



#### CERTIFICATE – CODE #5005

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This program will prepare you for a career in various court reporting fields—from official to freelance.

#### ATTRIBUTES

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

#### ADVANTAGES

- Development of high-speed recording skills to 225-plus words per minute using Dragon software and computer aided transcription (CAT).
- In the first year, students learn voice writing while developing computer skills that will enhance their overall employability.
- Development of skills in recording and transcribing specialized court reporting matter starts in the second year.
- The college offers voice writing courses online asynchronous, making it possible for students who transfer in credit or attend other colleges to earn their degree from Alfred State in voice writing. 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

Scope of work varies with each state. Please familiarize yourself with each [state's requirement](#).

#### EMPLOYMENT STATISTICS

New program, no employment data available.

#### RELATED PROGRAMS

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

[Court and Realtime Reporting \(Certificate\)](#)

#### 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 possess adequate hearing to provide accurate verbatim transcripts.

#### REQUIRED EQUIPMENT

- A tier 2 laptop computer is required for students entering the voice writing certificate program. Apple products are not compatible with stenographic software.
- Dragon Professional (latest version)
- Steno mask with USB adapter
- Case CATalyst software (latest version)
- Headphones

#### 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.

#### VOICE WRITING - CERTIFICATE

TYPICAL FOUR-SEMESTER PROGRAM (on online)

First			
CTRP	1103	Intro to Voice Writing	3
CTRP	1543	Grammar for Court Reporters	3
			6
Second			
CTRP	2202/2212	Voice Speed Building I	2
CTRP	4262/4272	Speed Building II	2
CTRP	3363	Tech for Reporting/Captioning	3
			7
Third			
CTRP	4283/4293	Speed Building III	3
CTRP	4362/4372	Speed Building IV	2
CTRP	3373	Computer Aided Transcription	3
CTRP	1113	Med & Legal Term for Court Rep	3
			11
Fourth			
CTRP	4383/4393	Speed Building V	3
CTRP	4602	Int & Prac for Reporters	2
CTRP	4635	Procedures for Repters & Capt.	5
			10

Total Credit Hours: 34

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 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 CVR skills test at CVR 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 (Voice Speed Building and Speed Building II-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.