

NOT AN NCRA MEMBER? NOT A PROBLEM!
SIT FOR THE RPR EXAM NOW AND JOIN AFTER YOU PASS THE EXAM.

National Court Reporters Association

Fall 2011 Candidate Handbook

Training & Education to Take Your Career to the Highest Level

- ★ Get your foot in the door... get your RPR ★
- ★ Make the leap to realtime right now through the CRR exam ★
- ★ Earn elite status through advanced certification ★

CCP
CERTIFIED COURT REPORTER

CRR
CERTIFIED REALTIME REPORTER

RPR
REGISTERED PROFESSIONAL REPORTER

RMR
REGISTERED MACHINE REPORTER

CBC
CERTIFIED BILINGUAL COURT REPORTER

RDR
REGISTERED COURT REPORTER

CLVS
CERTIFIED LOCAL VOICE SPECIALIST

What employers say: "Build communication skills, develop a commitment to higher performance, take pride in your new credential(s) and display it every day."

NEW!

Beginning in November, CRR Skills Exam will be two-voice testimony.



Register online today at
www.NCRAonline.org/testing

What Will NCRA Certification Do for You?

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 from other available options – whether that's fellow reporters seeking the same opportunities or alternative technologies that might be under consideration.

Now more than ever, it's critical that all stenographic reporters take the next step. Now more than ever, it's crucial that you diversify your skills and add new services to your repertoire. Now more than ever, it's time for you to add an NCRA certification to your list of career accomplishments.

Demonstrate Your Commitment, Build Credibility

It's not enough to tell your clients and employer that you've got the skills. You must show them. Whether you're looking for the baseline credibility provided by the RPR credential, the advanced recognition you earn through the RMR and RDR credentials, or the acknowledgment of expertise within specialty areas like broadcast captioning, CART, or legal video, NCRA has a certification program that will get you to that next step.

Build & Showcase Your Skills

Being part of the stenographic court reporting profession means continually working to advance your skills. Success requires constantly putting yourself to the test to ensure you are on the cutting edge. Whether it's learning a new technology, branching out to new specialty areas, or simply conquering that advanced certification, it's time for you to achieve and then to showcase that achievement.

Open the Doors of Opportunity; Enhance Your Career

Opportunity does not come knocking...you have to go find it. And it's amazing how much easier it is to find opportunity when you have a new credential behind your name. Along with the skills and training that make you a better reporter, a new credential creates a "buzz" about you. That buzz brings recognition. And that recognition brings opportunity.

Realtime - It's not Just the Gold Standard, It's the Bottom Line

As study after study continues to point out, realtime is no longer just a gold standard, it's the absolute key point of differentiation between stenographic court reporters and alternatives at the disposal of your clients and employers. So many of the services that reporters have to offer rely on realtime capability to make them happen. You've put it off long enough. It's time for you to write realtime. It's time for you to train for and sit for the Certified Realtime Reporter (CRR) exam. Not next year...right now.

Register online for your next Certification Exam at www.NCRAonline.org/testing.



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2011-12 NCRA Exam Schedule

The Written Knowledge Tests and Skills Tests are offered separately (please see the schedule below for examination and registration dates). Candidates must register for the written knowledge tests and skills tests separately through NCRA.

For more information, visit the Online Certification Center at www.NCRAonline.org/testing, e-mail the Department of Certification and Testing at testing@ncrahq.org, or call 800-272-NCRA (6272).

Written Knowledge Tests

- RPR, RMR, RDR, CCP, CBC, and CLVS written knowledge tests
- Administered at Pearson Professional Centers by Pearson VUE
- Visit www.pearsonvue.com/ncra for a list of sites
- Candidates must register through NCRA, and then schedule the actual date and location through Pearson VUE
- For registration information, see page 4

Examination Dates

October 10 - 22, 2011
January 9 - 21, 2012*
April 9 - 21, 2012
July 9 - 21, 2012*
October 8 - 20, 2012

Registration Dates

Sept. 5 - Oct. 5, 2011
Dec. 5, 2011 - Jan. 6, 2012
March 6 - April 6, 2012
June 5 - July 6, 2012
Sept. 4 - Oct. 5, 2012

* only RPR and CLVS offered

Registration Fees

Reporter member = \$175
Reporter nonmember = \$200

Student member = \$140
Student nonmember = \$200

Skills Tests

- RPR and RMR Literary, Jury Charge, and Testimony skills tests
- CRR, CCP, and CBC skills tests
- Administered at NCRA-sponsored testing sites
- Visit www.NCRAonline.org/testing for a list of sites
- For registration information, see page 4
- There is no late registration
- Additional dates may be added for 2012
- Please visit www.NCRAonline.org/certification/testing for updates

Examination Dates

November 5, 2011
May 5, 2012
November 3, 2012

Registration Dates

Sept. 6 - Oct. 5, 2011
March 6 - April, 2012
Sept. 4 - Oct. 5, 2012

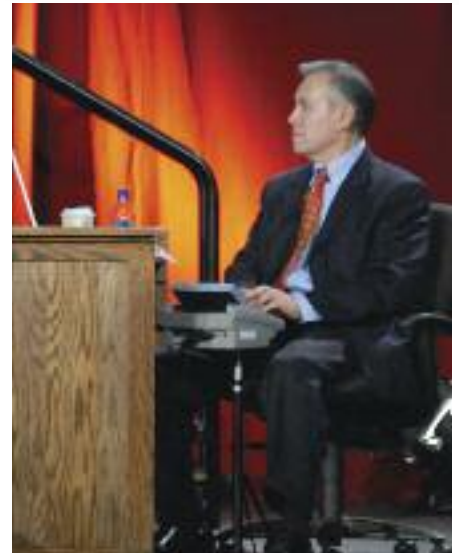
Registration Fees

Reporter member = \$160
Reporter nonmember = \$200

Student member = \$125
Student nonmember = \$200

Career Advice from Employers

In a recent survey, NCRA prompted firm owners with this question: What characteristics do you look for in hiring court reporters? Throughout this handbook, we've provided some of that advice, which comes to you directly from employers of court reporters.



