



GENERAL INFORMATION

RECOGNITION

Tri-Community Adult Education is a Certified Shorthand Reporter (CSR) approved program, recognized by the Court Reporters Board of California. The Court Reporter training program is operated in compliance with Section 8027(b) 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 and shall be a residence program. Its records shall indicate positive daily and clock-hour attendance of each student for all classes, apprenticeship and graduation reports, high school transcripts or equivalent, transcripts of other education, and student progress to date.”

In order for a person to qualify to take the State Licensing Examination to become a Certified Shorthand Reporter (CSR), he or she must complete a training program at a recognized school. For information regarding 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 Drive, Suite 230
Sacramento, CA 95833
(916) 263-3660

The Tri-Community Adult Education Court Reporting program is a participating program with the National Court Reporters Association.

ACCREDITATION

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

TRADE-TECH ACADEMY CAMPUS

The Information/Court Reporter (I/CR) program is located at Tri-Community's Trade-Tech Academy. The address is 231 East Stephanie Drive, Covina, CA 91722. When you are on Arrow Highway, take a little street called North Ranger Drive (between Citrus and Barranca, where the Union Rescue Mission Thrift Store and the auto repair shops are) and go ALL the way to the back parking lot on the right. Our phone number is (626) 974-6420. The stenotype shorthand program occupies three classrooms and a large dictation/computer lab. The classrooms are air-conditioned.

HOURS OF OPERATION

Daytime:	Machine Shorthand: Monday through Thursday	8:00 am - 12:30 pm
	Lab/Transcription Practicum: Monday through Thursday	12:30 pm - 6:00 pm
Evening:	Machine Shorthand: Monday and Wednesday	6:00 pm - 9:00 pm

SCHOOL CALENDAR

Tri-Community conducts three terms – Fall, Winter, and Spring/Summer – throughout the course of the year, with various breaks for Thanksgiving, Christmas, Easter, et cetera. As part of the Covina-Valley Unified School District, Trade-Tech Academy observes State and Federal holidays.

TUITION

Students must enroll in the Information/Court Reporter Program and pay the tuition fee in order for attendance and class hours to be credited toward meeting program requirements. Tuition is comprised of the following fees:

Daytime Class Fee:	\$865
Evening Class Fee:	\$310
Online Academic Classes:	\$210

EXPENSES

The I/CR student will be responsible for the following additional expenses:

- Initial stenotype textbooks:
 - StenEd Realtime Theory, Volume I: \$66
 - StenEd Professional Dictionary: \$61 (purchase later)
- Additional textbooks will be required for academic classes during training
- Monaural earphones for personal use in the dictation/computer lab
- Supplies including stenotype paper pads and pencils
- Stenotype machine and tripod (available to be checked out with a nominal deposit)

FINANCIAL AID

Tri-Community Adult Education is approved for federal financial aid but does not guarantee that loan deferments will be granted on previous loans. However, the school will assist students 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 Reporter Training Program.

ADMISSION

Students applying for admission to the Information/Court Reporter Program must provide proof of high school graduation or its equivalent, be able to successfully complete a postsecondary-level English course, and pass a typing test at a minimum of 45 net words per minute. Students may meet the typing requirement while enrolled but prior to advancing beyond the Level 3 Deposition and Court Reporter Dictation.

TRANSFER STUDENT ADMISSION

Students requesting to transfer from another school approved by the Court Reporters Board of California must meet the requirements for regular admission stats or provide acceptable evidence of having met equivalent requirements. Potential transfer students must obtain transcripts of all previous coursework completed and make an appointment to have the transcripts evaluated.

GETTING STARTED IN THE I/CR PROGRAM

ENROLLMENT AND REGISTRATION PROCEDURES

- Submit the following:
 - A copy of your high school transcript or its equivalent
 - Verification of tested typing speed, if available
 - If a transfer student, official copy of transcripts from previous court reporting schools attended
- Pay tuition and register
- Receive a copy of the current I/CR Student Handbook

MATERIALS NEEDED FOR FIRST CLASS SESSION

- Textbooks: StenEd Realtime Theory, Volume I
Merriam-Webster's Collegiate Dictionary, 11th Edition
- Supplies: Three-ring binder
Pencil with eraser
Stenotype paper pad
- Equipment: Monaural earphones for personal use in dictation/computer lab

CHECKING IN/OUT AND CHECKING OUT CASSETTE TAPES/CDs

The following activities are carried out in Room 15 with the assistance of the I/CR aide:

- All students must check in and out on the computer. No attendance hours will be credited if a student fails to check in and/or out.
- Dictation tapes, DVDs, CDs, and reference books may be checked out for use at school. The dictation/computer lab is in Room 15.
- Computers for students doing realtime transcription are available. The computers are loaded with the Case CATalyst software and are located in the dictation/computer lab.

