



BECOMING A NORTH CAROLINA JUDICIAL TRANSCRIPTIONIST

Thank you for your interest in becoming a professional court transcriptionist or approved Per Diem Court Reporter. The steps for becoming a certified North Carolina Judicial Transcriptionist are set forth below:

- 1) Submit a completed application.** The application form is attached. When enough applications are received to form a class, candidates will be notified and arrangements made for meeting time(s) and location(s).

- 2) Attend a complete training session.** Training sessions are scheduled as often as every six weeks but no less than twice each year depending upon the number of applications received. Training sessions comprise approximately four hours and can usually be completed in one day. There is no fee required to attend training.

- 3) Complete and receive a passing grade on the Transcriptionist Test** or have testing waived upon proof of certification by an appropriate national court reporting organization. Information on testing and grading procedures is attached.

- 4) Provide any additional required documentation.** A criminal background check will be run before contact information is added to the *List of Court Reporters & Transcriptionists* which is published at nccourts.gov and provided to court staff, attorneys, and participants in need of transcription services.

- 5) Meet annual continuing education requirements thereafter.** These requirements are explained during initial training sessions. Transcriptionists or court reporters who fail to meet continuing education requirements will be removed from the list of approved service providers and required to re-test.

Additional training opportunities include *Advanced Transcriptionist Training*, scheduled at least twice each year; *Annual Court Reporting Conferences*, also twice each year; and *Updates Sessions*, held throughout the year upon announcement of rules changes and/or procedural updates. Schedules for all events are provided to all already-certified court reporters and transcriptionists on a regular basis. Sessions vary in length and cover a variety of subject matters.

Please feel free to contact the Court Reporting Manager with any additional questions.
Email: CRMManager@nccourts.org Phone: 919-890-1601



<p>STATE OF NORTH CAROLINA</p> <p>North Carolina Administrative Office of the Courts Court Reporting Manager's Office P.O. Box 2448 Raleigh, NC 27602</p>	<p>APPLICATION TO BECOME A NORTH CAROLINA JUDICIAL TRANSCRIPTIONIST AND/OR APPROVED PER DIEM COURT REPORTER</p>
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INSTRUCTIONS: Please complete entire form and send to CRManager@nccourts.org. Résumé is optional.
 When a sufficient number of applications are received to form a class, candidates will be notified and arrangements made for meeting time and location.
PLEASE NOTE: In order to be approved by NCAOC as a transcriptionist, you must have authorization to work in the United States.

CANDIDATE INFORMATION	
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Full Name (First, Middle, Surname(s))	Home Telephone Number
Mailing Address	Work Telephone Number
	Cell Phone Number
County of Residence	E-Mail Address
Are you currently employed by the State of North Carolina? If yes, how? <div style="display: flex; justify-content: space-around; width: 100%;"> Yes No </div>	Have you ever been convicted of an offense against the law other than a minor traffic violation? If yes, please attach a separate sheet and provide explanation. <div style="display: flex; justify-content: space-around; width: 100%;"> Yes No </div>

EDUCATIONAL HISTORY				
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School	Name and Location	Graduated		Degree	Year
High School or GED		Yes	No		
College or University		Yes	No		
Graduate School		Yes	No		
Other		Yes	No		

CREDENTIALS	
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Do you currently hold any certifications related to court reporting or transcription? If so, which certifications and from what organizations?

I am applying to become a (select one):

North Carolina Judicial Transcriptionist
Approved Per Diem Court Reporter

both an N.C. Judicial Transcriptionist and Approved Per Diem Court Reporter

Signature	Date
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PROCEDURES FOR TESTING OF TRANSCRIPTIONISTS

The following procedures for testing of prospective transcriptionists have been approved and are promulgated by the *N.C. Judicial Branch Committee for Excellence in Court Reporting* (the Committee), which reserves the right to make changes and adjustments upon written notice.

Court reporters having already attained certification from a nationally recognized accrediting body, such as the National Court Reporters Association or National Verbatim Reporters Association, are considered to have already been tested and may request a waiver.

In conjunction with the ongoing program for the training of AOC-Approved Transcriptionists, testing of the ability to implement procedures and best practices taught in training and thereby produce accurate and correctly formatted transcripts of court proceedings by a prospective transcriptionist will be conducted in the following manner:

Training sessions will continue to include detailed explanations of formatting requirements for transcripts, and files required for the use of mandated fonts will be provided to trainees and testing candidates. Testing will follow training and will simulate the production of a transcript in an actual case as closely as possible.

Each tester will receive a recording of court proceedings, along with material providing sufficient information for production of a complete and accurate transcript. Trainees at the same session may or may not receive the same version of testing materials. Testers will have 30 days to complete a transcript, formatted correctly and complete in every respect, and deliver it to the Court Reporting Manager.

Tests received within the required time frame will be graded for (1) compliance with prescribed formatting requirements and for (2) accuracy of transcription and grammatical correctness. Tests not received by the Court Reporting Manager within the required time frame will not be graded.

Formats will be checked for compliance with required parameters. Any instance of non-compliance with formatting requirements will constitute a failed test, and no further grading will be conducted.

Accuracy and grammatical correctness will be checked by comparison with grading transcripts prepared by test graders. In instances where one grading transcript may differ from another, if the tester's transcript matches either of the grading transcripts, it will be deemed to be correct. Examples and further explanation of this will be given during training sessions. A minimum of 95 percent accuracy and correctness is required for a passing grade.

A test receiving a score of less than 95 but more than 93 will be graded again by another grader who shall receive a clean test with no notes of any kind from the first grader. The higher of the two scores shall stand as the final grade.

Testers will be notified of their scores as promptly as possible, and those with passing scores will be added to the N.C. Judicial Branch List of Court Reporters & AOC-Approved Transcriptionists and granted the credential of North Carolina Judicial Transcriptionist (NCJT). Testers with failing grades may retest by participating in a later training session.

Even after receiving a passing grade and being placed on the N.C. Judicial Branch List of Court Reporters & AOC-Approved Transcriptionists, a transcriptionist may be removed from the list and required to retest if the transcriptionist fails to meet annual continuing education requirements or if a complaint is received and substantiated upon investigation by the Court Reporting Manager.



**REQUEST FOR LISTING AS AN AOC-APPROVED TRANSCRIPTIONIST
OR PER DIEM COURT REPORTER WITHOUT TESTING
AND AUTHORIZATION FOR RELEASE OF
COURT REPORTING CERTIFICATION INFORMATION**

Name: _____

Company: _____

Address: _____

Phone: _____ Alt. Phone: _____

E-Mail: _____

Alt. E-Mail: _____

Court Reporting Certification(s): _____

Certifying Body: _____

Membership Number: _____

Requesting Listing As: Transcriptionist Per Diem Reporter

With special notations of: Privately Retained Counsel/Private Parties Only Superior Court Only/No Recordings

I attended training on _____ in _____.

I hereby authorize and give permission for representatives of the certifying body listed above to discuss and provide information concerning my current membership, certification, and/or continuing education status to with members of the Assistant Director's Office of the North Carolina Administrative Office of the Courts.

Signature of Applicant

Date

