

Outline



1 Theory

This **NCRA-approved theory** is the only theory developed specifically for home study students. The unique concept of this theory provides the student with a realtime writing foundation for court reporting, broadcast (closed) captioning, and CART providing.

The **COLOR CODED** theory manual was developed to allow students to easily understand the terminology and make progress each day.

It is the only theory correlated with a **DVD TUTORIAL** to illustrate everything the student needs to see, i.e., how to attach the tripod to the steno machine, proper height of the steno machine, proper posture, where to place each finger on each key, and how to write each of the 20 theory lessons. It is like having a mentor sitting beside you.

2 Speed Building

The speed building and skills portions of the CRAH program were also developed specifically for home study. This unique and revolutionary speed building technique is incorporated with the Court Reporting and Captioning Theory and allows the student to complete speed building much faster and more prepared to enter these careers than old-fashioned traditional methods. All dictation materials were custom developed for this program and are the quality of the certification exams administered by the National Court Reporters Association as the developer of this program served on the NCRA's Test Advisory Committee in 2007 that develops the national RPR exam. Her test was chosen to be administered at the May, 2007 RPR certification exam. The quality and clarity of the dictation materials are unsurpassed.

3 Computer Aided Transcription (CAT) Software

Free CAT (Computer Aided Transcription) Software Training - Utilizing "Realtime Reporting and Captioning Theory," the only NCRA-approved theory developed specifically for home study students, with a 60,000+ word capability pre-built Steno Dictionary and Stenovations Digital Cat software. The steno dictionary allows the CAT software to translate steno into English, and this prebuilt steno dictionary saves students several hundred hours in training by not having to develop their own from the beginning.

There is no charge for CAT software during training. However, the majority of court reporters, captioners, and CART providers must provide their own CAT software when they begin working professionally. Some CAT software vendors will allow students to work for 90 days prior to making their first payment.

4 Academics

Academics - Court Reporting

English: Grammar
Spelling
Punctuation
Vocabulary
Court Reporting Procedures, Ethics, and Technology
Legal Terminology
Medical Terminology and Anatomy
Transcript Production

Academics are necessary, because they are on court reporting certification examinations. These academics were developed by CRAH specifically for home study students and include lessons, tests, and answer sheets. If students require any assistance, the Support Department, comprised of credentialed court reporters, is there to assist them.

Academics - Captioning and CART Providing

Materials relevant to Captioning and CART Providing are: Introduction to Captioning and CART Providing, Format and Style, Optional Realtime Writing Concepts, Glossaries, Grading, Frequently Asked Questions, Equipment, Software and Dictionary Building, CD and DVD practice materials specific to each career.

5 Internship

Court Reporting - The Support Staff will develop an internship for each court reporting student at hours that are convenient for them. They do not have to interrupt their current work schedule to perform an internship. This internship allows students to see firsthand what they have learned in their training. It also allows them to establish relationships with local court reporters and court reporting firms/agencies.

Captioning - The student's writing will be assessed by a captioning employer either in their office locally or via the internet. Usually the student is required to write for 20-30 minutes. The captioning company will evaluate the writing and might offer employment immediately or they may offer suggestions for improvement if necessary. Students may have their writing evaluated several times before they are offered employment.

CART Providing – The student's writing will be assessed by a CART providing employer either in their office locally or via the internet. The student is usually required to write a professor's lecture or pre-dictated material. Students may be offered employment after the first evaluation or their writing may be evaluated several times before they are offered employment.

6 Certification Preparation

Approximately half the states in the United States require court reporters to be certified. This program prepares students to pass any state or the national certification examination.

There is no certification requirement for captioning and CART providing. However, there are certification examinations administered by the National Court Reporters Association that students may take voluntarily.