

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

Court Reporters Board of California Written Examinations



CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com.

PURPOSE

The purpose of this Candidate Information Bulletin is to provide you with specific information about the certified shorthand reporters written examination process and an overview of content areas in which candidates will be examined.

OBJECTIVE OF THE COURT REPORTERS BOARD

State licensing boards are mandated to protect the public by developing licensing examinations that test for minimum competency for those who wish to provide professional services to the public. These examinations require candidates to demonstrate that they possess the minimum knowledge, skills, and abilities (KSAs) that are necessary to perform safely and effectively in independent practice without supervision.

Section 8017 of the Business and Professions Code defines the practice of certified shorthand reporters as:

“The practice of shorthand reporting is defined as the making, by means of written symbols or abbreviations in shorthand or machine shorthand writing, of a verbatim record of any oral court proceeding, deposition, court ordered hearing or arbitration, or proceeding before any grand jury, referee, or court commissioner and the accurate transcription thereof. Nothing in this section shall require the use of a certified shorthand reporter when not otherwise required by law.”

EXAMINATION DEVELOPMENT

The Court Reporters Board written examination is developed and maintained with the assistance of the testing specialists of the Department of Consumer Affairs (DCA), Office of Professional Examination Services (OPES). The OPES examination development and validation specialists are experts in testing and measurement methodologies. Their responsibility is to ensure that professional testing standards are followed and that the examinations are psychometrically sound, job related, and legally defensible.

California licensed court reporters participate in workshops where examinations are developed. The licensed court reporters are referred to as “Subject Matter Experts” (SMEs) and are trained in testing procedures by these testing specialists. These SMEs write and review multiple-choice questions based specifically on the examination plan, which is a result of the most recent occupational analysis.

The passing grades for the written examinations are determined by the SMEs based on the Angoff criterion-referenced method as specified in the California Code of Regulations, Title 16, Division 24, Section 2420. Additional information about the Angoff method can be found at the Board’s website under the link, “English and Professional Practice Passpoint Setting.”

APPLYING FOR THE WRITTEN EXAMINATION

Business and Professions Code, section 8020:

“A candidate must have a high school diploma or its equivalent, submit to a background check, and be 18 years old at the time of application to sit for the written examination. If above requirements are met, the candidate may complete the certified shorthand reporters examination application and submit the required fees to the Court Reporters Board for processing.”

The examination application and fee must be submitted directly to the Court Reporters Board. After the Court Reporters Board receives and processes the examination application and fee a Notice of Eligibility is mailed from PSI. The process takes approximately *four* weeks to complete. Candidates can sit for any written exam a maximum of once every exam cycle: July-October; November-February; March-June.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

The Department of Consumer Affairs, Court Reporters Board, has contracted with PSI licensure:certification (PSI) to conduct its written examination program. PSI provides examinations through a network of computer examination centers in California and a few out of state locations.

All questions and requests for information about scheduling examinations should be directed to PSI.

PSI licensure:certification

3210 E Tropicana
Las Vegas, NV 89121

(877) 392-6422 • Fax (702) 932-2666 • TTY (800) 735-2929

www.psiexams.com

All questions concerning eligibility for the examination should be directed to the Court Reporters Board.

Court Reporters Board of California

2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833

(877) 327-5272

www.courtreportersboard.ca.gov

EXAMINATION SCHEDULING PROCEDURES

Candidates submit an examination application and fee to the Court Reporters Board for processing. After the CRB receives and processes your written examination application and fee, it notifies PSI of your eligibility to test. PSI then sends you a Notice of Eligibility (see back cover) and this bulletin. The process takes approximately *four* weeks to complete.

Once you have received the Notice of Eligibility from PSI, you are responsible for contacting PSI to schedule an appointment to take the examination. You may do so via the Internet at



www.psiexams.com or schedule over the telephone at (877) 392-6422.

Once you are notified that you are eligible to take the written examinations, you **MUST** sit for the examinations within one exam cycle. Failure to complete the exam(s) within the exam cycle will require a new application and fee.

