

COURT REPORTING

GATEWAYCC.EDU/**COURT-REPORTING**

[INFORMATION PACKET]



**GATEWAY
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu

Court Reporting Program

Dear Future Student:

Thank you for your interest in the Court Reporting programs here at GateWay Community College. If you are looking for a high-paying career that is challenging and exciting, Judicial Reporting, or reporting-related professions such as Closed Captioning, Scoping, or Transcribing could be for you.

Judicial Court Reporting has been a part of the Maricopa Community College District since 1975. The program is approved by the National Court Reporters Association and offers excellent training with affordable fees. We understand student needs and offer a friendly, supportive environment. Our faculty members have been recognized nationally in their achievements as court reporters and court reporting instructors, with over 100 years' combined experience in the profession.

GateWay's Court Reporting Program is a performance-based program which encompasses both traditional academic courses and skill-based courses. Challenges in the program can involve the time to practice outside of class time, developing hand-mind coordination, and mastering a new language (stenography).

Please review the enclosed materials. Should you have further questions, please feel free to email me at stearman@gatewaycc.edu or call me at (602) 286-8602.

Sincerely,

Stephanie A. Stearman, M.Ed.

*Director of Court Reporting
GateWay Community College*

Court Reporting Program Mission Statement

The Court Reporting Program is committed to providing certificate and degree programs designed to meet the needs for employment preparation, retraining, and state and national certification requirements.

The Court Reporting Program will achieve this mission through:

- Career Education: Providing courses for careers in judicial court reporting and court reporting related fields.
- Continuing Education: Offering specific courses for working court reporters for continuing education requirements and specific courses to obtain state and national certifications.

Student Services

The following are some of the services that are available to all students:

ADVISING - Contact the Program Advisor (602) 286-8600

COUNSELING - Academic, personal or career counseling available. Call (602) 286-8900

FINANCIAL AID - Available for qualified students. Contact the Financial Aid Office, (602) 286-8300

TUTORIAL ASSISTANCE - Available through the Learning Center, (602) 286-8800

EMPLOYMENT - Upon completion of the program, contact the Career and Reentry Services, (602) 286-8500, for assistance.

STUDENT ASSESSMENT CENTER - For dates and times of testing. Call (602) 286-8160

CLASSES AND COURSES ON-LINE - *www.gatewaycc.edu*

ADMISSIONS & RECORDS – Call (602) 286-8200

Frequently Asked Questions

~ Why should I choose GateWay for Court Reporting?

The future of court reporting is in realtime judicial reporting, CART providing, and closed captioning. GateWay offers state-of-the-art training to prepare you for employment as a judicial/freelance court reporter, including realtime classrooms equipped with the latest technology for realtime writing/transcription.

~ How long does the program take to complete?

The Associate of Applied Science (AAS) Degree requires a minimum of 86 credits. The Certificate requires a minimum of 65 credits. After the first two semesters, the speed-building classes are progressive, so students advance at their own rate based upon their ability to master each of the speed levels. Nationally, most students take an average of three to four years to complete this type of program.

~ What is the difference between the AAS Degree and the Certificate for Court Reporting?

A certificate can be earned after approximately 65 -67 credits. An AAS degree includes both realtime reporting and general studies classes and requires 86-91 credits. Students with classes or a degree from an accredited college may be able to apply some of their classes towards the AAS degree. Although there are no requirements in any state to have a degree in order to work, some employers prefer their reporters to have the AAS degree.

~ Are there any prerequisites needed to qualify for entry into the program?

You must be a high school graduate or have a GED, have a keyboarding speed of 45 words per minute, and test eligible in English 101 to gain entry into the Court Reporting Program. For information regarding these tests, call GateWay's Assessment Center at (602) 286-8160.

~ After completing the program, what type of employment can I expect?

After receiving your diploma or certificate, you will be prepared to apply for a position as an official judicial court reporter, freelance judicial reporter, or corporate reporter subject to state certification requirements.

~ What are the starting salaries?

Starting salaries vary depending upon the company and geographic location. At the present time, starting salaries as a freelance judicial reporter, and corporate reporter can range from \$35,000 to \$75,000 a year. Official judicial court reporters receive salaries in the same range and receive additional pay for the production of their transcripts.

~ How much do the classes cost?

As of July 1, 2018 tuition is *\$85 per credit hour for a Maricopa County resident and a \$15 registration fee assessed once a semester. This amount does not cover textbooks or course, or lab fees.

*Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges and are subject to change.

