



General Information

RECOGNITION

Tri-Community Adult Education is a Certified Shorthand Reporter (CSR) approved program, recognized by the Court Reporters Board of California. The CSR Program is operated in compliance with Section 8027 (b) (i) of the Business and Professions Code of the Certified Shorthand Reporters Law, Chapter 13 of Division 3. This section reads in part: "A court reporting school shall be primarily organized to train students for the practice of shorthand reporting, as defined in Sections 8016 and 8017. Its educational program shall be on the postsecondary or collegiate level. Its records shall indicate positive daily and clock-hour attendance of each student, apprenticeship and graduation reports, high school transcripts or the equivalent, transcripts of other education, and student progress to date."

In order for a student to qualify to take the State Licensing Examination, the candidate shall complete a program at a recognized school or 12 months of full-time work experience in making a verbatim record with documentation stating a minimum of 1400 hours were achieved or an RPR certificate or CVR certificate. For more information concerning eligibility requirements or the minimum requirements that a court reporting program must meet in order to be recognized, contact:

Department of Consumer Affairs
Court Reporters Board of California
2535 Capitol Oaks Dr., Suite 230
Sacramento, CA 95833
916-263-3660

ACCREDITATION

Tri-Community Adult Education is accredited by the Western Association of Schools and Colleges (WASC) and the Council for Occupational Education (COE).

TRI-COMMUNITY CAMPUS

The CSR Program office is located at Tri-Community Adult Education, 231 East Stephanie Drive, Covina, California 91722. The telephone number is 626-974-6420. The Court Reporting Program office occupies one building. Classes are held via Zoom at scheduled times.

SCHOOL CALENDAR

Tri-Community conducts four terms each year: Fall, Winter, Spring, and Summer. Students can expect to take four breaks per year: Thanksgiving, Christmas, and Spring. As part of the Covina-Valley Unified School District, Trade-Tech Academy observes state and federal holidays.

TUITION, EXPENSES, AND FINANCIAL AID

TUITION

Students must register in the Certified Court Reporting Program course and pay the tuition fee before any required courses are credited toward meeting the Court Reporters Board of California Course of Study requirements. Classes missed due to late registration are counted as absences and may negatively impact a student's grade.

Paying for tuition in the Court Reporting Program entitles students to register in one or more Court Reporting classes for which they have met the prerequisites.

❖ Court Reporting Program tuition (per year):	\$3,495
❖ Online academic classes (each class):	\$210
❖ Graduate/CSR Examinees (per term):	\$732.50

EXPENSES

Students registering for the *CSR Machine Theory* are responsible for the following additional expenses:

- ❖ Personal headset for Zoom classes or practice - recommended, but optional.
- ❖ Flash drive/cloud storage for personal use (Google Drive is available with a Gmail address)
- ❖ Steno machine
- ❖ Windows-based laptop or desktop with a web cam
- ❖ Case CATalyst Student Software - Stenograph.com
- ❖ Students may be required to purchase additional textbooks and reference books as they progress through the Court Reporting Program and related academic courses.

Students registering for the *CSR Voice Theory* are responsible for the following additional expenses:

- ❖ Personal headset for Zoom classes or practice - recommended, but optional.
- ❖ Flash drive/cloud storage for personal use (Google Drive is available with a Gmail address)
- ❖ Stenomask
- ❖ Windows-based laptop or desktop with a web cam
- ❖ Case CATalyst Student Software - Stenograph.com
- ❖ Dragon Software
- ❖ Sound Card
- ❖ Recorder
- ❖ Students may be required to purchase additional textbooks and reference books as they progress through the Court Reporting Program and related academic courses.

FINANCIAL AID

Tri-Community is approved for Pell Grants, and students can apply through FAFSA. Tri-Community Adult Education does not guarantee that loan deferments will be granted on previous loans. However, the school will assist students who have met the hour requirement of the program, in verifying current enrollment to lenders by signing deferment request forms and by providing accreditation and certification information about Tri-Community Adult Education and the Court Reporting Program.

STUDENT REGISTRATION

Students can register for classes in the upcoming term as early as one month prior to classes beginning. Students must be registered before the first day of classes to have access to Canvas, Realtime Coach, Recorded and Live Dictation Classes.

Tuition shall be due and payable at the time of registration. If a student is receiving financial aid funds, they will need to register with the student counselor or financial aid.

REGULAR ADMISSION

Students applying for regular admission to the Court Reporting Program must complete the following prior to enrollment:

- Provide official high school transcript showing date of graduation or GED certificate.
- Provide written proof of passing a 45 wpm net typing test.

PROVISIONAL ADMISSION

Students who are not eligible for regular admission status may apply to enroll in Theory on a provisional admission status.

TRANSFER STUDENT ADMISSION

Court Reporting students requesting to transfer from other Court Reporting Educational Programs must meet with the Program Coordinator and complete the following prior to enrollment:

- Provide proof of high school transcripts or its equivalent.
- Provide transcript from prior Court Reporting Program.

Credit for comparable Court Reporting courses at a Board-approved school may be considered. Tri-Community Adult Education reserves the right to determine equivalent proficiency in academic and other court reporting classes. An academic grade below 3.0 GPA ("B" letter grade) is not transferable.