What Employers Are Looking For

"Be enthusiastic about your career and technology. Continue your growth with certifications. Have an immaculate resume. Be 'hungry' to work."

General Information for All Test Candidates

Testing Policies and Procedures

- The Council of the Academy of Professional Reporters (CAPR) is responsible for investigating all allegations of violating NCRA testing policies and procedures on any NCRA-administered test. These procedures, which shall be followed in investigating and resolving complaints, can be found at www.NCRAonline.org/testing.
- All policies, procedures, and testing guidelines are available at www.NCRAonline.org/testing.

Registration Procedures

- Register online at www.NCRAonline.org/testing.
- Return registration form and payment to: NCRA, 8224 Old Courthouse Rd., Vienna, VA 22182-3808.
- You are responsible for reading the Candidate Handbook prior to completing the Registration Form.
- All deadlines are receipt deadlines.
- Registrations are processed in the order received – you are encouraged to register early.

Written Knowledge Test (WKT) Candidates:

- Written Knowledge Test candidates may not sit for the same certification exam (e.g., RPR) during the same two-week window.
- Written Knowledge Test candidates must register through NCRA (submit payment and meet eligibility requirements) and then schedule the actual date and location through Pearson VUE.

Skills Test (SKT) Candidates:

- Full refunds will be given to candidates whose site is full. These refunds will not be processed until after the exam.
- Candidates wanting to register for more than one certification exam must contact the NCRA Testing Office for more information: testing@ncrahq.org

Payment

- Payment is due at time of registration.
- Acceptable payment methods are check, money order, Visa, MasterCard, Discover/NOVUS, and American Express. Payment must be made in U.S. dollars.
- Checks and money orders must be made payable to NCRA.
- There is a \$20 charge for returned checks.

Confirmations

- Confirmations are sent electronically as registrations are processed. Please allow three business days for receipt of your confirmation.

Written Knowledge Test (WKT) Candidates:

- Confirmations include proof of payment and information on how to schedule your exam at a Pearson VUE Professional Center.

Skills Test (SKT) Candidates:

- The following information is listed on your confirmation: exam, test(s), site code, and payment.
- Included with your confirmation are links to the testing site information sheets, candidate guidelines, rules and regulations for equipment, and grading guidelines.
- Your exam site name and address, chief examiner name and phone number, and reporting time are listed on your testing site's information sheet.

- Review your confirmation immediately. Report any changes via mail or e-mail to testing@ncrahq.org.
- No changes will be accepted via telephone.

Cancellations

- Cancellations may be made via mail, fax, or e-mail (testing@ncrahq.org) by completing the NCRA Cancellation Form. The NCRA Cancellation Policy and Form can be found at www.NCRAonline.org/certification/testing/required.
- NCRA cannot defer exam fees and registrations. All cancellations will be processed as refunds.
- Cancellations: NCRA retains the \$35 processing fee. Refund checks are mailed after the exam.
- Written Knowledge Test candidates must first cancel their written knowledge test with Pearson VUE before submitting a cancellation request to NCRA in order to receive a refund.

Site and Exam Changes

- Written Knowledge Test candidates must schedule and reschedule exams through Pearson VUE.
- Skills Test candidates must complete the NCRA Site Change Form, which can be found at www.NCRAonline.org/testing.
- Skills Test changes are accepted via mail, fax, or e-mail (testing@ncrahq.org). No telephone changes will be accepted.
- Skills Test changes will only be made on an availability basis.
- NCRA is not responsible for candidate errors.

Test Results

Written Knowledge Test (WKT) Candidates:

- Preliminary test results will be released immediately after candidates take the written knowledge test. Official test results, after being verified by the Professional Examination Service, will be mailed to candidates three to four weeks after the exam.

Skills Test (SKT) Candidates:

- All skills tests are graded by an NCRA qualified grader. Graders are not permitted to grade tests from their own state.
- Test results are mailed 6-8 weeks after the exam.
- Results are not sent to candidates who did not show or to candidates who did not transcribe any leg of the skills exam.
- Candidates receive numeric scores in addition to a result of Pass or Fail. The score is the number of errors made on the test. Papers may only be graded past the verification range for passing (10 errors above the allowable number of errors). These papers are indicated by a "+" after the numeric score.

Appeals

- All appeals, questions, or comments regarding the testing site, test procedures, the test itself, etc., must be submitted in writing to the NCRA Testing Office within 30 days of the exam. Appeals on these matters will not be honored if they are received more than 30 days after the exam.

Special Accommodations

- NCRA abides by the Americans with Disabilities Act of 1990.
- If you require special accommodations to test, you should:
 1. Mark the box for special accommodations on the registration form and contact the NCRA Testing Office at testing@ncrahq.org or 800-272-6272 immediately.
 2. Contact the NCRA Testing Office each exam administration to ensure scheduling.
 3. Submit a letter from your physician indicating your disability and what accommodations are needed.

NCRA Registration Form for All RPR, RMR, RDR, CCP, CBC, and CLVS Written Knowledge Tests

Register online at www.NCRAonline.org/testing

GENERAL INFORMATION

- You must read the entire Candidate Handbook prior to completing this form.
- To expedite your registration, you must complete each step.
- All candidates must provide a daytime phone number in order to register.
- Questions or address changes should be directed to 800-272-NCRA (6272) or testing@ncrahq.org.
- All registrations must be received by the deadline.
- Make copies of this form for future exams.**

- Once NCRA has received payment and verified eligibility requirements, candidates will receive an e-mail (or letter if no e-mail is on file) with instructions on how to schedule their exams through Pearson VUE.

