

Knowledge and Skill Outline for Qualifying Candidates



Candidates should self-affirm educational background and experience in the following knowledge and skill areas.

I. Writing Realtime

- Use a Realtime Translation System (K-1)
Operate a Realtime system that delivers instantaneous, conflict-free text with appropriate translation formatting.
- Apply Speaker Identification and Formatting (K-2, K-3)
Format text and identify speakers correctly in a Realtime environment, maintaining readability and professional presentation.
- Implement Conflict-Free Theory (K-4, S-2)
Demonstrate consistent use of conflict-free theory principles in all written output.
- Develop and Retain Brief Forms (K-5)
Create and apply brief forms efficiently while retaining them for future use, enhancing speed and clarity.
- Build and Maintain a Realtime Dictionary (K-6)
Develop, customize, and update a working dictionary that supports Realtime accuracy and speed.
- Incorporate Environmental Cues (K-7, S-3)
Accurately write environmental sounds, parentheticals, numbers (cardinal, ordinal, roman), and cues that improve comprehension of the transcript.
- Meet Performance Standards (S-1, S-5)
Write Realtime literary material at a minimum of 180 WPM for five minutes at 96% accuracy, including correct punctuation.
- Demonstrate Advanced Realtime Skills (S-4, S-6)
Use fingerspelling when required and conceptualize content prior to input to control output quality in high-pressure Realtime settings.

II. Language Skills

- Demonstrate Language Mastery (K-1)
Apply proper grammar, spelling, punctuation, and vocabulary to ensure clarity and correctness in Realtime translation.
- Use Context-Specific Terminology (K-2)
Appropriately integrate specialized vocabulary related to the subject matter being captioned or transcribed.

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- **Write for Continuity and Sense (S-1)**
Listen actively and produce Realtime output that is coherent, logically structured, and faithful to the speaker's intent.
- **Recognize and Prevent Errors (S-2)**
Identify potential mistranslations or mishearing in real time and apply strategies to prevent or correct them immediately.
- **Insert Punctuation in Real Time (S-3)**
Accurately insert punctuation symbols as the text is being produced to improve readability and maintain meaning.

III. Broadcast Captioning Environment

- **Locate and Evaluate Sources (K-1)**
Identify and access appropriate resources (e.g., legal databases, technical glossaries, internet, case files) necessary for preparing specific assignments.
- **Extract Relevant Information (K-2)**
Analyze and extract terminology, context, and background details that are pertinent to accurate and efficient Realtime writing.
- **Entering Data into CAT Dictionary (K-3)**
Demonstrate the ability to accurately input relevant terms, briefs, and phrases into CAT software to support Realtime output.
- **Retain and Recall Information in Real Time (S-1)**
Exhibit the capacity to retain important information from research and apply it seamlessly during Realtime writing.
- **Organize and Use Prep Materials Effectively (S-2)**
Compile, manage, and reference prep materials in a manner that enhances Realtime accuracy and confidence.

IV. CART Realtime Environment

- **Operate Realtime Technology (K-1, K-12, K-13)**
Identify and use appropriate hardware, software, and assistive listening or alternative speech-to-text devices relevant to Realtime work.
- **Configure Realtime Settings (K-2, K-10)**
Demonstrate competence in setting up equipment and adapting to various environments, including remote and hybrid formats.

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- **Respect Consumer/Client Needs (K-3, K-4)**
Recognize and accommodate preferences regarding language, formatting, delivery, and interaction style.
- **Apply Professional and Ethical Standards (K-5, K-6, K-8, K-11)**
Exhibit ethical conduct and cultural awareness, guided by NCRA's Code of Professional Ethics and best practices for working with diverse populations and teams.
- **Coordinate with Realtime Stakeholders (K-7)**
Collaborate effectively with interpreters, tech teams, event planners, and disability offices to ensure seamless service delivery.
- **Manage Realtime Writing Dynamics (S-1, S-2, S-3, S-4)**
Write and monitor Realtime output, including the use of accurate environmental cues and clear word substitutions, while troubleshooting as needed.
- **Oversee Business and Documentation Processes (K-9, S-5)**
Maintain accurate records, manage file retention/deletion protocols, and apply effective planning and organizational strategies.
- **Communicate Professionally (S-6)**
Demonstrate appropriate and effective communication with consumers, clients, and support personnel, adapting to the context and environment.

V. Research

- **Locate and Evaluate Sources (K-1)**
Identify and access appropriate resources (e.g., legal databases, technical glossaries, internet, case files) necessary for preparing specific assignments.
- **Extract Relevant Information (K-2)**
Analyze and extract terminology, context, and background details that are pertinent to accurate and efficient Realtime writing.
- **Entering Data into CAT Dictionary (K-3)**
Demonstrate the ability to accurately input relevant terms, briefs, and phrases into their CAT software to support Realtime output.
- **Retain and Recall Information in Realtime (S-1)**
Exhibit the capacity to retain important information from research and apply it seamlessly during Realtime writing.
- **Organize and Use Prep Materials Effectively (S-2)**
Compile, manage, and reference prep materials in a manner that enhances Realtime accuracy and confidence.