



#### **CERTIFICATE – CODE #2152**

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This program, approved by the National Court Reporters Association, will prepare you for a career in various court reporting fields—from official to freelance to realtime and closed captioning for the hearing impaired.

#### **ATTRIBUTES**

- Independence
- Great lifestyle
- Prestige
- Flexibility
- Mobility
- Exciting work environments

#### **ADVANTAGES**

- Development of high-speed recording skills to 225-plus words per minute through the use of realtime translation machine shorthand and computer aided transcription (CAT).
- In the first year, students learn realtime shorthand theory and develop computer skills that will enhance their overall employability.
- Development of skills in recording and transcribing specialized court reporting matter starts in the summer term and continues through the second year.
- The college offers court reporting courses online, making it possible for students who transfer in credit or attend other colleges to earn their certificate from Alfred State in court and realtime reporting. The online approach still requires two years of course work and does not change any of the standards reflected in graduation requirements for all students. This approach is perfect for working professionals, adult and returning students, and anyone who needs high flexibility in their academic schedule.

#### **OCCUPATIONAL OPPORTUNITIES**

- Official court and hearing reporters
- General freelance reporters
- Realtime and closed-captioning reporters
- Scoping

#### **EMPLOYMENT STATISTICS**

Employment and continuing education rate of 100 percent – 100 percent are employed. Survey data can be found [here](#).

#### **RELATED PROGRAMS**

[Court and Realtime Reporting \(AAS\)](#)  
[Technology Management \(BBA\)](#)

#### **ENTRANCE REQUIREMENTS/RECOMMENDATIONS**

Recommended: Algebra

#### **Technical Standards**

- Students must be able to tolerate the sitting position for prolonged periods of time (up to eight hours daily).
- Students must be able to meet industry standard speeds.

- Students must have sufficient manual dexterity to operate industry standard machinery.
- Students must possess adequate hearing to provide accurate verbatim transcripts.

#### **REQUIRED EQUIPMENT**

A tier 1 laptop computer is required for students entering the court reporting and realtime reporting certificate program. Apple products are not compatible with stenographic software. Laptop specifications are available at <http://www.alfredstate.edu/required-laptops>.

#### **OFFICE OF ACCESSIBILITY SERVICES**

Students who believe they need a reasonable accommodation to properly participate in this program may contact Melanie Ryan in the Office of Accessibility Services. This office may be contacted by email at [oas@alfredstate.edu](mailto:oas@alfredstate.edu) or by phone at 607-587-4506. Please keep in mind that some accommodations may take time to implement, so students seeking accommodations are encouraged to contact OAS as early as possible.

#### **COURT AND REALTIME REPORTING - CERTIFICATE**

TYPICAL FOUR-SEMESTER PROGRAM (on campus and online)

<b>First</b>			
CTRP	1162/1172	Realtime Writing Theory I	2
CTRP	1182/1192	Realtime Writing Theory II	2
CTRP	1543	Grammar for Court Reporters	3
			7
<b>Second</b>			
CTRP	2262/2272	Realtime Writing Theory III	2
CTRP	2282/2292	Realtime Writing Theory IV	2
CTRP	3363	Tech for Reporting/ Captioning	3
			7
<b>Summer Session (required)</b>			
CTRP	3163	Speedbldg I for Report & Capt	3
CTRP	3373	Computer Aided Transcription	3
			6
<b>Third</b>			
CTRP	4262/4272	Speed Building II	2
CTRP	4283/4293	Speed Building III	3
CTRP	2603	Persnl Dictionary Prod & Maint	3
CTRP	1113	Med & Legal Term for Court Rep	3
			11
<b>Fourth</b>			
CTRP	4362/4372	Speed Building IV	2
CTRP	4383/4393	Speed Building V	3
CTRP	4602	Int & Prac for Reporters	2
CTRP	4635	Procedures for Repters & Capt.	5
			12

Total Credit Hours: 43

Be advised that a prior felony conviction may impede a student's ability to participate in an internship and complete the program.

#### **GRADUATION REQUIREMENTS**

- A cumulative overall index of at least 2.0 is required in order to graduate.
- All CTRP skill writing classes must be taken and passed at Alfred State with a passing grade of "C-" or better.

- Court reporting students must also meet all the NCRA requirements as stated in the course objectives, including the passing of three, five-minute tests on unfamiliar matter with 95 percent accuracy on two-voice material at 225 wpm, jury charge material at 200 wpm, and literary material at 180 wpm; the completion of 40 verified hours of internship experience, including the production of a 40-page transcript; the transcription of a simulated RPR skills test at RPR speed levels in three hours; and the production of accurate transcripts using computer-aided technology as stated in the course outlines.

**ADDITIONAL PROGRAM INFORMATION**

- The internship course (CTRP 4602) is completed off campus.
- Students are permitted to repeat a court reporting writing class (Theory I-IV & Speed Building I-V) two times only. If a student is unsuccessful in the same court reporting writing class three times, they will be unable to progress in the court reporting program.
- Students may submit a written appeal to the department, but if not approved, they will be unable to continue in the program.
- Students returning to Alfred State after a substantial break (six months or longer) or transferring from another school may be required to take a placement test to determine coursework at the discretion of the program.