Court Reporting Program

231 East Stephanie Drive
Covina, CA 91722
(626) 974.6420

Court Reporter Training Program Outline

TRI-COMMUNITY ADULT EDUCATION MISSION STATEMENT

Tri-Community Adult Education creates an innovative educational environment for a diverse community of adult learners, which promotes advancement of the academic, technological, and vocational skills necessary to be competitive in an ever-changing global society.

COURT REPORTING ONLINE PROGRAM'S MISSION STATEMENT

The mission of the Tri-Community Adult Education Court Reporting Program is to prepare our students to become effective and competent court reporters, as well as captioners and professionals in other related careers and to promote excellence in achieving the highest level of professional expertise.

VISION STATEMENT

Tri-Community Adult Education will be recognized as the premier job-training center to offer students' programs in high demand careers leading to better jobs. Our academic programs will create a seamless transition to higher education and career opportunities for a better future. Our community classes will fulfill students' personal goals to enable a better life.

Program Description

Court Reporting is associated with careers in freelance deposition reporting, reporting in court, and CART/captioning. Beyond its use in the traditional court reporting settings, court reporters have also launched careers reporting government meetings, conventions and seminars, public hearings, church services, interviews, audiotape transcription, and medical transcription.

The Americans with Disabilities Act (ADA) provided increased opportunities and demand for reporters to provide improved access for the hearing impaired via offline and online captioning.

Employment in court reporting careers require good reading and writing skills, including knowledge of English grammar, spelling, and vocabulary. In addition to learning court reporting skills, other specialized training may be required to gain employment as a reporter in some fields.

Pathways to California CSR Licensure

At Tri-Community Adult School, students have two pathways available to pursue California Certified Shorthand Reporter (CSR) licensure:

Tri-Community Program Pathway

Students complete the Tri-Community Court Reporting Program, meet all program requirements, successfully pass the CSR Qualifier, and then take all required portions of the California CSR examination.

National Certification Pathway

Students may complete the Tri-Community program and pursue a national certification through the National Court Reporters Association (NCRA) or the National Verbatim Reporters Association (NVRA). Depending on the certification earned, students may be eligible for reciprocity with California and may be required to complete only the written portions of the California CSR examination.

National Certification Pathways to California CSR Licensure

Students may also pursue national certification while completing the Tri-Community Court Reporting Program.

Machine Students

- RPR – Registered Professional Reporter: Offered by the National Court Reporters Association (NCRA).
- CVR-S – Certified Verbatim Reporter–Stenotype: Offered by the National Verbatim Reporters Association (NVRA).

Voice Students

- CVR – Certified Verbatim Reporter: Offered by the National Verbatim Reporters Association (NVRA).

Students who earn these national certifications may then pursue California CSR licensure through the applicable California examination and reciprocity requirements.

California Reciprocity

California recognizes national certification pathways for applicants pursuing California CSR licensure. Effective September 18, 2026, holders of the NCRA Registered Professional

Reporter (RPR) certification may use the RPR to satisfy the Dictation/Transcription (Machine/Skill) portion of the California CSR examination. RPR holders are required to complete the two California written examinations: English and Professional Practice. Similarly, holders of the NVRA Certified Verbatim Reporter (CVR) or Certified Verbatim Reporter–Stenotype (CVR-S) certification may satisfy the Dictation/Transcription portion through their national certification and must complete the English and Professional Practice written examinations.

This gives students the option of completing the traditional Tri-Community pathway and taking all required portions of the California CSR examination or pursuing a national certification pathway that may allow the skills portion of the California examination to be satisfied through their national certification.

Program Objectives

Upon completion of this program, students shall be able to:

- qualify for state and national certification
- successfully pass both the skills and written state and national exams
- produce a saleable transcript
- provide realtime translation
- possess the knowledge to follow California Codes and Regulations
- provide reporting services in both court and deposition environments

Program Topics

- English – basic grammar, vocabulary, spelling, punctuation
- Legal – terminology, deposition, civil, and criminal procedures
- Medical – terminology and identification of human body systems
- Technology – court reporting software familiarity and usage
- Apprenticeship - observing and hands-on experience in legal environments
- Theory – introduction and mastery of either the machine or voice path
- Speed Building – instruction and dictation designed for speed advancement

Materials

Machine Program

- Steno machine – cables, tripod
- Case CAT software
- Windows-based computer

Voice Program

- Mask
- Case CAT software and Dragon software

- Sound card
- Windows-based computer

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Schoolwide Learner Outcomes (SLO's)

Students who are prepared for college, career, and life-long learning:

- Set personal, educational, and professional goals
- Demonstrate effective work habits, ethics and critical thinking skills
- Foster self-directed and motivated learners
- Access community and government resources

Students who are effective communicators:

- Effectively use oral, written, and technology-based forms of communication
- Safely and effectively explore, create and collaborate with others
- Apply communication skills to professional, technical, and other real-world situations

Students who have acquired 21st century skills:

- Obtain academic, technology, and career skills for life-long learning and workforce readiness
- Advance to post-secondary education or training
- Apply knowledge and skills to professional, technical and other real-world situations