



**COUNCIL ON APPROVED  
STUDENT EDUCATION  
(CASE) SELF-STUDY**

**National Court Reporters Association  
12030 Sunrise Valley Drive, Suite 400  
Reston, VA 20191**



## COUNCIL ON APPROVED STUDENT EDUCATION (CASE) SELF-STUDY

### Check all programs that apply

	Day	Night	Online
Judicial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Captioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CART	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCHOOL NAME

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SCHOOL ADDRESS

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CITY

---

STATE

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ZIP

---

PHONE

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FAX

---

WEBSITE

---

ONLINE CATALOG WEB ADDRESS

---

DATE OF THE LATEST CATALOG

---

NAME AND TITLE OF INSTITUTION'S CHIEF ADMINISTRATIVE OFFICER

---

NAME OF REALTIME REPORTING DEPARTMENT SUPERVISOR

---

SUPERVISOR PHONE NUMBER

---

SUPERVISOR EMAIL ADDRESS

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The administrative and faculty members responsible for this report should review the *General Requirements and Minimum Standards* for NCRA certification and then respond to the questions.

With this self-study form, the applicant affirms that all statements contained therein are true and complete, and acknowledges that the applicant is aware that NCRA will rely upon submitted data.

Names and positions of those who prepared self-study:

NAME

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SIGNATURE

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POSITION

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DATE

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NAME

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SIGNATURE

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POSITION

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DATE

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## APPLICATION CHECKLIST

The following items should be included in the self-study submitted to NCRA. Your application should be submitted electronically to [schools@ncra.org](mailto:schools@ncra.org).

- Published complaint procedures
- Copies of newspaper, flyers, circulars, and promotional letters, including Web addresses of social media advertising
- Copy of diploma, certificate, degree, or other document(s) of graduate achievement
- Complete syllabi for all courses taught
- Current catalogs and brochures (including Web address)
- Complete class schedule
- Sample of completed internship form(s)
- Résumés and data sheets for each staff and faculty member
- List of graduates during past 12 months, where employed, email addresses, and telephone numbers, if known
- Application for admission forms
- Any other relevant materials you would like to include

Supplementary materials may be appended to the report to assist the Council on Approved Student Education in its evaluation.

## GENERAL ENROLLMENT INFORMATION (REALTIME REPORTING PROGRAM)

	Online	Day	Evening	Total
Enrollment as of one year ago (Nov. 1, 20____)	_____	_____	_____	_____
Students entering since above date	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____
Withdrawals: Voluntary <sup>1</sup>	_____	_____	_____	_____
Dismissals: <sup>2</sup>	_____	_____	_____	_____
Transfer out <sup>3</sup>	_____	_____	_____	_____
Transfer in <sup>4</sup>	_____	_____	_____	_____
Reporting job outs	_____	_____	_____	_____
Other ( <i>please specify</i> )	_____	_____	_____	_____
Graduates: 225 wpm (judicial)	_____	_____	_____	_____
Broadcast captioning	_____	_____	_____	_____
CART captioning	_____	_____	_____	_____
Enrollment as of present date (Nov. 1, 20____)	_____	_____	_____	_____

<sup>1</sup> Voluntary withdrawal – drops program and does not enter another program at your school or other institution (reasons: financial, lack of determination, social)

<sup>2</sup> Dismissals – reasons: academic, attendance, behavior, lack of progress

<sup>3</sup> Transfer out – transferred to another court reporting program

<sup>4</sup> Transfer in – transferred to another program within your institution

## ADMINISTRATIVE DATA

Date of inception of realtime reporter education program: \_\_\_\_\_

Type of ownership control:

- Individual                       Partnership  
 Public                               Private  
 Corporate/Charter               Other

As applicable, list names and titles of owners, administrators, or officers:

_____	_____
NAME	TITLE
_____	_____
NAME	TITLE
_____	_____
NAME	TITLE
_____	_____
NAME	TITLE

Has the institution changed its name or ownership since its last certification visit?

- Yes       No

If yes, give name, location, and dates.

List agencies and/or associations by which the institution is approved and/or accredited.

Is there any legal action pending against the institution or against any of the owners, officers, or administrators of the school?

- Yes       No

If yes, explain.

## GENERAL REQUIREMENT X – COMPLAINT PROCEDURES

Please refer to General Requirement X on page 12 of the *General Requirements and Minimum Standards*.