Judicial Program Information

Judicial Reporting Competencies

Upon completion of the AAS Degree or the Certificate of Completion in the Court Reporting Program, you will be able to:

- ❑ Write realtime, conflict-free machine shorthand at 225 words per minute with a minimum of 97% accuracy.
- ❑ Quickly locate portions from your shorthand notes and/or computer screen and read back with clarity.
- ❑ Apply rules of grammar, spelling, punctuation, and capitalization to compositions and transcripts.
- ❑ Demonstrate knowledge of judicial and legislative processes, legal and Latin terminology, and various court systems.
- ❑ Demonstrate knowledge of anatomy, medical terminology, and researching medical information.
- ❑ Assume the role of the reporter in trials, depositions, and administrative hearings.
- ❑ Operate a computer-aided transcription system using translating and editing functions.
- ❑ Write in realtime with online translation.
- ❑ Prepare and produce a 40-page written transcript from actual courtroom deposition proceedings.
- ❑ Take the NCRA Registered Professional Reporter exam.

“I love my job as an official court reporter. It is interesting. I make a great living, and there are great opportunities in the field.”

--Aaron LaDuke, Federal Judicial Reporter and GateWay Community College graduate

“I enjoy reporting, and I especially like the flexibility of the deposition work. You have the potential to make a great income while still exercising some control over your schedule.”

--Nicole Schaffner, Freelance Reporter and GateWay Community College Graduate

“I love the choice I made to become a court reporter. I am earning a great income, and at the same time I am providing a valuable service. No two days are ever alike, so I don’t think I’ll ever get bored with it. I am excited about the growing opportunities for court reporters. With today’s realtime and captioning technology, the sky is the limit. I went to a private school and then to GateWay Community College, and I always recommend GateWay because it is the best school.”

--Marylynn LeMoine, Official Judicial Reporter, Maricopa County Superior Court and GateWay Community College Graduate

“I learned so many things about a wide range of topics and I love always being able to challenge myself. Becoming a court reporter has helped me grow as a person and has given me an accomplishment to be very proud of.”

--Tiffani Nelson, Freelance Reporter and GateWay Community College Graduate

The Court Reporting Program is certified by the National Court Reporters Association

Prerequisites for Entering Program

- High School Graduation transcript or equivalent
- Keyboarding at 45 words per minute (Any student not meeting the prerequisite typing speed of 45 words per minute may choose to take OAS 100, OAS 101, OAS 102, or OAS 103AA to assist in attaining the required skill level for the program)
- English 101 Eligibility

I. Court Reporting Certificate Requirements: 65 - 66 CREDITS

	Credits
<input type="checkbox"/> CTR 101 Court Reporting: Machine Shorthand Theory Block I	6
<input type="checkbox"/> CTR 102 Court Reporting: Machine Shorthand Theory Block II	6
<input type="checkbox"/> CTR 251AA Court Reporting Literary 80 – 100 wpm	4
<input type="checkbox"/> CTR251AB Court Reporting Jury Charge 100 - 120 wpm	4
<input type="checkbox"/> CTR251AC Court Reporting Q/A Testimony 120 – 140 wpm	6
<input type="checkbox"/> CTR 252AA Court Reporting Literary 120 – 140 wpm	4
<input type="checkbox"/> CTR252AB Court Reporting Jury Charge 140 – 160 wpm	4
<input type="checkbox"/> CTR252AC Court Reporting Q/A Testimony 160 – 180 wpm	6
<input type="checkbox"/> CTR 253AA Literary 160 – 180 wpm Block V	4
<input type="checkbox"/> CTR 253AB Jury Charge 180 – 200 wpm Block V	4
<input type="checkbox"/> CTR 253AC Q/A Testimony 200 - 225 wpm Block V	6
<input type="checkbox"/> CTR105 Grammar & Punctuation for Court Reporters	1
<input type="checkbox"/> CTR106 Legal Terminology for Court Reporters	1
<input type="checkbox"/> HCC146 Medical Terminology or equivalent	1
<input type="checkbox"/> CTR 209 Judicial Procedures for Court Reporting	3
<input type="checkbox"/> CTR 211 Judicial Internship	1
<input type="checkbox"/> CTR 215 Computer-Aided Transcription	3
<input type="checkbox"/> BPC 101AA Introduction to Computers I or equivalent by assessment	0-1
<input type="checkbox"/> BPC 131DK Word processing or equivalent	0-1
<input type="checkbox"/> OAS 103AA Computer Typing: Skill Building I or equivalent by assessment	0-1

