Court Reporter/Stenographer

Court reporters record verbatim (word-for-word) testimony and produce transcripts of the testimony. Instruction includes an introduction to verbatim writing skills to work with persons with hearing loss (CART – Communication Access Realtime Translation) and provide captioning for television. The program at ExecuTrain of Idaho utilizes the latest technology in computer-aided transcription and real-time writing; i.e., the ability to have an instantaneous translation of the spoken word by projecting the words onto a television screen for the benefit of persons with hearing loss or onto computer monitors for the benefit of trial participants.

Court reporting is a unique skill that requires both physical and mental ability. Physically, you need to move your fingers fast enough to write on a steno machine at speeds around 225 words per minute. To put that into context, the average conversation is around 160 words per minute. So, your fingers need to move very fast. And the only way to create that speed is by creating muscle memory - repetitive motion hitting the correct keys.

How Much Does a Stenographer Get Paid?

Salaries typically range from \$50,000 - \$120,000 per year

Can you gear my program towards captioning or CART ?

No. It doesn't matter if you want to be a court reporter, captioner or CART provider, you have to write EXACTLY the same way - with speed and accuracy. Why would anyone teach anything other than that? Are the fine details of the actual jobs a little different? Sure. But that comes AFTER you get the skill on the steno machine, which is 99% of the training. The practice/program should be exactly the same no matter what steno path you plan to take. To say the training is any different seems silly to me.

What is Machine Shorthand?

Machine shorthand uses a steno keyboard to record the spoken word. The steno keyboard is comprised of 23 keys, which when used in combination, can represent specific syllables, whole words, and in some cases even phrases. It is shorthand because we do not write out each word letter by letter. Instead, we stroke multiple keys, in a single downward stroke.

How Does a Steno-machine Keyboard Work?

Steno machines or steno-graphs are compact laptops like devices that are used by court reporters to record everything, that is mentioned in the deposition or courtroom, with utmost accuracy. The keyboard of these steno machines are quite similar to a laptop, but to someone acquainted with a regular QWERTY keyboard design, a steno machine's keyboard would appear as a Klingon (collection of useful phrases). These machines are customized to type phonetic sounds instead of letters for maximizing typing rate and recorded modulation. To achieve this, the court reporter hits multiple keys simultaneously, in order to ensure that appropriate sound and inflection is recorded for future use.

How long will it take me to get to 225 words per minute?

There's no concrete answer to that. Nationally, the average time to complete theory and reach speeds of 225 is between 3-4 years. There are students who have reached those levels in just 1 year. It's a very wide range. It depends upon your dedication to the course, the amount of time you put in and your natural ability on the steno machine. At ExecuTrain, we promise to provide you the tools to perform up to your highest ability.

Can I work While in School?

Yes. Many students find employment providing services to the hearing-impaired while they are in school. Others find employment in rapid-data entry. Wherever there is a need for high volumes of data entry, you'll find an opportunity to use the skills you are learning in school. You can work as a high-speed data-entry specialist before completing your court reporting certification. Police departments need transcribed investigation reports. Business conferences, board meetings, conventions, and corporate negotiations also require verbatim transcription skills.

Can I stop the program at any time?

Yes. ExecuTrain's Court Reporter Program requires a monthly payment to continue with the courses. If you decide to stop the program for any reason, your last payment will not be refunded. The monthly payments are approximately \$1,500 per month.

Can I Pay for the Program in Advance?

Yes. You can pay up to 6 months in advance. Advantages of advanced payments offer several benefits and perks.

Will the program cost me less if I reach my goal speed faster?

Yes. It is to your financial advantage to complete the program as quickly as possible.

Do you Offer Financial aid?

ExecuTrain of Idaho cannot receive common college financial aid programs like student loans and pell grants. However, we do accept GI Bill training funds, WIOA and TAA.

Will I get a Refund if I Stop the Program?

No. Payments are not refundable and non-transferrable. That's one of the reasons we set up the payment plan as it is, so you don't have to pay thousands of dollars up front. But once a payment has been made, there are no refunds. Once you have left the ExecuTrain program, it is up to you to retain any materials you may have received through the program - we cannot resend you material.

Is ExecuTrain of Idaho Licensed?

Yes. ExecuTrain of Idaho is a licensed corporation in Idaho. ExecuTrain is registered as a proprietary school and holds other licenses from various Idaho State Agencies.

Does Idaho Require a Stenographer to have a License?

Yes. Applicants for certification must take and pass the Idaho certified shorthand reporter examination. Alternatively, applicants for certification must provide proof, satisfactory to the board, of having passed one of the following examinations within the two years prior to the date of the application:

- (a) The registered professional reporter (RPR) examination;
- (b) The registered merit reporter (RMR) examination;
- (c) The registered diplomate reporter (RDR) examination; or
- (d) The certified realtime reporter (CRR) examination.

For additional information please contact the Idaho Board of Occupational Licenses
(208) 334-3233

Will this Program Prepare me for the Idaho License Exam?

Yes. Successful completion of the course will prepare you to sit the Idaho State Exam. We cannot guarantee the outcome your passing the exam but have confidence you will have the tools and knowledge to do so.

Is there a National License Exam?

Yes. All court reporters must be licensed by the state that they work in, however, many court reporting companies and independent court reporters have gone out of their way to further their education and receive additional certification from the National Court Reporting Association (NCRA).

