

---

# Becoming a Licensed CSR

---

## OUR OBJECTIVE:

At Golden State College, our mission is to educate students for court reporting careers. The educational program shall be on a post-secondary or collegiate level. Further, our mission is to equip the student desiring to become a licensed California CSR with the necessary skills to participate in the exam administered by the State of California to become licensed as a Certified Shorthand Reporter.

## QUALIFYING FOR THE CALIFORNIA CSR EXAM:

The decision to participate in the licensing exam administered by the State of California is entirely up to the student. As part of the exam, the Certified Shorthand Reporters Board of California will administer proficiency tests in English grammar, legal terminology and medical terminology, ( the "written" portion.) The Board will also test the student on the verbatim transcription of dictated material, (the "machine" portion.)

To that end, students shall pass a "Qualifier Exam" provided and administered by the College:

## CALIFORNIA CODE OF REGULATIONS

TITLE 16. Professional And Vocational Regulations

Division 24. Certified Shorthand Reporters Board

### Section 2412. QUALIFIER EXAMS:

Schools are prohibited from requiring more than one qualifier examination as defined:

- The qualifier exam shall consist of unfamiliar material.
- The material shall be 4-voice testimony of 10-minute duration, dictated at 200 wpm and graded at 97.5% accuracy, and in accordance with the method by which the board grades the licensing examination.
- Schools shall date and number each qualifier and announce such date and number to the students at the time of administering the qualifier.
- Schools shall record the following information for each qualifier, for each date on which it was administered:
  - 1) the actual duration of the dictated test,
  - 2) the number of students that took the test,
  - 3) the number of students that transcribed the test, and
  - 4) the number of students that passed the test.
- The school shall maintain the qualifier and catalogue the required information related to each qualifier test for a period of not less than three years for the purpose of inspection by the Board.
- Qualifiers shall not be dictated more than once in any twelve-month period.

## VOCATIONS REQUIRING LICENSURE

Persons reporting a verbatim record of any oral court proceeding, deposition, or proceeding before any grand jury, referee, or court commissioner.

## CSR EXAM INFORMATION

Fees: Exam: \$40; License: \$100; Renewal: \$100 annually.

Examination Frequency: Three times per year

Average Time to Process Application: 60 days

Examination Requirement: 18 years of age, high school graduate. Pass Board examination and in the last five immediate years before application have either: One year's experience taking verbatim records of judicial proceedings, by shorthand or by machine shorthand; or, verified certificate of satisfactory completion in a recognized California court reporting school and ability to make a verbatim record from

dictated material; or, National Shorthand Reporters Association Certificate of Proficiency or Certificate of Merit; or, passing grade on the California State Hearing Reporters Examination; or, valid Certified Shorthand Reporters Certificate; or, license issued by another state which is approved by the Board. Comments: The Court Reporters Board is required by the Legislature to establish and maintain a standard of competency in court and deposition reporting for the protection of litigants' rights to personal freedom and property, and the public in general.

"In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact: The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Telephone: (916) 263-3660."

### QUALIFYING AT GOLDEN STATE COLLEGE

To qualify at Golden State College to take the California Certified Shorthand Reporters examination, each student must pass all required academic courses, pass each required speedbuilding class with a minimum of 95 percent accuracy on all speed tests, and pass a typing test at 45 wpm. The student must also pass one 10-minute 4-voice test from unfamiliar material dictated at 200 wpm by Golden State College using his/her shorthand notes.

The student is required to produce a transcript which is graded for verbatim testimony, spelling, punctuation, and English usage. This transcript must be passed with a minimum of 97.5 percent accuracy. A student who has satisfied the academic and speedbuilding requirements in addition to passing one qualifying examination administered by Golden State College is then qualified to take the California Certified Shorthand Reporters examination.

The examination tests the applicant's knowledge in the academic areas of legal and medical terminology, English usage, vocabulary, and court and deposition procedures. The machine portion entails the taking of a 12-minute test read by four speakers at 200 wpm from which 10 minutes must be transcribed at 97.5 percent accuracy.

Applicants are notified by mail by the CR Board as to their pass status. The court reporting program curriculum is specialized and intensive and is intended to prepare the student for the California Certified Shorthand Reporters examination.

However, Golden State College cannot guarantee passage of the CSR examination.

In addition to the criteria noted above, applicants are required to be at least 18 years of age and have a high school diploma or its equivalency.

Certain acts of crime may constitute grounds for denial of State licensure. Any concerns with regard to any unlawful acts or crime activity should be addressed directly to the Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, California 95833, (916) 263-3660.

---