



**COUNCIL ON APPROVED
STUDENT EDUCATION (CASE)
APPROVED PROGRAM
APPLICATION**

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



COUNCIL ON APPROVED STUDENT EDUCATION (CASE) APPROVED PROGRAM APPLICATION

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"/>

NAME OF SCHOOL

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

WEBSITE

CATALOG WEB ADDRESS

SCHOOL ADMINISTRATIVE HEAD

COURT REPORTING DEPARTMENT HEAD

DIRECTOR OF ADMISSIONS

Type of ownership: Individual Partnership Corporation Other

NAME OF OWNERS

EMAIL ADDRESS

ADDRESS

CITY

STATE

ZIP

Direct all correspondence to:

NAME

EMAIL ADDRESS

PHONE

1. Date of inception of court reporter education program: _____
2. Is the educational program on the post-secondary level? Yes No
3. Is the court reporting program of the institution an on-site program/online/both?
 On-site Online Both
4. Number of court reporting students enrolled on-site as of the date of this application (____20__) _____
5. Number of court reporting students enrolled online as of the date of this application (____20__) _____
6. Number of graduates completing your program who met the current CASE standards in the last three years: _____
7. How many machine skills tests on Q&A at 225 wpm, Jury Charge at 200 wpm, and Literary at 180 wpm with 95 percent accuracy do your graduates pass? _____
8. How many internship hours do your graduates complete? _____
9. Which computer-aided transcription system does your program use? _____

I certify that all information contained in this application, self-study, and other materials is true and correct to the best of my knowledge and belief. I authorize representatives of NCRA and CASE to verify the accuracy of such information from any person or persons having knowledge of such information. I recognize that approval of the court reporter education program, if granted, is based on the correctness of the information contained in, and supplied in support of, the application, self-study, and other materials. I understand that NCRA and CASE may revoke any approval that is granted based on the information contained in the application, self-study, and other materials if such information is found to be false. By submitting and signing this application, I acknowledge that this application will be reviewed and processed in accordance with the rules and policies adopted by NCRA and CASE.

Our school is prepared to apply for NCRA approval for our court reporter education program. Enclosed is our initial application fee of \$100 and our catalog. Please forward us the necessary forms. We understand that, upon completion of the formal application and self-study forms, our institution will be visited by an NCRA evaluation team and will be responsible for the expenses of the team.

SIGNATURE OF SCHOOL ADMINISTRATIVE HEAD AND/OR COURT REPORTING PROGRAM DEPARTMENT HEAD

DATE

SUBMIT TO NCRA

Please save the completed form and send via email: schools@ncra.org

QUESTIONS?

Please email schools@ncra.org or call the Education Department at 800-272-6272.