

# Job Analysis: Registered Professional Reporter



A Registered Professional Reporter is a stenographic reporter who possesses the knowledge, skill, ability to produce a verbatim record of proceedings, basic knowledge of reporter-related terminology and technology. A "verbatim record" is one which accurately reflects the spoken word and nonverbal communication and action.

## **Purpose of the Registered Professional Reporter (RPR) Program**

The Registered Professional Reporter was established to show the competency and skills of an entry-level stenographic reporter.

An RPR abides by all rules and regulations affecting the court reporting profession and is in compliance with the NCRA *Code of Professional Ethics* at all times.

## **Requirements of the RPR Credential**

In order to obtain the RPR credential, one must pass one written knowledge test and three skills tests. The written test is 100 multiple-choice questions, and the skills tests are Literary at 180 wpm, Jury Charge at 200 wpm, and Testimony at 225 wpm. The written must be passed by 70% and the skills by 95%. There are no eligibility requirements to take any of the tests.

To maintain the RPR credential, one must obtain 3.0 Continuing Education Units (CEUs) every three (3) years.

## **Purpose of the RPR Job Analysis**

This document describes the overall professional practice domains and associated tasks essential for a RPR. The percentages next to each domain and task equate to the approximate number of questions on the test in that specific area.

## **History of the RPR Job Analysis**

The original RPR job analysis was prepared in 1978 by the National Court Reporters Association. NCRA works with its outside testing vendor to update the Job Analysis approximately every five to seven years per industry standards.

## **Overview of the 2018 Job Analysis Study**

In October 2018, a full study was performed to update the RPR Job Analysis. After the Job Analysis Task Force created the new domains and tasks, a survey was sent to the NCRA Registered membership to rate the frequency and importance of each task. Based on these ratings, percentages were

assigned to each domain and task.

## **Benefits of Certification**

NCRA takes seriously the need to develop and administer objective and valid exams. The judicial system, and society as a whole, depends heavily on the services that only a qualified court reporter can provide. Therefore, working with Pearson VUE, a premier national testing authority, NCRA has established a test development and administration process that ensures that those who pass an NCRA certification are truly qualified to provide court reporting services based on that established standard.

In an increasingly competitive marketplace, it's harder than ever to impress your clients and employers. In this environment, there are only so many ways for you to differentiate yourself.

Now more than ever, it's critical that all stenographic reporters take the next step. It's time for you to add an NCRA certification to your list of career accomplishments.

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## Domains and Tasks of the Registered Professional Reporter (RPR) Exam

### Domain 01

#### Technology and Innovation (43%)

##### Generate and deliver transcripts using current Technology

- Computer hardware and peripherals
- Computer operations
- CAT software

##### Generate a realtime file using current technology

- CAT realtime features
- Wired and wireless connections
- Clients' viewing platforms

##### Troubleshoot issues related to generating a realtime file

- Cabling/connections
- COM ports
- Driver installation
- Hot spots/WiFi/LANs/WANs
- Device Manager
- Power management settings

##### Manage electronic files for storage and retrieval

- Storage drive types
- File transfer methods
- Cloud-based storage
- Archiving/backing up
- File formats
- Converting file formats

##### Perform online research to prepare for a job and/or produce a transcript

- Online search engines
- Identifying credible online resources
- Online search strategies

##### Understand and maintain security of computers/information

- Internet security and potential vulnerabilities
- Firewalls and anti-virus software
- Personally Identifiable Information (PII)/Sensitive Personal Information(SPI)
- Secure file transfer protocols

### Domain 02

#### Industry Practices (34%)

##### Produce accurate transcripts using proper spelling, word usage, and punctuation

- Punctuation rules
- Spelling rules
- Grammar rules

##### Demonstrate a broad knowledge of vocabulary

- Topic-related resources
- Homophones, homonyms, synonyms, antonyms, acronyms, initialisms, phrases, and idioms
- Medical terms
- Legal terms
- Foreign phrases (e.g., Latin, French, Greek)
- Industry/trade terms

##### Understand the duties and responsibilities of a court reporter in various settings

- Role of scopists and proofreaders
- Swearing in/affirming deponents, witnesses, interpreters, and minors
- Marking and custody/control of exhibits
- Rules for reading back testimony
- Procedures related to off-the-record discussions
- Rough-draft guidelines

##### Demonstrate a general understanding of the legal process

- Pleadings and procedures
- Court structure
- Citations

##### Adhere to applicable local, state, and federal rules regarding court reporting

- Established guidelines for ADA/equal access to the spoken word
- When records become public
- Freedom of Information Act
- Compliance with HIPAA requirements
- Independent contractor vs. employee status

### Domain 03

#### NCRA, Professionalism, and Ethics (23%)

##### Understand the mission, guidelines, and resources of NCRA and NCRF

- NCRA certifications
- NCRA membership requirements
- NCRA continuing education requirements
- NCRA position statements

##### Adhere to NCRA Code of Professional Ethics

- COPE general guidelines and advisory opinions

##### Promote the Association and the profession individually and through NCRA and NCRF initiatives

- NCRA mentorship
- NCRA professional development
- NCRF volunteerism

### References

All references are the most recent editions, unless otherwise noted.

#### Business

Dictionary of Business Terms

(Barron's)

Dictionary of Insurance Terms

(Barron's)

Robert's Rules of Order

#### Computer

Dictionary of Computer and

Internet Terms (Barron)

Windows Help

#### General

Bartlett's Familiar Quotations

Dictionary (Merriam-Webster's)

NCRA (Journal of Court Reporting,

Web site, Policies and Procedures

Manual, other)

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## **Grammar**

Glossaries for Court Reporters  
Grammar for Court Reporters  
Gregg Reference Manual  
Morson's English Guide for Court Reporters  
Proofreading Manual [A Guide for Court Reporters, Scopists, and Proofreaders]

## **Legal**

ADA Information  
Black's Law Dictionary (8<sup>th</sup>)  
The Bluebook: A Uniform System of Citations  
Federal & State Rules of Civil and

Appellate Procedures  
Federal Register  
IRS Publication  
Special Interest Groups (e.g. AAJ, ABA)

## **Medical**

Health Professional's Drug Guide  
Stedman's Medical Dictionary (28<sup>th</sup> ed)

## **Technology**

Alternative Realtime Careers  
An Introduction to Court Reporter Technology  
CART in the Courtroom: NCRA

Model Guidelines  
CAT Software Manuals  
The Complete Court Reporter's Handbook and Guide for Realtime Writers  
The Court Reporter's and CART Services Handbook  
Closed Captioning Handbook  
Dictionary of Scientific and Technical Terms (McGraw-Hill)  
Inside Captioning  
Realtime Systems Administrator Pocket Guide (NCRA)  
Realtime Writing  
Writing Naked