EXAMINATION DATES

Oct. 10 - 22, 2011
 Jan. 9 - 21, 2012*
 Apr. 9 - 21, 2012
 July 9 - 21, 2012*
 Oct. 8 - 20, 2012

REGISTRATION DATES

Sept. 5 - Oct. 5, 2011
 Dec. 5, 2011 - Jan. 6, 2012
 Mar. 6 - Apr. 6, 2012
 June 5 - July 6, 2012
 Sept 4 - Oct. 5, 2012

* only RPR and CLVS offered

1. CANDIDATE INFORMATION

NCRA ID

Name: _____

Address: _____ Daytime Phone (required): _____

City, State, Zip: _____ E-mail Address: _____

2. REQUESTED EXAM (CHECK APPROPRIATE BOX(ES))

Candidates may not sit for the same certification exam (e.g., RPR) during the same two-week window.

TEST	EXAMS					
	RPR	RMR	RDR	CBC	CCP	CLVS
Written Knowledge Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check here if you require special accommodations. (You must call NCRA – see Special Accommodations, page 4.)

3. ELIGIBILITY REQUIREMENTS

(See program information starting on page 7 for details.) Complete the following:

- I am an RPR I have been an NCRA Participating or Registered member for three current continuous years
- I am an RMR I have been an NCRA Participating or Registered member for six current continuous years
- I have attended the CLVS seminar

4. EXAM FEES AND PAYMENT INFORMATION

- Exam fees include a non-refundable \$35 processing fee.
- There are no discounts on exam fees.

Exam	Exam fee member	Exam fee nonmember*	Amount paid
RPR, RMR, RDR Reporter	\$175	\$200	
RPR, CBC, CCP Student	\$140	\$200	
CBC, CCP Reporter	\$175		
CLVS	\$175	\$175	
Exam fee total			

* Nonmember fee is for RPR candidates only.

Payment method: Check Money order MasterCard Visa Discover/Novus American Express

Credit Card Number: _____ Expires: _____

Authorized signature for credit card: _____

Please provide your credit card's security code (the last three digits printed on the back of your Visa/MasterCard/Discover card or the four digits printed to the right and just above the account number on the front of your American Express card): _ _ _

► Registration with declined credit cards will not be processed. ► Returned checks will be charged an additional \$20. ► For security purposes, please print your credit card billing address next to your member information above, if different from your shipping or mailing address.

5. SIGNATURE

By submitting and signing this application, I acknowledge that this application will be reviewed and processed, and that the examination will be conducted in accordance with the rules and policies adopted by NCRA. I agree to hold harmless NCRA's members, examiners, officers, and agents from any and all actions that they may take or refrain from taking pursuant to such rules and policies. I understand that the exam registration fee includes a non-refundable \$35 processing fee.

Signature: _____

NCRA Registration Form for RPR, RMR, CRR, CCP, and CBC Skills Tests

Register online at www.NCRAonline.org/testing

GENERAL INFORMATION

- You must read the entire Candidate Handbook prior to completing this form.
- To expedite your registration, you must complete each step.
- All candidates must provide a daytime phone number in order to register.
- Questions or address changes should be directed to 800-272-NCRA (6272) or testing@ncrahq.org.
- All registrations must be received by the deadline.
- **Make copies of this form for future exams.**

EXAMINATION DATES

Nov. 5, 2011
May 5, 2012
Nov. 3, 2012

REGISTRATION DATES

Sept. 6 - Oct. 5, 2011
March 6 - April 6, 2012
Sept. 4 - Oct. 5, 2012

Additional dates may be added. Visit www.NCRAonline.org/testing for updates.

1. CANDIDATE INFORMATION

NCRA ID

Name: _____

Address: _____ Daytime Phone (required): _____

City, State, Zip: _____ E-mail Address: _____

2. REQUESTED EXAM (CHECK APPROPRIATE BOX(ES))

TEST	EXAMS				
	RPR	RMR	CRR	CBC	CCP
Skills Test					
Skills Test – Literary					
Skills Test – Jury Charge					
Skills Test – Testimony					

EXAM FEES	
TEST	FEE
RPR and RMR Reporter	\$160 Member
RPR Nonmember/ Student Nonmember	\$200 Nonmember (RPR only)
CRR, CBC, CCP Student	\$125 Member
CRR, CBC, CCP Reporter	\$160 Member

3. ELIGIBILITY REQUIREMENTS

(See program information starting on page 7 for details.) Complete the following:

- I am an RPR I have been an NCRA Participating or Registered member for three current continuous years
- I am an RMR I have been an NCRA Participating or Registered member for six current continuous years

4. PAYMENT INFORMATION

- Exam fees include a non-refundable \$35 processing fee.
- There are no discounts on exam fees.

Payment method: Check Money order

MasterCard Visa Discover/Novus American Express

Credit Card Number: _____ Expires: _____

Authorized signature for credit card: _____

Please provide your credit card's security code (the last *three* digits printed on the *back* of your Visa/MasterCard/Discover card or the last *four* digits printed to the right and just above the account number on the *front* of your American Express card): _ _ _

► Registration with declined credit cards will not be processed. ► Returned checks will be charged an additional \$20. ► For security purposes, please print your credit card billing address next to your member information above, if different from your shipping or mailing address.

5. REQUESTED SITES

1st choice

2nd choice

3rd choice

Check here if you require a special accommodation to test. (You must call NCRA – see Special Accommodations, page 4.)

Check here if you observe the Sabbath on Saturday. Sabbath observers and candidates needing special accommodations, please list site 9999, and contact NCRA at 800-272-6272.