In most California testing centers, testing does not take place on the following major holidays:

Memorial Day	Closed May 25, 2020
Independence Day	Closed July 4, 2020
Labor Day	Closed September 7, 2020
Thanksgiving Day	Closed November 26-27, 2020
Christmas Day	Closed December 24-25, 2020
New Years Day	Closed January 1, 2021
Martin Luther King Jr.	Closed January 18, 2021
Memorial Day	Closed May 31, 2021

You should verify the actual dates when scheduling your examination(s).

INTERNET SCHEDULING

You may schedule your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may schedule a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
3. You will need to choose a date to complete your registration.
4. Upon successful registration, you will receive a traceable confirmation number.

TELEPHONE SCHEDULING

Call PSI at (877) 392-6422, Monday through Friday between 4:30 am and 7:00 pm, and Saturday-Sunday between 6:00 am and 2:30 pm, PST. Scheduling services are also available via Telecommunications Device for the Deaf (TDD) by calling (800) 735-2929.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee **if your cancellation notice is received two (2) days prior to the scheduled examination date**. For example, for a 9:00 a.m. Monday appointment, the cancellation notice would need to be received **before 9:00 a.m.** on the previous Saturday. You may call PSI at (877) 392-6422.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your application fee will be forfeited under the following conditions:

- Missed appointment
- Appointment cancelled less than 2 days prior to test date
- Late appearance for appointment
- Failure to present proper identification at appointment

Any of these conditions will require a new application and fee prior to rescheduling. The testing facility has no authority to waive application or fee requirements.

RE-EXAMINATION

Candidates will receive exam results from the Court Reporters Board. Candidates who fail the written examination(s) will need to reapply and pay the fee to the CRB prior to receiving additional authorization from PSI to retake the test(s). You may obtain an application by calling the CRB at (877) 327-5272 or downloading the application from their website at:

<http://www.courtreportersboard.ca.gov/applicants/reexam.shtml>.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

REASONABLE ACCOMMODATIONS AVAILABLE

Candidates with a physical or mental impairment that substantially limits a major life activity may be eligible for a reasonable accommodation in the testing process. A reasonable accommodation is defined as a "Major life activity" which includes limitations in walking, seeing, hearing, speaking, breathing, learning, working, caring for one's self and performing manual tasks.

If you require a reasonable accommodation, you must notify the Court Reporters Board in writing when filing each application. Medical verification of the disability must accompany this written notification. The written requests for a reasonable accommodation and medical verification must be received with each application in order to receive consideration. The request needs to include what type of accommodation is needed, i.e., additional time, special tools, etc. A reasonable accommodation cannot be granted if the required documentation is not submitted with the application.



PSI is fully compliant with the Americans with Disabilities Act and provides reasonable accommodations for candidates whose request for a reasonable accommodation has been granted by the Court Reporters Board. Reasonable accommodations are those that do not fundamentally alter the examination or results. Any auxiliary aids and services provided must be approved by the Court Reporters Board before scheduling a test date with PSI. Scheduling services are available for the hearing-impaired via PSI's Telecommunications Device for the Deaf (TDD) by calling (800) 735-2929.

EXAMINATION SITE LOCATIONS

The California examinations are administered at the PSI examination centers in California as listed below:

ATASCADERO

7305 MORRO RD, SUITE 201A
ATASCADERO, CA 93422
(805) 538-5053

FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. Turn LEFT onto CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.

CARSON

17420 AVALON BLVD, SUITE 205
CARSON, CA 90746
(310) 400-7393

FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT-HAND SIDE. (SAME PARKING LOT AS CARL'S JR).

EL MONTE - SANTA FE SPRINGS

10330 PIONEER BOULEVARD, SUITE 285
SANTA FE SPRINGS, CA 90670
(562) 325-8113

FROM THE I-5 NORTH TAKE NORWALK BLVD EXIT #121, TURN RIGHT ONTO NORWALK BLVD. TURN LEFT ONTO IMPERIAL HWY/CA-90. TURN RIGHT ONTO PIONEER BLVD, TESTING CENTER WILL BE ON YOUR RIGHT.

