



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

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 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.

REQUIRED EQUIPMENT

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

COURT REPORTING AND CAPTIONING - CERTIFICATE

TYPICAL FOUR-SEMESTER PROGRAM (on campus and online)

First			
CTRP	1162	Realtime Writing Theory Ia	2
		OR	
CTRP	1172	Realtime Writing Theory Ib	2
CTRP	1182	Realtime Writing Theory IIa	2
		OR	
CTRP	1192	Realtime Writing Theory IIb	2
CTRP	1543	Grammar for Court Reporters	3
			7
Second			
CTRP	2262	Realtime Writing Theory IIIa	2
		OR	
CTRP	2272	Realtime Writing Theory IIIb	2
CTRP	2282	Realtime Writing Theory IVa	2
		OR	
CTRP	2292	Realtime Writing Theory IVb	2
CTRP	3373	Computer Aided Transcription	3
			7
Summer Session (required)			
CTRP	3163	Speedbldg I for Report & Capt	3
CTRP	3363	Tech for Reporting/ Captioning	3
			6
Third			
CTRP	4262	Speed Building IIa	2
		OR	
CTRP	4272	Speed Building IIb	2
CTRP	4283	Speed Building IIIa	3
		OR	
CTRP	4293	Speed Building IIIb	3
CTRP	2603	Persnl Dictionary Prod & Maint	3
CTRP	1113	Med & Legal Term for Court Rep	3
			11
Fourth			
CTRP	4362	Speed Building IVa	2
		OR	
CTRP	4372	Speed Building IVb	2
CTRP	4383	Speed Building Va	3
		OR	
CTRP	4393	Speed Building Vb	3
CTRP	4602	Int & Prac for Reporter & Capt	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.