6. SIGNATURE

Note to all skills candidates: Candidates are prohibited from using electronic devices of any kind once they have signed in at the test site. Electronic devices include, but are not limited to, audiosync, Bluetooth, wireless connections, and digital recorders. Candidates must disable their computer's microphone by either changing the settings on their computer or by using an external adapter/plug. If a stenomachine has a test mode, the test mode must be used. Chief examiners have the right to inspect a candidate's equipment, including computer settings and desktop recycle bin, before and after the test. By signing in on the test day, you will acknowledge that you understand and agree to abide by these procedures. Failure to follow these or any NCRA procedures may result in your automatic failure and being barred from taking NCRA-administered tests for a minimum of three (3) testing cycles or permanently, depending on the nature of the violation. NCRA members may also be suspended or expelled from the Association.

By submitting and signing this application, I acknowledge that this application will be reviewed and processed, and that the examination will be conducted in accordance with the rules and policies adopted by NCRA. I agree to hold harmless NCRA's members, examiners, officers, and agents from any and all actions that they may take or refrain from taking pursuant to such rules and policies. I understand that the exam registration fee includes a non-refundable \$35 processing fee.

Signature: _____

7. MAIL FORM TO: NCRA, 8224 OLD COURTHOUSE RD., VIENNA, VA 22182-3808

THE RPR/RMR/RDR PROGRAM

I. What Your Exam Will Include

A. The RPR (Registered Professional Reporter) Exam is a two-part exam consisting of a Written Knowledge Test (WKT) and a Skills Test (SKT).

1. The WKT is a 110-minute test with 115 multiple choice questions based on (but not limited to) the following four areas of knowledge needed to perform the duties of a court reporter:

Reporting	48%
Transcript Production	44%
Operating	4%
Professional Issues and Continuing Education	4%

The percentages shown to the right of each knowledge area indicate the number of questions relative to that area on the WKT. A candidate must pass the WKT with a scaled score of 70 or higher.

2. The SKT consists of three separate legs, which must be passed individually, administered by professionally recorded audio. Each leg lasts five minutes and includes one minute of warm-up material. 1-1/4 hours are allowed for transcription of each leg. A candidate must transcribe each leg of the RPR SKT with 95 percent accuracy to pass.

Literary Matter	@ 180 wpm
Jury Charge	@ 200 wpm
Two-Voice Testimony	@ 225 wpm

B. The RMR (Registered Merit Reporter) Exam is a two-part exam consisting of a Written Knowledge Test (WKT) and a Skills Test (SKT).

1. The WKT is a 110-minute test with 115 multiple-choice questions of knowledge above and beyond the RPR exam in the four areas listed below.

Reporting	47%
Transcript Production	41%
Administration	6%
Professional Issues and Continuing Education	6%

The percentage shown to the right of each knowledge area indicates the number of questions relative to that area on the WKT with a scaled score of 70 or higher.

2. The SKT consists of three separate legs, which must be passed individually, administered by professionally recorded audio. Each leg lasts five minutes and includes one minute of warm-up material. 1-1/4 hours are allowed for transcription of each leg. A candidate must transcribe each leg of the RMR SKT with 95 percent accuracy to pass.

Literary Matter	@ 200 wpm
Jury Charge	@ 240 wpm
Two-Voice Testimony	@ 260 wpm

C. The RDR (Registered Diplomate Reporter) Exam is a WKT (Written Knowledge Test) only. It is a 110-minute

test of 115 multiple choice questions based on the six areas of knowledge listed below:

Reporting	35%
Management	11%
Marketing	8%
Transcript Production	27%
Education	10%
Professional Issues	9%

The percentage shown to the right of each knowledge area indicates the number of questions relative to that area on the WKT. A candidate must pass the WKT with a scaled score of 70 or higher.

NOTE: A Job Analysis that describes the basic knowledge required of a Professional, Merit, or Diplomate level reporter candidate is available at no charge at www.NCRAonline.org/testing or by calling 800-272-6272.

II. NCRA's Eligibility Requirements

A. To apply for the RMR SKT, you must be a member of NCRA and an RPR. To apply for the RMR WKT, a member must be an RPR and have three (3) years of current continuous membership commencing with Participating or Registered member status.

B. To sit for the RDR exam, a candidate must be an RMR and have six (6) current continuous years of membership commencing with Participating or Registered member status.

III. Allowable Equipment

A. Both CAT (computer aided transcription) equipment and word processing equipment are permitted for transcription of the Skills test. All candidates must provide their own equipment. Use of such equipment is at the candidate's own risk.

IV. All About Grading

A. CAPR (Council of the Academy of Professional Reporters) will not honor scores submitted for candidates who sat for any exam or portion of the exam if they were not registered prior to the exam registration deadline.

B. Preliminary test results will be released immediately after candidates complete the Written Knowledge Test. Official test results, after being verified by the professional examination service, will be mailed to candidates four weeks after the exam.

C. All SKTs are returned to NCRA for distribution to qualified graders. All SKTs are graded according to the NCRA guidelines set forth in "What Is An Error?" Learn more at www.NCRAonline.org/certification/testing/required/.

**For complete guidelines, visit
www.NCRAonline.org/testing**

THE RPR/RMR/RDR PROGRAM (Continued)

V. How NCRA Recognizes Your Achievement

A. A certificate will be mailed within two months of the examination to all candidates who successfully completed all sections of their exams. Additional copies can be purchased for \$35 each.

B. New RPRs, RMRs, and RDRs will also be listed in the *Journal of Court Reporting*, in the *Court Reporter's Sourcebook*, and on NCRA's website.

VI. How You Retain Your Credential

A. RPR, RMR, and RDR certified members who fail to pay dues or fail to obtain the required continuing education units within any three-year period will lose all exam history and certification designations. In order to regain certified status, individuals must apply, sit for, and pass all exams. Stenographic nonmembers must apply for membership within 30 days of passing the exam in order to use the RPR credential.

What Employers Are Looking For

"Be willing to be available as much as possible, have fast turn-around time on transcripts, and be a team player."