### SCHOOL CHECKLIST

1. Does the institution have a published procedure for handling and resolving complaints, including provisions for a final written decision?  Yes  No
  2. Are students encouraged to use the institution's grievance process in the case of a dispute?  Yes  No
  3. Please indicate the page number in the catalog or the Web address where the complaint procedures can be found.
-

## MINIMUM STANDARD I – ACADEMIC STAFF

Please refer to Minimum Standard I on page 14 of the *General Requirements and Minimum Standards*.

### SCHOOL CHECKLIST

1. Is the academic staff involved in professional development such as:
  - a. membership/participation in educational associations, business, technical, or professional associations?  Yes  No
  - b. continuing education?  Yes  No
  - c. certification programs such as Certified Reporting Instructor?  Yes  No
  - d. concurrent related business experience?  Yes  No
2. Are any current students employed in a teaching capacity?  Yes  No

## MINIMUM STANDARD II – ACADEMIC RESOURCES

Please refer to Minimum Standard II on page 14 of the *General Requirements and Minimum Standards*.

### SCHOOL CHECKLIST

1. Are the following minimum reference materials available for student use by hard copy or internet access?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. Almanacs  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Anatomy references                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Atlases   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Diverse religious references                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Books of quotations                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Technical dictionaries                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. City directories (internet)                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Prescription and nonprescription references     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. English dictionaries                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Grammar reference books                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. Legal dictionaries                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| l. Books of local and federal rules of court       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| m. Medical dictionaries                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| n. National daily newspapers                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| o. Slang dictionaries                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| p. Thesaurus                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| q. <i>A Uniform System of Citation</i>             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| r. Issues of the <i>Journal of Court Reporting</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| s. State procedures manual (if available)          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Is practice dictation material available for student use?  Yes  No

3. Is there a copy of the *General Requirements and Minimum Standards* on-site, and is it available for faculty and student use?  Yes  No

**RELEVANT INFORMATION MUST BE AVAILABLE FOR REVIEW DURING ON-SITE VISIT.**



## MINIMUM STANDARD III – BUSINESS & PROFESSIONAL STANDARDS

Please refer to Minimum Standard III on page 14 of the *General Requirements and Minimum Standards*.

### SCHOOL CHECKLIST

1. Is the advertisement and promotional literature used by the institution completely factual?  Yes  No
2. Does it indicate that education, not employment, is being offered?  Yes  No
3. Are employment opportunities or salary claims substantiated?  Yes  No
4. Please submit at least *three* different samples of advertising (ex. flyer, press release, advertisement). Additional examples should be available during the on-site visit.

(Advertising *should not* make guarantees about the particular time to graduation nor that employment opportunities will be realized.)

## MINIMUM STANDARD IV – GRADUATION AND AWARDS

Please refer to Minimum Standard IV on page 15 of the *General Requirements and Minimum Standards*.

### SCHOOL CHECKLIST

1. Are students required to satisfactorily complete all published CASE minimum standards for realtime reporter graduation?  Yes  No
  
2. Does the institution award a certificate of completion to those who fail to meet minimum standards?  
(If yes, please submit a copy.)  Yes  No
  
3. Do certificates of completion, diplomas, or degrees display the NCRA logo?  Yes  No

**PLEASE SUBMIT A COPY OF THE CERTIFICATE AND/OR DIPLOMA.**

## MINIMUM STANDARD V – CATALOG OR PROGRAM INFORMATION REQUIREMENTS

Please refer to Minimum Standard V on page 15 of the *General Requirements and Minimum Standards* for general catalog requirements. Catalog requirements for judicial reporting can be found on page 23, captioning on page 29, and CART on page 36.

1. Indicate the page numbers in the catalog or Web address where the following required courses appear. Listings should include a concise definition of courses or topics covered, credit, and prerequisites:

**PAGE/URL**

a. Judicial reporting procedures

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b. Machine shorthand

---

c. Judicial technology

---

d. Captioning program option

---

e. CART program option

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f. English

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g. Anatomy and/or medical terminology

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h. Law/legal terminology

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i. Internship

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2. Indicate the page number in the catalog or the Web address where an explanation of specific graduation requirements for judicial realtime reporting students, including the following minimum standards, can be found:

a. Student shall pass three (3), five-minute tests with 95 percent accuracy at each of the following speeds: 225 wpm testimony (two-voice), 200 wpm jury charge, and 180 wpm literary.

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b. Student shall complete at least 40 verified hours of actual writing time during the internship experience.