FRESNO

351 E. BARSTOW, SUITE 101
FRESNO, CA 93710
(559) 538-3975

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BARSTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT-HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE. TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

HAYWARD

32960 ALVARADO-NILES RD, SUITE 650
UNION CITY, CA 94587
(510) 901-7992

FROM I-880 N - AT EXIT 23, TAKE RAMP RIGHT AND FOLLOW SIGNS FOR ALVARADO NILES RD. TURN RIGHT ONTO ALVARADO NILES RD. AFTER ABOUT A MILE, MAKE A U-TURN AT DOWE AVE. TAKE THE FIRST RIGHT INTO THE OFFICE PARK AND THEN TAKE THE FIRST LEFT ONCE ON THE PROPERTY. SUITE 650 WILL BE IN THE FIRST BUILDING ON YOUR RIGHT.

FROM 1880 S - AT EXIT 23, TAKE RAMP RIGHT AND FOLLOW SIGNS FOR ALVARADO NILES RD. TURN LEFT ONTO ALVARADO NILES RD. AFTER ABOUT A MILE, MAKE A U-TURN AT DOWE AVE. TAKE THE FIRST RIGHT INTO THE OFFICE PARK AND THEN TAKE THE FIRST LEFT ONCE ON THE PROPERTY. SUITE 650 WILL BE IN THE FIRST BUILDING ON YOUR RIGHT.

IRVINE

8 CORPORATE PARK, SUITE 200
2301 W. LINCOLN AVE, SUITE 252
IRVINE, CA 92606
(949) 418-9653

FROM I-405 S - USE THE 2ND LANE FROM RIGHT TO TAKE EXIT 7 FOR JAMBOREE RD, THEN USE THE LEFT 2 LANES TO TURN LEFT ONTO JAMBOREE RD. GO ABOUT 1.5 MILES THEN TURN RIGHT ONTO BECKMAN AVE. TAKE THE FIRST RIGHT ONTO CORPORATE PARK. 8 CORPORATE PARK IS THE SECOND BUILDING ON THE RIGHT.

FROM I-5 S - TAKE EXIT 100 FOR JAMBOREE RD. USE THE 2ND FROM RIGHT LANE TO TURN RIGHT ONTO JAMBOREE RD. TAKE THE RAMP TO JAMBOREE RD THEN KEEP LEFT AT THE FORK TO CONTINUE ONTO JAMBOREE RD. GO ABOUT 2.2 MILES THEN TURN LEFT ONTO BECKMAN AVE. TAKE THE FIRST RIGHT ONTO CORPORATE PARK. 8 CORPORATE PARK IS THE SECOND BUILDING ON THE RIGHT.

ONCE PARKED, PROCEED THROUGH THE FRONT ENTRANCE AND TAKE THE ELEVATOR TO THE SECOND FLOOR. THE TEST CENTER IS IN SUITE 200.

REDDING

2861 CHURN CREEK, UNIT C
REDDING, CA 96002
(530) 319-3615

FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO I-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

RIVERSIDE

7888 MISSION GROVE PARKWAY S., SUITE 130
RIVERSIDE, CA 92508
951-565-8037

FROM THE CA-91W TOWARD RIVERSIDE/BEACH CITIES, TAKE THE CENTRAL AVENUE EXIT TOWARD MAGNOLIA CENTER. TURN LEFT ONTO CENTRAL AVE. CENTRAL AVE BECOMES ALESSANDRO BLVD. VEER TO THE RIGHT, THEN STAY STRAIGHT TO GO ONTO TRAUTWEIN RD (YOU WILL PASS COMMUNICATIONS CENTER DR). TURN LEFT ONTO MISSION GROVE PKY W.

FROM THE HIGH DESERT/SAN BERNARDINO AREA 215 S, WHERE THE 60 FWY, 91 FWY AND THE 215 FWY SPLIT, TAKE 215S (SIGNS FOR THE 60 EAST INDIO). TAKE EXIT 27C FOR ALESSANDRO BLVD, TURN RIGHT ONTO E ALESSANDRO BLVD, TURN LEFT ONTO MISSION GROVE PKWY S.