VII. Your Continuing Education Program

A. New RPRs will receive continuing education information in the mail.

B. Only NCRA members may use the RPR credential.

C. Stenographic nonmembers who pass all portions of the RPR will receive notification that they must join NCRA within thirty (30) days in order to use the RPR credential.

D. All RPRs, RMRs, and RDRs are required to earn continuing education units during each consecutive three-year period. Additional information can be obtained by visiting www.NCRAonline.org/certification/continuinged or by calling NCRA at 800-272-6272.

E. Continuing education is required as a means of ensuring that all NCRA certified court reporters are not only competent and professional, but are also committed to constantly improving their skills.

For complete guidelines, visit www.NCRAonline.org/testing

** To further ensure valid and reliable exams, NCRA is pretesting fifteen new questions on the RPR, RMR, and RDR tests. Candidates will not know which items are being pre-tested, and these items will not be graded. (Pretest items are used to gather statistics and for possible use on future exams.)*



THE CRR PROGRAM

What Employers Are Looking For

“Realtime. The demand is growing. Provide it and you increase your marketability and income prospects substantially.”

I. What the CRR Exam Will Include

A. The CRR (Certified Realtime Reporter) exam is a practical test that consists of five minutes of professionally recorded 2-voice questions and answers (Q&A).

1. Set-up of your equipment.

2. Accurately writing realtime for five minutes from professionally recorded dictation material at 200 wpm.

3. Converting your material to an ASCII text file. The subjects and words of the realtime exam will be given to test candidates on the day of the exam at the test site. Candidates will be given sufficient time to enter the words into their dictionaries.

NOTE: A Job Analysis that describes the basic knowledge required of a Certified Realtime Reporter candidate is available at no charge at www.NCRAonline.org/testing or by calling NCRA at 800-272-6272.

II. NCRA's Eligibility Requirements

A. To apply for the CRR exam, you must be a member of NCRA and an RPR.

III. Required Equipment

A. Candidates must provide their own steno machine, realtime software, computer, and display. Detailed guidelines will be sent to all candidates with their confirmation.

IV. How NCRA Recognizes Your Achievement

A. A certificate will be mailed to all successful candidates within two months of the exam. Additional copies are available for \$35 each.

B. New CRRs will be listed in the *Journal of Court Reporting*, in the *Court Reporter's Sourcebook*, and on NCRA's website.

C. CRR candidates who successfully complete the exam will receive 0.25 continuing education unit.

What Employers Are Looking For

“Someone who has graduated and passed their speed takes, is adept in proofreading and spelling, with a nice appearance and realtime training in writing and hooking up.”

V. Your Continuing Education Program

A. All CRRs are required to maintain their RPR designation by earning 3.0 continuing education units during each consecutive three-year period. Additional information can be obtained by calling NCRA at 800-272-6272 or by visiting www.NCRAonline.org/certification/continuinged.

B. Continuing education is required as a means of ensuring that all NCRA certified court reporters are not only competent and professional, but are also committed to constantly improving their skills.

For complete guidelines, visit www.NCRAonline.org/testing



What Employers Are Looking For

“Possess the requisite levels of English, spell correctly, be realtime capable, and have a hunger for success.”

THE CCP PROGRAM

I. What the CCP Exam Will Include

A. The CCP (Certified CART Provider) Exam is a two-part exam consisting of a Written Knowledge Test (WKT) and a Skills Test (SKT).

1. The WKT is a 110-minute test of 115 multiple choice questions* based on, but not limited to, the following four areas of knowledge needed to perform the duties of a CART provider:

Communication Access Realtime Translation (CART)	45%
Writing Realtime	25%
Research	15%
Language Skills	15%



What Employers Are Looking For

“Appearance, interpersonal skills, self-motivation, desire to succeed, team player, flexibility, and willingness to learn.”

The percentages shown to the right of each knowledge area indicate the number of questions relative to that area on the WKT. A candidate must pass the WKT with a score of 70 or higher.

2. The SKT consists of five minutes of professionally recorded literary matter with one minute of lead-in. Although you are only graded on the material that you turn in after the test, the exam actually involves three steps:

1. Set-up of your equipment.
2. Accurately writing realtime for five minutes from professionally recorded dictation material at 180 wpm.
3. Converting your material to an ASCII text file.

Candidates must pass the SKT with a score of 96 percent or better. The subjects and words of the realtime exam will be given to test candidates on the day of the exam at the test site. Candidates will be given sufficient time to enter the words into their dictionaries.

NOTE: A Job Analysis that describes the basic knowledge required of a Certified CART Provider candidate is available at no charge at www.NCRAonline.org/testing or by calling NCRA at 800-272-6272.

II. NCRA's Eligibility Requirements

A. To apply for the CCP exam, you must be a member of NCRA 30 days in advance of the exam registration deadline.

III. Required Equipment

A. Candidates must provide their own steno machine, realtime software, computer, and display. Detailed guidelines will be sent to all candidates with their confirmation.

IV. How NCRA Recognizes Your Achievement

A. A certificate will be mailed to all successful candidates within two months of the exam. Additional copies are available for \$35 each.

B. New CCPs will be listed in the *Journal of Court Reporting*, in the *Court Reporter's Sourcebook*, and on NCRA's website.

V. Your Continuing Education Program

A. All CCPs are required to maintain the certification by earning 3.0 continuing education units (CEUs) during each consecutive three-year period. Additional information can be obtained by visiting www.NCRAonline.org/certification/continuinged or by calling NCRA at 800-272-6272.

B. Continuing education is required as a means of ensuring that all NCRA certified court reporters are not only competent and professional, but are also committed to constantly improving their skills and knowledge.

For complete guidelines, visit
www.NCRAonline.org/testing

THE CBC PROGRAM

I. What the CBC Exam Will Include

A. The CBC (Certified Broadcast Captioner) Exam is a two-part exam consisting of a Written Knowledge Test (WKT) and a Skills Test (SKT).