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**PLEASE MAKE THE LATEST CATALOG AND/OR BROCHURES AVAILABLE DURING THE ON-SITE VISIT.**

## MINIMUM STANDARDS VI – SYLLABI REQUIREMENTS

Please refer to Minimum Standard VI on Page 15 of the *General Requirements & Minimum Standards*.

Course syllabi shall be prepared for each course and shall reflect that the skills and knowledge defined within are acquired through the realtime curriculum. Course descriptions on syllabi shall be specific, and course syllabi shall state the skills, knowledge, standards, evaluation criteria, and outcomes as required in CASE's *General Requirements and Minimum Standards*. Unless these skills, knowledge, standards, evaluation criteria, and outcomes are stated on all course syllabi, CASE will assume that the required skills, objectives, competencies, and outcomes are not taught by the institution. Individual course syllabi shall be distributed to each student at the beginning of each course. (For more detailed information, refer to the *General Requirements and Minimum Standards*, Appendix 3, Elements of a Syllabus.)

Do all course syllabi contain the following information:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. Course name                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Course number                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Catalog description                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Course objectives                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Prerequisites                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Credit awarded                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Time allotment                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Teaching methods                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Grading criteria                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Textbooks/references                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. Method by which learning is evaluated | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| l. Course content                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| m. Course rules and procedures           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## SUMMARIZATION OF YOUR PROGRAM

Now that you have had the opportunity to assess your realtime judicial/captioning/CART/online program, please use this space to comment on what you feel are its strengths, and what you will do to improve your program, if anything.  
*(Add additional pages if needed.)*

## SUMMARIZATION *(continued)*

## JUDICIAL REPORTING PROGRAM

Please refer to Minimum Standards VII-A through VII-H on pages 16-23 of the *General Requirements and Minimum Standards*.

### MINIMUM STANDARD VII-A – MACHINE SHORTHAND FOR JUDICIAL REPORTING

- |   |                              |                             | <b>COURSE</b> |
|---|------------------------------|-----------------------------|---------------|
| 1. Do machine shorthand classes:  |                              |                             |               |
| a. include instruction in writing the spoken word by means of a realtime translation theory to provide instantaneous translation?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| Which theory is used?   | _____                        |                             |               |
| b. include the use of tutorial and/or realtime technology and teacher interaction during theory instruction?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| c. include speed and accuracy development?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| d. include live practice dictation (live, online, or by electronic media), two-voice, multi-voice testimony (including medical and technical), literary, jury charge, and current events? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| e. test at incremental speeds on unfamiliar material?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| f. ensure the same test is not used more than once every six months?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| g. require readback and analysis of shorthand notes?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| h. require once-a-week transcription by all students from shorthand notes under institutional supervision?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| i. require all test transcription to be timed and monitored by an institutional supervisor?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |
| j. safeguard the integrity of any tests transcribed electronically?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____         |

**MINIMUM STANDARD VII-A – MACHINE SHORTHAND FOR JUDICIAL REPORTING** *(continued)*

k. give a simulated state certification test, qualifying examination, or RPR Skills Test (transcription may take place outside normal classroom time)?  Yes  No **COURSE** \_\_\_\_\_

l. require three (3), five-minute tests on unfamiliar matter with a minimum of 95 percent accuracy, and use the RPR Guide, "What is an Error?" at each of the listed speeds:

- |             |                     |                              |                             |
|-------------|---------------------|------------------------------|-----------------------------|
| Q&A         | 225 wpm (two-voice) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Jury charge | 200 wpm             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Literary    | 180 wpm             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

m. provide students with a copy of the syllabus for each machine shorthand course?  Yes  No \_\_\_\_\_

2. At what speeds are students tested in each machine shorthand course?  
(Please list each class separately.)



## MINIMUM STANDARD VII-B – ENGLISH

			<b>COURSE</b>
1. Are students given classroom instruction in the basic rules of:			
a. English grammar?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
b. spelling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
c. punctuation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
d. capitalization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
e. vocabulary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
2. Are students able to demonstrate the ability to apply English rules through systematic testing and/or projects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
3. Are students provided with a copy of the syllabus for each English course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

NOTE: Inclusion of the English course(s) in a shorthand dictation class does not meet this requirement. This means that there should be no evidence of machine use in this class.