Does ExecuTrain Offer Job Placement?

Yes. We work with the local attorney and court officers to help each student with apprenticeships and/or jobs.

Please review the Idaho Court Reporters Association for jobs and membership.

<http://www.idahocra.com/>

How Will I Know I am Progressing Toward My 225+wpm Goal?

You are provided test materials throughout your program. You can use self paced tests help you focus on areas that need improvement. ExecuTrain also issues you test material which is accessed online along with the rest of your lesson. We will track your progress along with you!

What kind of contact will I have with my instructors?

As much or as little as you like. We will contact you when we return tests or feel the need to point something out to you. And we would hope that you reach out to us when you have any questions or concerns.

What do you consider successful completion of the program?

Our goal is to help you reach your desired writing speed. There's no graduation. Program success is only accomplished once we get you where you want to be.

Will I get to see my schedules ahead of time?

Yes. You will receive your schedules a week ahead of time.

Do I have to follow the ExecuTrain schedules exactly?

Yes. We have invested years of training and expertise to create the best learning environment to make sure you successfully complete the program. Required classes are mandatory.

Can I take leaves from the program?

You are allowed to take leaves, but the payment schedule remains the same. If you take a leave and skip a payment, you will be required to make up any default payments to start the program again.

Top Ten Steps to Steno Success

By Alice Skoro

Number 10: Just keep trying.

It's regular and steady effort that wins the steno race. Identify the weaknesses in your writing, and then work to conquer them. Have a daily plan that moves you one day closer to completing your training or meeting your steno goal. Remember that Mount Everest is climbed one step at a time. Make and keep a balanced practice plan. Work it! Even the best of plans will go awry. If you have a "bad day," then jump right back in the very next day. Hold yourself accountable for your progress.

Number 9: Try to determine what is working.

There's no sense in working on what you've already mastered. Find your most accurate speed, and use that as a toehold to build upon. Push outside that "comfort nest." Read and correct your steno errors. Look for error patterns and add them to your hesitation journal. Accuracy is a habit -- develop it. Don't practice errors. Read, read, and read your steno! Circle and correct your errors. Transcribe frequently.

Number 8: Determine what's not working.

If you're stuck on a plateau, change it up. Are you neglecting readback and correction? Do you practice the same way each day and every week? Variety is the spice of steno life. Do you need help with proofreading, vocabulary, or punctuation? If these types of errors are holding you back, now's the time to iron out the wrinkles. Try an online "word-a-day" source to help build your steno and English vocabulary. Dive into your reference sources. Write down the things you're missing so that you don't miss them twice. Nothing changes if nothing changes.

Number 7: Find someone who's done it.

Enlist the help of a mentor. Try your state association or an agency in your town to network with people who can truly understand how difficult your training can be. Heed the advice you're offered. Subscribe to student forums. Attend state or national conventions. There are many ways to keep the flame of enthusiasm burning. Avoid negative people and their attitudes which are contagious.

Number 6: Ask for help.

Face the frustration of your training but don't surrender to it. Stay engaged in your own education. If you're currently enrolled as a student, just don't disappear. Set up a time to meet with your instructor to reevaluate your progress and goals. It's difficult to be an objective observer in your own life. Everybody needs a coach.

Number 5: Try again tomorrow.

Persevere. Nothing worthwhile came without struggle. Babe Ruth hit 714 home runs but struck out 1,330 times in his baseball career. Michael Jordan was cut from his high school basketball team. R.H. Macy failed seven times before his store became a success. Albert Einstein did not speak until he was four and did not read until he was seven. His parents thought him "subnormal." Van Gogh sold only one painting in his lifetime. Do your best on every take. Write everything as if it was a test. Treat your

practice sessions as a job. You wouldn't be late or a no-show for work! Stick to your practice schedule. Sweat steno!

Number 4: Try it differently.

Adopt a positive, can-do attitude. Prepare yourself to pass! There are no second chances to write a word. Train yourself to get it right on the first take. This habit will carry into your testing situations and serve you well. Do not go back and correct outlines when you're speedbuilding but rather make that part of reading your notes. Grab each word as soon as you hear it, and let it fall from your fingers.

Number 3: Try once more.

Do you have and use a hesitation journal? Are you adding in the briefs and phrases that need to be worked? Put these words into small sentences or phrases and drill on them daily. Speed lives in the mind not the fingers. Know your theory. You can't write faster what you're unsure about. Close up those theory gaps. Read your notes aloud. Think, hear, and breathe steno.

Number 2: Try again.

It ain't a one-stroke word. Don't expect it to be. If you're busy practicing a one-stroke pattern for a 22-word phrase, let it go. A more effective use of your time can be found. The theory you learned will serve you well. Passing an evaluation has more to do with concentration than speed. Focus! Hear and respond to every word. Leave perfection to God. Allow yourself to be human and make mistakes when you write. Chances are, you'll still be able to read a messy outline.

Number 1: Practice every day.

On busy days, even drills or a 5-minute take can be beneficial. Plan to succeed and follow that plan. Set realistic goals to work toward. Aim for writing one word faster or one percentage point higher for a take. Progress comes differently to each student. Don't compare yourself to others. Just resolve to do your best -- and then do better! Ask yourself: Is this a speed bump or a roadblock? Weigh short-term disappointments through the perspective of your long-range goals. Others have done it. You will too!