1. The WKT is a 110-minute test of 115 multiple choice questions* based on, but not limited to, the following four areas of knowledge needed to perform the duties of a broadcast captioner:

Writing Realtime	35%
Language Skills	25%
Realtime Writing in the Broadcast Environment	25%
Research	15%

The percentages shown to the right of each knowledge area indicate the number of questions relative to that area on the WKT. A candidate must pass the WKT with a score of 70 or higher.

2. The SKT consists of five minutes of professionally recorded literary matter with one minute of lead-in. Although you are only graded on the material that you turn in after the test, the exam actually involves three steps:

1. Set-up of your equipment.
2. Accurately writing realtime for five minutes from professionally recorded dictation material at 180 wpm.
3. Converting your material to an ASCII text file.

Candidates must pass the SKT with a score of 96 percent or better. The subjects and words of the realtime exam will be given to test candidates on the day of the exam at the test site. Candidates will be given sufficient time to enter the words into their dictionaries.

NOTE: A Job Analysis that describes the basic knowledge required of a Certified Broadcast Captioner candidate is available at no charge at www.NCRAonline.org/testing or by calling NCRA at 800-272-6272.

II. NCRA's Eligibility Requirements

A. To apply for the CBC exam, you must be a member of NCRA 30 days in advance of the exam registration deadline.

III. Required Equipment

A. Candidates must provide their own steno machine, realtime software, computer, and display. Detailed guidelines will be sent to all candidates with their confirmation letter.

IV. How NCRA Recognizes Your Achievement

A. A certificate will be mailed to all successful candidates within two months of the exam. Additional copies are available for \$35 each.

B. New CBCs will be listed in the *Journal of Court Reporting*, in the *Court Reporter's Sourcebook*, and on NCRA's website.

V. Your Continuing Education Program

A. All CBCs are required to maintain the certification by earning 3.0 continuing education units (CEUs) during each consecutive three-year period. Additional information can be obtained by calling NCRA at 800-272-6272 or by visiting www.NCRAonline.org/certification/continuinged.

B. Continuing education is required as a means of ensuring that all NCRA certified court reporters are not only competent and professional, but are also committed to constantly improving their skills and knowledge.

For complete guidelines, visit
www.NCRAonline.org/testing

What Employers Are Looking For

"Be persistent. Be accurate. And be timely."



*** To further ensure valid and reliable exams, NCRA is pretesting fifteen new questions on the CBC and CCP tests. Candidates will not know which items are being pre-tested, and these items will not be graded. (Pretest items are used to gather statistics and for possible use on future exams.)**

THE CLVS PROGRAM

I. How to Earn the CLVS Certification

These steps must be completed in the following order:

- A.** Step One: Seminar – Attend NCRA’s “Videotape in the Legal Environment” seminar. This invaluable seminar gives you detailed instructions, demonstrations, and work-books covering everything from equipment acquisition to office management. Seminars are offered twice a year, in the spring and fall, in eastern and western U.S. cities.
- B.** Step Two: Written Knowledge Test – Successfully complete the CLVS written knowledge test, which is offered four times a year in more than 200 cities nationwide. See page 4 for more details.
- C.** Step Three: Production Test – Successfully complete the CLVS production test, which tests a candidate’s knowledge and ability to handle video equipment and conduct videotape depositions. Each candidate has a maximum of 30 minutes to:
 - Familiarize himself or herself with the NCRA provided equipment.
 - Conduct a five- to ten-minute mock deposition.

II. What the CLVS Written Knowledge Test (WKT) Will Include

- A.** The CLVS WKT is a 110-minute test of 115 multiple choice questions* based on, but not limited to, the following five areas of knowledge needed to perform the duties of a legal video specialist. Special emphasis is placed on the use of legal video for preservation of deposition testimony.

Video Recording	45%
Post-Production	15%
Legal and Judicial Procedures	25%
Office Procedures and Operating Practices	10%
Professional Development and Ethics	5%

The percentages shown to the right of each knowledge area indicate the appropriate number of questions relative to that area on the WKT. A candidate must pass the WKT with a score of 70 or better.

NOTE: A Job Analysis that describes the basic knowledge required of a Certified Legal Video Specialist candidate is available at no charge at www.NCRAonline.org/testing or by calling NCRA at 800-272-6272.

III. NCRA’s Eligibility Requirements

- A.** To apply for the CLVS WKT, you must have completed the “Videotape in the Legal Environment” seminar.
- B.** To apply for the CLVS Production Test, you must have successfully completed the CLVS WKT.

What Employers Are Looking For

“We look for professionalism, realistic expectations for the job, enthusiasm, maturity, skill level, and certifications.”

Why You Should Hire a CLVS

Looking for a videographer?
Learn why a CLVS is right for your firm.

Cooperation

CLVSs are trained by NCRA on how to work with the court reporter as a cooperative team for the record.

Expertise

CLVSs are required to keep up-to-speed on the latest developments with mandatory continuing education.

Professionalism

CLVSs adhere to an established code of professional ethics and an extensive list of published standards.

Competence

CLVSs have proven their abilities by passing stringent testing requirements.

For complete guidelines, visit
www.NCRAonline.org/testing

* To further ensure valid and reliable exams, NCRA is pretesting fifteen new questions on the CLVS test. Candidates will not know which items are being pre-tested, and these items will not be graded. (Pretest items are used to gather statistics and for possible use on future exams.)

Rules And Regulations

FOR CANDIDATES TAKING THE RPR, RMR, CRR, CBC, AND CCP SKILLS TESTS

The RPR, RMR, and CRR/CBC/CCP Skills tests are the exclusive property of the National Court Reporters Association. Copyright Law protects the Skills Tests. No part of these examinations may be copied or reproduced in part or whole by any means whatsoever, including memorization, unless previously authorized by NCRA. The theft or attempted theft of a Skills Test is punishable as a crime.