## MINIMUM STANDARD VII-C – LAW/LEGAL TERMINOLOGY

			<b>COURSE</b>
1. Are students given classroom instruction in:			
a. civil law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
b. criminal law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
c. the judicial system (discovery, trial, appellate processes)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
d. legal terminologies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
e. methods of researching legal citations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
2. Do students demonstrate an understanding of the material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
3. Are students provided with a copy of the syllabus for each law/legal terminology course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

NOTE: Inclusion of the law/legal terminology course(s) in a shorthand dictation class does not meet this requirement.

## MINIMUM STANDARD VII-D – ANATOMY/MEDICAL TERMINOLOGY

			<b>COURSE</b>
1. Are students given classroom instruction in:			
a. the body systems and functions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
b. psychological and physical diseases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
c. drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
d. anatomy and medical terminologies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
e. methods of researching medical information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
2. Do students demonstrate an understanding of the material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
3. Are students provided with a copy of the syllabus for each anatomy/medical terminology course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

NOTE: Inclusion of the anatomy/medical terminology course(s) in a shorthand dictation course does not meet this requirement.

## MINIMUM STANDARD VII-E – JUDICIAL REPORTING PROCEDURES

COURSE

1. Are students given classroom instruction in the role of the realtime reporter in:

- |   |                              |                             |       |
|---|------------------------------|-----------------------------|-------|
| a. trials?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| b. depositions (telephonic, discovery, perpetuation/evidentiary, and in aid of execution)                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| c. administrative hearings/judicial proceedings   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| d. marking/handling exhibits?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| e. indexing and archiving of steno notes, paper and electronic?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| f. transcript preparation and production?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| g. library and reference materials, which include software and internet search engines used in transcript production? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| h. the profession and related job opportunities?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| i. reporting and transcription of voir dire of the jury and witnesses and polling of the jury?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| j. proofreading skills?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| k. knowledge of and involvement in professional associations?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| l. the importance of continuing education and lifelong learning?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| m. the importance of professional image and dress?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| n. developing portfolios and/or résumés?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |

*(continued on p. 22)*

**MINIMUM STANDARD VII-E – JUDICIAL REPORTING PROCEDURES** *(continued)*

			<b>COURSE</b>
2. Are students given instruction in reporting techniques, including, but not limited to, when and/or how to:			
a. interrupt a speaker	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
b. obtain spellings of proper names	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
c. identify speakers in a multi-speaker situation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
d. swear or affirm witnesses and interpreters	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
e. handle discussions off the record	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
f. indicate nonverbal actions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
g. certify questions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
h. report with an interpreter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
i. report sidebar discussions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
j. handle reading and signing of depositions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
3. Is the NCRA Code of Professional Ethics distributed and discussed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

## MINIMUM STANDARD VII-F – JUDICIAL TECHNOLOGY

COURSE

1. Computer-aided transcription technology classes shall include:

- a. operating a computer-aided transcription system  Yes  No
- b. basic care and maintenance of the electronic writer, including key adjustment, stroke depth, and realtime related hardware  Yes  No
- c. system support (customer service, software support, etc.)  Yes  No
- d. understanding computer-aided transcription terminology  Yes  No
- e. the application of computer functions: producing a transcript, reading, translating, editing, printing, and using parentheticals and template files  Yes  No
- f. dictionary management, including creating job dictionaries, loading job dictionaries in proper sequence, editing dictionary entries, adding new entries, and archiving of dictionary files  Yes  No

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2. Computer operating systems/computer literacy technology classes shall include:

- a. survey of different computer operating systems  Yes  No
- b. windows-based operating systems  Yes  No
- c. creating files and various formats (ASCII, RTF, other media)  Yes  No
- d. computer terminology  Yes  No
- e. overview of internet applications  Yes  No

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3. Realtime applications technology classes shall include:

- a. instruction in operating a realtime translation system  Yes  No
- b. instruction in setting up and operating realtime related hardware  Yes  No
- c. role of the realtime reporter in proceedings (speaker ID, realtime transcript, composition, and formatting)  Yes  No
- d. using all available resource material to prepare for writing realtime  Yes  No

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**MINIMUM STANDARD VII-F – JUDICIAL TECHNOLOGY** *(continued)*