II. Associate of Applied Science Degree in Court Reporting requirements: 86 - 91 CREDITS

	Credits
Completion of Court Reporting Certificate AND the following	65 - 66
<input type="checkbox"/> ENG 101 First Year Composition I	3
<input type="checkbox"/> ENG 102 First Year Composition II OR ENG 111 Technical Writing	3
<input type="checkbox"/> COM COM 110 Interpersonal Communication OR COM 100 Introduction to Human Relations OR COM 230 Small Group Communications	3
<input type="checkbox"/> CRE CRE 101 Critical and Evaluative Reading I OR CRE 111 Critical Reading for Business and Industry (or equivalent by assessment)	0-3
<input type="checkbox"/> MAT 102 Mathematical Concept/Applications (Or equivalent by assessment, or completion of higher math course.)	3
<input type="checkbox"/> BIO 160 Intro to Human Anatomy and Physiology	4
<input type="checkbox"/> PSY 101 Introduction to Psychology	3
<input type="checkbox"/> Humanities Any approved general studies course in the Humanities and Fine Arts	2

***Students must pass a 5-minute typing test net 40 words per minute with a maximum of 5 errors.

***Course requirements are subject to change.

Course Sequence

Associate of Applied Science Degree in Court Reporting (AAS)

FALL		SPRING		SUMMER		FALL		SPRING	
CTR101	6	CTR102	6	CTR251AA	4	CTR252AA	4	CTR253AA	4
COM110	3	ENG101	3	CTR251AB	4	CTR252AB	4	CTR253AB	4
BPC101AA	1	CTR105	1	CTR251AC	6	CTR252AC	6	CTR253AC	6
BPC131DK	2	CTR106	1	ENG102	3	BIO160	4	CTR211	1
OAS103AA	0-1	HCC146	1	HUMxxx	3			CTR209	3
PSY101	3	CRE101	0-1					MAT102	3
		CTR215	3						
Total	15 or 16		15 or 16		19		18		21

Court Reporting Certificate of Completion (CCL)

FALL		SPRING		SUMMER		FALL		SPRING	
CTR101	6	CTR102	6	CTR251AA	4	CTR252AA	4	CTR253AA	4
BPC101AA	1	CTR105	1	CTR251AB	4	CTR252AB	4	CTR253AB	4
BPC135	2	CTR106	1	CTR251AC	6	CTR252AC	6	CTR253AC	6
OAS103AA	0-1	CTR107	1					CTR211	1
		CTR215	3					CTR209	3
Total	9 or 10		12		14		14		18

Disclaimer: Can be completed in 5 semesters if successful in meeting speed and accuracy requirements without repeating speed classes.

GATEWAY COURT REPORTING GRADUATION REQUIREMENTS

_____ Pass three QA tests at 225 wpm with a minimum of 97% accuracy.

_____ Pass three JC tests at 200 wpm with a minimum of 97% accuracy.

_____ Pass three Literary tests at 180 wpm with a minimum of 97% accuracy.

_____ Complete Internship (CTR211). Once a 200 wpm QA is passed with a minimum of 97% accuracy, you are eligible to begin your internship. CTR211 requires completing a minimum of 50 hours with a working reporter, which may be obtained in court and/or depositions. Ten of the 50 required hours can be office observation in a court reporting firm.

_____ Produce a saleable transcript, a minimum of 40 pages from one deposition or court trial to be reviewed with you by the Program Director (Stephanie Stearman).

_____ Take and transcribe a Mock RPR exam. This will include a QA at 225 wpm; a JC at 200 wpm; and a Lit at 180 wpm. Each speed test must be transcribed within 75 minutes per NCRA requirements. Transcription must be done immediately after the tests are given.

_____ Take a Mock CRR exam. This will be a QA at 200 wpm. Immediately after the test, go into the lab and save your unedited test file as a PDF or ASCII and give to the lab technician.

_____ Pass a typing test at a minimum of 45 wpm

_____ Pass all Program Block requirements.

Steps to become a Working Reporter in Arizona

_____ Graduate from GateWay Community College with either a Certificate of Completion (CCL) or an Associate of Applied Science (AAS) degree in court reporting.

_____ If a CCL or AAS is not obtained, you must pass the NCRA RPR Skills and Written Knowledge Test before you can take the Arizona Written Knowledge Test.

_____ Pass all three legs of the NCRA Skills Test.

_____ Pass the NCRA Written Knowledge Test.

_____ Pass the Arizona Written Knowledge Test.

_____ Apply for Certification in Arizona. At that time, you will receive a numbered fingerprint card that you will need to complete. The fingerprint card will need to be returned, along with your completed packet, to the Arizona Supreme Court.

For more information, visit:

<http://www.azcourts.gov/cld/Court-Reporter-Certification-Program> ,
www.courtreporter.edu/arizona and testing @ncra.org.