PLEASE NOTE: Read these instructions carefully. You are responsible for knowing and following these instructions.

Important note to all skills candidates: Candidates are prohibited from using electronic devices of any kind once they have signed in at the test site. Electronic devices include, but are not limited to, audio sync, Bluetooth, wireless connections and digital recorders. Candidates must disable their computer's microphone by either changing the settings on their computer or by using an external adapter/plug. If a steno machine has a test mode, the test mode must be used. Chief Examiners have the right to inspect a candidate's equipment, including computer settings and desktop recycle bin, before and after the test. By signing in on test day, you acknowledge that you understand and agree to abide by these procedures. Failure to follow these or any NCRA procedures may result in your automatic failure and being barred from taking NCRA-administered tests for a minimum of three (3) testing cycles or permanently depending on the nature of the violation. NCRA members may also be suspended or expelled from the association.

General Information For All Skills Test Candidates

- A. You must bring a photo I.D. and your confirmation with you to gain entrance to the exam. Candidates not arriving with these two forms of identification or who do not have at least two other forms of signature I.D. will be denied entrance to the exam.
- B. Arrive at the reporting time specified on your Exam Site Information Sheet. Candidates who arrive late will be denied entrance to the exam.
- C. When you arrive at the exam site:
 - 1. Show your photo I.D. and your confirmation to the Registrar.
 - 2. Sign the Sign-in Roster. If your name does not appear on the roster you will not be permitted to take the exam.
 - 3. Proceed to the exam room.
- D. Internet access, cellular phones, beepers or any other electronic devices are NOT permitted in the examination rooms.
- E. Consult your Exam Confirmation if you have a question.

If You Are Taking the RPR/RMR Skills Test

GENERAL (RPR/RMR):

- A. After locating the dictation room, follow the instructions given to you by the room monitor.
- B. Skills candidates may use a printed Merriam Webster's Dictionary or electronic dictionary (spell-check) installed on their computer. Internet access is not permitted.
- C. RPR and RMR candidates may pass each leg one at a time to earn credit for that leg.
- D. RPR and RMR candidates are allowed 1 1/4 hours (75 minutes) per leg for transcription.
- E. Candidates who do not transcribe must sign the Affidavit of Non-Transcription.
- F. Skills candidates are permitted to use CAT, word processors or typewriters. Refer to your testing site's Site Information Sheet for site-specific equipment requirements.
- G. Realtime translation is allowed in the dictation room. The screen must be situated in such a manner so that the display will not be visible to other candidates.
- H. No audio assist of any kind is permitted during test dictation or during transcription. Candidates must disable their computer's microphone by either changing the settings on their computer or by bringing an external adapter/plug.
- I. If a steno machine has a test mode, the test mode must be used.
- J. All candidates must follow the rules and regulations on equipment, shared printers, rough drafts and transcripts, as outlined below.
- K. Candidates are prohibited from viewing or handling another candidate's test material. Failure to adhere to this rule will result in automatic failure and may result in a limitation of the candidate's further participation in NCRA tests.
- L. All candidates are required to place the following items in their Skills Test envelope and hand them in to the NCRA chief examiner and/or room monitor. Do NOT seal the envelope.
 - Writer Disk or writer cassette labeled with 10-digit exam ID# (if test files cannot be deleted and/or if CAT was used)
 - Final transcript with 10-digit exam ID# on top of each page
 - Paper notes labeled with 10-digit exam ID# (notes may be compared with final transcript)
 - Candidates using paperless writers must be prepared to print their notes.
- M. All candidates who used a CAT system, a word processor or a typewriter with a memory, must delete all forms of the Skills Test from them before you leave the transcription room.

Rules And Regulations

- N. All transcripts are graded according to the NCRA Grading Guidelines “What Is An Error?”
- O. Headphones are prohibited in the transcription room.

EQUIPMENT (RPR/RMR):

1. Use of the candidate’s own equipment is strictly at the candidate’s own risk. Use of any on-site equipment, if available, is also at the candidate’s own risk.
2. Candidates should not expect or receive instruction on how to operate their own or any on-site equipment.
3. The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off a desk, etc.
4. Additional transcription time will not be allowed for equipment failure, accidental erasing of computer files, forgotten items (e.g., cables, power cords), or shared printer delays.
5. Candidates must label their steno machine disk and paper notes, if used, with their 10-digit ID# (this is your 4-digit site number plus your 6-digit NCRA ID#). Names or any other forms of personal identification are not permitted.
6. Candidates are required to delete their note/memory file from their steno machine. If your steno machine does not use a disk, e.g. a RAM memory, eliminate any jobs that may be in your steno machine’s memory as you will be asked to reformat your steno machine’s memory after the exam. If you do not reformat your steno machine’s memory, your steno machine will be impounded by the Chief Examiner. Those using systems with flashcards/SD cards will need to bring the equipment necessary to delete the flashcard/SD card or will need to turn in the flashcard/SD card to the Chief Examiner with a self addressed, padded, and stamped envelope for mailing. Candidates who do not bring a self-addressed stamped envelope will have to forfeit their flashcards/SD cards.

Candidates using computers are responsible for providing all necessary equipment including steno machines, software, computers, security keys, blank disks and labels, printers, cables, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.

Candidates using word processors are responsible for providing all of their own equipment if none is available on-site. This includes monitor, hard drive, software, printer, keyboard, extension cords, surge protector/power strips and adapters.

Candidates using typewriters are responsible for providing all of their own equipment if none is available on-site.

TRANSCRIPTS (RPR/RMR):

In every sense, the Skills test transcripts must be the work products of the individual candidate.

What Employers Are Looking For

“Willingness to not limit yourself to one area. Be open to use of skills beyond the ‘legal’ environment.”