I/CR INSTRUCTORS AND ASSIGNMENTS

Machine Shorthand:

- Cindy Fallgren Daytime: Theory; Beginning Speed Building; Dictation Speeds
 Evening: Theory; Beginning Speed Building; Dictation Speeds
- Mary Rea Daytime: Dictation Speeds
 Evening: Dictation Speeds
- Shannon Romero Daytime: Dictation Speeds

Academic Classes:

- Mary Rea Online: CSR English
- Mary Rea Online or Evening: Medical Terminology
- Mary Rea Online: Legal Terminology/Procedures
- Melinda Nelson Online: Case CATalyst
- Melinda Nelson Online: CSR Test Prep
- Melinda Nelson Online: Vocabulary Review

INFORMATION/COURT REPORTER CAREERS

Court Reporters or Machine Shorthand Reporters are specialized stenographers who record all statements made at trials, hearings, or meetings using a stenotype machine to make an official record. The 23 keys and number bar on the stenotype machine have been arranged to provide maximum speed and accuracy. The possibility of striking all the keys at the same time enables the stenotypist to write whole words or groups of words in one stroke. **CSRs (Certified Shorthand Reporters)** must be able to write 200 words per minute with a high degree of accuracy. **Information reporters** (not certified) typically write 140 to 180 words per minute.

CERTIFIED SHORTHAND REPORTER

Certified Shorthand Reporters in California have completed a training program recognized by the Court Reporters Board of California and passed the State's CSR Examination. CSRs may be employed as official court reporters in a municipal or superior court or as freelance reporters. Today's CSR must be skilled in realtime reporting using a Computer Assisted Transcription (CAT) system. Realtime CAT reporting provides an immediate translation of the spoken word for viewing by other parties. The information can then be printed and/or saved in a computer database.

Official reporters working in court usually receive a monthly salary with benefits and may work in one place or may be asked to travel from place to place. Court reporters record the proceedings of the court using a realtime CAT system. They are paid extra when hard copy transcripts of the proceedings are requested.

Freelance or deposition reporters are the private practice segment of the profession and may work in a variety of settings such as a law firm or a conference room. Some freelance reporters are self-employed and secure their own clients and make their own contacts; others work for private agencies which assign jobs to them. Some freelance reporters may work in a courtroom on a temporary basis or enter into a contract with a governmental agency to handle its hearings. Courts often permit witnesses to be questioned under oath at a deposition before a trial. The taking of these depositions constitutes a large part of the work of freelance reporters.

Potential income: As of 2016, the U.S. Bureau of Labor Statistics reported that the annual mean wage in California for court reporters is \$69,790. In Los Angeles specifically, it was reported at \$77,010. Keep in mind that if you work in court as an employee of the court, you will also get a great benefits package. If you work as a freelancer, the income potential can hit six figures per year, based on how much or how little you want to work; you set your own schedule!

INFORMATION REPORTER

Information Reporters use their stenotype skills to take advantage of the growing number of job opportunities that do not require a state license. Stenotranscription software makes it possible to use the stenotype machine in place of the standard computer keyboard to input information into the programs commonly used in business and medical offices. Current technology makes stenotranscription the fastest way to input information – at least twice as fast as an excellent typist on a standard keyboard. Emerging careers for trained stenotypists include:

- Medical Transcriber – hospitals, medical transcription agencies, private service
- Broadcast Captioning
- CART Classroom Captioning – hearing impaired, English-as-a-Second-Language students
- Closed Captioning – television, movie, and video production
- Law Enforcement Transcriber – police reports
- Rapid Text Entry Specialist – publishing companies, insurance agencies, investigation firms, corporate meetings, government meetings, conventions, legal firms
- Scopist/Proofreader – working for a court reporter or for a court reporting agency