



CAPTIONING PROGRAM OPTION

Captioning is part of the *General Requirements and Minimum Standards* and is binding on those institutions that elect to offer a captioning program.

MINIMUM STANDARD VIII-A – MACHINE SHORTHAND FOR CAPTIONING

Please refer to Minimum Standard VIII-A on page 23 of the *General Requirements and Minimum Standards* and respond to the following questions/statements accordingly.

1. Do machine shorthand classes:	COURSE
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 do you use? _____	_____
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), multi-voice testimony (including medical, legal, and technical material), literary, 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 VIII-A MACHINE SHORTHAND FOR CAPTIONING *(continued)*

COURSE

2. Captioning machine courses shall include instruction in writing the spoken word with punctuation by means of a realtime translation theory with special emphasis on dictionary development and maintenance of dictionary entries to include:
- a. all necessary steno outlines defined such as punctuation, caption conventions, format, and alphabets (see Appendix #5) Yes No _____
 - b. translation of numbers, which may include using number bar Yes No _____
 - c. environmental sound descriptors Yes No _____
 - d. ability to write Web and internet addresses Yes No _____
 - e. prefixes and suffixes Yes No _____
 - f. use of phonetic translator Yes No _____
 - g. dictionary building/maintenance of general vocabulary areas Yes No _____
3. Captioning machine shorthand courses shall include:
- a. performance-based practice using recorded broadcast productions for hands-on application Yes No _____
 - b. review and line-by-line edit/analysis of steno outlines Yes No _____
 - c. demonstration of skill through a simulated Certified Realtime Captioner (CRC) skills test Yes No _____
 - d. writing 15-minute broadcast news programs with a goal of 96 percent verbatim accuracy or higher Yes No _____

MINIMUM STANDARD VIII-E – CAPTIONING TECHNOLOGY

Please refer to Minimum Standard VIII-E on page 27 of the *General Requirements and Minimum Standards*.

- | | | | COURSE |
|----|--|--|---------------|
| 1. | Captioning technology courses shall include lecture, taped broadcast news and other general programming, and hands-on instruction in: | | |
| a. | operation of online captioning translation system, including editing of phonetic translator | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| b. | the basic care and maintenance of the computerized steno writer (steno-key adjustment and stroke depth) | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| c. | the basic setup and maintenance of broadcast captioning equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| d. | how to obtain system support | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 2. | The following captioning technology courses may include lecture, videotape or other media format, or hands-on instruction to provide familiarity in: | | |
| a. | broadcast news production preparation | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| b. | prescripting to include text preparation format and software functions | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| c. | knowledge of on-air captioning and finger-spelling of words | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| d. | history of captioning and related regulations, Decoder Circuitry Act, and Federal Communications Commission requirements: | | |
| | • Deaf culture and awareness | | |
| | • quality control and evaluations | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

MINIMUM STANDARD VIII-E – CAPTIONING TECHNOLOGY *(continued)*

- 3. Do students demonstrate knowledge of, and pass written exams in, history, Deaf culture, terminology related to the captioning environment, and broadcast news production functions? Yes No

- 4. Do students demonstrate knowledge and understanding of the NCRA Code of Professional Ethics for CART and Broadcast Captioners and the NCRA Guidelines for CART Captioners? Yes No

COURSE

MINIMUM STANDARD VIII-G – CAPTIONING INTERNSHIP

The objective of the captioning internship is to spend time applying learned skills and knowledge to real-world/simulated applications as available. Please refer to Minimum Standard VIII-G on page 28 of the *General Requirements and Minimum Standards*.

COURSE

1. Does the captioning internship commence after the student completes the program's 160 wpm literary requirement? Yes No _____

2. Does the institution assist the student in arranging the internship experience? Yes No _____

3. Does the student serve in the capacity of the reporter during the internship? Yes No _____

4. Does the internship include a minimum of 25 hours of writing and 15 hours of research and dictionary preparation under the supervision of a practicing captioner off-site or institutional instructor? Yes No _____

5. Are records maintained to verify the internship experience? Yes No _____

6. Does the student submit an unedited realtime captioned translation of three (3), 15-minute program segments on varied topics? Yes No _____

7. Does the student submit a narrative report, minimum of one page, and a signed internship verification form? Yes No _____

MINIMUM STANDARD VIII-H – CATALOG OR PROGRAM INFORMATION REQUIREMENTS (CAPTIONING)

In addition to the general catalog requirements (see Minimum Standard V), the following elements shall be included in the catalog or its addendum or program information for captioning. The information shall be made available to each student enrolled in a realtime reporter education program.

1. An explanation of specific graduation requirements for captioning students shall include the following minimum standards:

PAGE/WEB ADDRESS

- a. Write three (3), five-minute, realtime literary broadcast material takes at 180 wpm (syllabic and/or word count) at 96 percent verbatim accuracy.

- b. Transcribe a minimum of two (2), five-minute, two-voice, non-realtime tests with a minimum of 95 percent accuracy, dictated at a minimum speed of 225 wpm (if this program has a judicial track, the 225 wpm Q&A testing material will satisfy this requirement).

- c. Submit unedited, captioned translations of three (3), 15-minute programs on varied topics for course evaluation taken from the internship experience.

- d. Complete at least 25 verified hours of actual writing and 15 hours of research and dictionary preparation during the internship experience.

PLEASE INCLUDE THE PAGE NUMBER IN THE CATALOG OR THE WEB ADDRESS WHERE THESE REQUIREMENTS CAN BE FOUND.

Provide any other information that will help evaluate your program's adherence to the Standards.

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.