			<b>COURSE</b>
e.	an overview of the reporter's role in CART equipment setup, hardware and software CART environment, and consumer expectations	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
f.	an overview of the reporter's role in broadcast captioning	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
g.	broadcast captioning environment and consumer expectations	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4.	Litigation support in a technology course shall include:		
a.	overview of hardware and software, including ASCII files, RTF files, or other state-of-the-art formats	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
b.	overview of reporter's role in litigation support	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
5.	Videotaping in a technology course shall include:		
a.	overview of the use of video equipment in trials and depositions	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
b.	overview of NCRA's Certified Legal Video Specialist program	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
6.	The production of a salable transcript of at least 10 pages on a computer-aided-transcription system from the student's own stenographic notes shall include:		
	<ul style="list-style-type: none"> <li>• title page</li> <li>• index</li> <li>• jury charge/opening and/or closing statements if applicable</li> <li>• direct and cross examination</li> <li>• parentheticals</li> <li>• colloquy</li> <li>• certification page</li> <li>• such other entries as may appear in a given case,</li> </ul>		
	i.e. signature page	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
7.	Are students required to produce a five-page, first pass transcript with a goal of a 95 percent translation rate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
8.	Are students able to demonstrate knowledge of an application of realtime translation technology through systematic testing and/or projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

## MINIMUM STANDARD VII-G – CURRENT EVENTS

1. Is there classroom discussion or reference to current events, including:

a. local events  Yes  No

b. national events  Yes  No

c. international events  Yes  No

d. local and regional geography  Yes  No

2. Are students able to demonstrate understanding of current events through quizzes and/or dictation?

Yes  No

**COURSE**

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## MINIMUM STANDARDS VII-H – JUDICIAL REPORTING INTERNSHIP

1. Do the Standards for internship ensure that:

**COURSE**

- |  |                              |                             |       |
|--|------------------------------|-----------------------------|-------|
| a. the internship shall not commence until the student completes the 180 wpm on testimony material?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| b. the institution is responsible for assisting the student's internship experience?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| c. official, freelance, and realtime reporting are experienced where possible?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| d. the student does not serve in the capacity of the reporter?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| e. a minimum of 40 hours of actual writing time are completed under the supervisor or a practicing realtime reporter using machine steno technology? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| f. the student prepares a 40-page salable transcript for course evaluation?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| g. the transcript is not sold and the student is not serving in the capacity of the actual reporter?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| h. the student summarizes the internship experience in a written narrative report (minimum of one page)?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| i. records are kept of the internship experience (internship verification form, narrative report, transcript of internship experience)?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| j. students are provided with a copy of the course syllabus for internship?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |

### SUBMIT TO NCRA

Please save the completed form and send via email: [schools@ncra.org](mailto:schools@ncra.org)

### QUESTIONS?

Please email [schools@ncra.org](mailto:schools@ncra.org) or call the Education Department at 800-272-6272.

- 1. GRMS Section V-C Catalog or Program Information Requirements (pg. 15): *General Catalog or Program Information Requirements shall include an outline of inherent challenges in a performance-based program which encompasses both traditional academic courses and skill-based courses. (see Appendix 11)***

Please describe your process for implementing the above GRMS and/or attach a copy of the programs expectations and requirements. If using Appendix 11, please state that in your answer.

2. **GRMS Section VII-A-11 Program Standards (pg. 17):** Machine steno classes shall include instruction in: *A minimum of 18 documented weekly hours of machine time for full-time students (9 for part-time students) is required. Weekly hours or a combination of in-class time and out-of-class time. (Machine time is defined as practice from text or dictation, testing, readback and analysis of steno notes, and analysis of realtime.)*

Please describe your process for implementing the above GRMS and/or attach a copy of the practice record template that will be used. If using Appendix 12, please state that in your answer.

3. **GRMS Section VII-A-14 Program Standards (pg. 17) : Machine steno classes shall include instruction in: Job shadowing experience.**

**Please describe your process for implementing the above GRMS requirement and/or attach a copy of the syllabus of the course(s) the GRMS requirement in addressed through.**

- 4. GRMS Section VII-A-12 Outcomes (pg. 17): *Creating a mentor/student relationship between a professional court reporter/broadcast captioner/CART captioner as well as peer review experience(s).***

Please describe your process for implementing the above GRMS and/or attach a copy of the mentoring relationship documentation.

5. **GRMS Section VII-A-NOTE Outcomes (pg. 17):** *A personalized Instructional Development Plan (IDP) shall be developed to support student success in achieving prescribed program outcomes and shall be a joint effort between teacher and student. The IDP shall be reevaluated at least monthly and provide a means for regular faculty feedback and coaching. See Appendix 12*

Please describe your process for implementing the above GRMS and/or attach a copy of the personalized Instructional Development Plan. If using Appendix 12, please state that in your answer.

*Include additional pages for explanations if necessary as well as attachments as needed.*