- Candidates are responsible for producing their own transcripts without assistance.
- Candidates must perform their own translating, editing, and printing functions.
- Candidates are responsible for bringing a minimum of 20 sheets of blank white paper (minimum of 20 Lb. Bond) for their printers or typewriters. Do not assume that the site will provide paper.
- Candidates may write the Skills test as either all one file or three separate files, whichever they choose. However, candidates must separate the Literary, Jury Charge, and Testimony legs into three separate computer text/transcript files when editing. The names for these files must begin with the last 6 digits of their Exam ID# and end with L for Literary, J for Jury Charge, and/or T for Testimony.
- Each Skills Test leg of the final hard copy transcript must begin on a new page.

ROUGH DRAFTS (RPR/RMR)

The printing of rough drafts is permitted for this exam administration; however, the following rules apply:

- All rough draft pages must have the candidate’s 10-digit Exam ID# on the top of each page.
- NCRA recommends that candidates print only one rough draft and one final copy.
- All rough draft pages must be torn up before the NCRA chief examiner and/or room monitor at the time the candidate turns in their final skills test transcript.

Rules And Regulations

If You Are Taking the CRR/CBC/CCP Skills Test

GENERAL INFORMATION (CRR/CBC/CCP):

- A. In every sense, the CRR/CBC/CCP test must be the work product of the individual candidate.
- B. Candidates must use their own dictionary.
- C. Candidates must steno their ten-digit NCRA ID number at the beginning of their CRR/CBC/CCP test file.
- D. Candidates must know how to have their software write an ASCII file double-spaced and with lines no longer than 75 characters.
- E. Candidates are required to convert their file to ASCII format and produce their own ASCII text file, without assistance, on a 3.5" double-sided high-density formatted diskette, compact disc, or jump drive.
- F. When directed by the Chief Examiner, candidates are permitted to confirm that the entire ASCII file is on their diskette.
- G. Candidates are not permitted to edit their ASCII file.
- H. Candidates are advised to write protect their 3.5" floppy diskette, if used, after writing the exam.
- I. Candidates who choose not to have their test graded must sign the Affidavit of Non-completion on their test envelope.
- J. All candidates are required to place the following items in their test envelopes and hand them in to the NCRA room monitor, Do NOT seal the envelope:
 - Paper notes (if produced)
 - ASCII diskette clearly labeled with ten-digit NCRA ID number
- K. Candidates are required to delete all files relating to the test from their computer.
- L. Candidates are required to delete their note/memory file from their steno machine. Those using systems with flashcards will need to bring the equipment necessary to delete the flashcard or will need to turn in the flashcard to the Chief Examiner with a self addressed stamped envelope for mailing. Candidates who do not bring a self addressed stamped envelope will have to forfeit their flashcards.
- M. All transcripts are graded according to the NCRA CRR/CBC/CCP Grading Guidelines "What Is An Error?"
- N. Immediately after the dictation has finished, you will be instructed to move away from your equipment.
- B. Candidates are required to provide their own 3.5" HD floppy diskettes, compact discs, or jump drives. Even if the floppy diskettes are labeled as formatted, we urge candidates to format them again with an IBM or IBM compatible PC.
- C. Use of the candidate's own equipment is strictly at the candidate's own risk.
- D. The set-up and operation of equipment are integral parts of the CRR/CBC/CCP exam. Therefore, candidates should not expect or receive instruction from NCRA representatives or other candidates on how to operate their own equipment.
- E. The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off deck, etc.
- F. Additional time will not be allowed for equipment failure, accidental erasing of computer files, forgotten items (e.g., cables, power cords), or related events.
- G. Candidates must label their diskettes with their ten-digit NCRA ID number (this is your 4-digit site number plus your 6-digit NCRA ID #.). Name or other personal identification is not permitted.
- H. Questions regarding print setup or format should be directed to your equipment vendor, technical support staff or local computer service center. We suggest that candidates print one or more files before exam day to confirm that equipment is in working order.

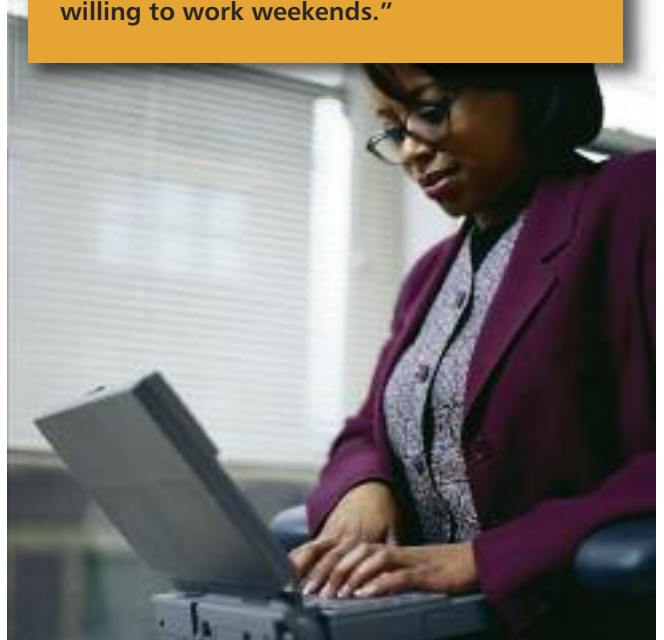
EQUIPMENT RULES AND REGULATIONS

(CRR/CBC/CCP):

- A. Candidates are responsible for providing all necessary equipment including steno machine, computer and display, cables, two blank diskettes (compact disk or jump drive also acceptable), realtime software, security keys, diskette labels, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.

What Employers Are Looking For

"Follow directions. Be self motivated. Be a self starter. Have good English skills. Be willing to work weekends."



National Court Reporters Association

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www.NCRAonline.org/testing



NCRA[™]

SERVING THE REPORTING
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