SACRAMENTO

8950 CAL CENTER DR, SUITE 158
SACRAMENTO, CA 95826
916-476-5926

FROM US-50 E: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE RIGHT 2 LANES TO TURN RIGHT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

FROM US-50 W: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE LEFT 2 LANES TO TURN LEFT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 2300
SAN DIEGO, CA 92121
(858) 550-5940

FROM I-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM I-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL

SAN FRANCISCO

150 EXECUTIVE PARK BLVD., STE 2400
SAN FRANCISCO, CA 94134
(415) 494-5773

I-80 W BECOMES US-101 S. TAKE EXIT 429 A TOWARD MONSTER PARK/TUNNEL AVE. TAKE THE RAMP TOWARD 3COM PARK. TURN RIGHT ONTO ALANNA RD. TURN LEFT ONTO EXECUTIVE PARK BLVD.

SANTA CLARA

2936 SCOTT BLVD
SANTA CLARA, CA 950547
(408) 844-0008

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

SANTA ROSA

160 WIKIUP DRIVE, SUITE 105
SANTA ROSA, CA 95403
(707) 791-3113

FROM US-101 N, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN RIGHT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

FROM US-101 S, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN LEFT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

VENTURA

4245 MARKET ST, SUITE 208
VENTURA, CA 93003
(805) 650-5223

FROM US-101N, TAKE THE TELEPHONE ROAD EXIT 65. TURN LEFT ONTO TELEPHONE ROAD. TURN RIGHT ONTO MARKET STREET.

VISALIA

3400 W MINERAL KING AVE, SUITE D--
VISALIA, CA 93291
(559) 740-3343

FROM CA-99N, MERGE ONTO CA-198E VIA EXIT 96 TOWARD VISALIA/SEQUOIA NAT'L PARK. TAKE THE EXIT TOWARD DEMAREE STREET. MERGE ONTO W NOBLE AVENUE. TURN LEFT ONTO S COUNTY CENTER DRIVE. TAKE THE 1ST LEFT ONTO W MINERAL KING AVENUE.

WALNUT CREEK

175 LENNON LANE, SUITE 203
WALNUT CREEK, CA 94598
(925) 448-2179

FROM I-5N, KEEP LEFT TO TAKE I-580W TOWARD TRACY/SAN FRANCISCO. MERGE ONTO I-680N VIA EXIT 44B TOWARD SACRAMENTO/WALNUT CREEK/CONCORD. TAKE THE YGNACIO VALLEY ROAD EXIT AND TURN RIGHT. TURN LEFT ONTO LENNON LANE.

OUT-OF-STATE EXAMINATION SITE LOCATIONS
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ALBUQUERQUE

2820 BROADBENT PARKWAY
SUITE E & F
ALBUQUERQUE, NM 87107

FROM I-40 W TAKE EXIT 159D, FOLLOW FRONTAGE RD. N TO MENAUL BLVD NE, MAKE A LEFT ONTO MENAUL BLVD NE, MAKE A RIGHT ONTO BROADBENT PKWY NE. BUILDING WILL BE ON THE RIGHT.

ATLANTA (MARIETTA)

2100 ROSWELL ROAD NE, SUITE 2128
MARIETTA, CA 30062

FROM I-75 NORTHBOUND, TAKE EXIT #263 - THE 120 LOOP, EAST TOWARD ROSWELL. DRIVE APPROXIMATELY 1.5 MILES (PAST POWERS FERRY AND LOWER ROSWELL ROADS) AND EXIT RIGHT TOWARD ROSWELL. MAKE A RIGHT AT THE LIGHT OFF OF THE EXIT AND ONTO ROSWELL ROAD. PAVILIONS AT EAST LAKE SHOPPING CENTER IS 1/2 MILE ON RIGHT. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.

FROM I-75 SOUTHBOUND, TAKE EXIT#265 - GA 120 LOOP/EAST. TURN LEFT ONTO NORTH MARIETTA PKWY. AFTER 1.4 MILES, TAKE THE RIGHT-SIDE OFF RAMP TO GA-3/ROSWELL/MARIETTA. TURN LEFT ONTO GA-120 EAST/ROSWELL RD. GO .3MILE TO PAVILIONS AT EAST LAKE SHOPPING CENTER. TURN RIGHT INTO SHOPPING CENTER. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.

BOSTON (CHARLESTOWN)

WASHINGTON CROSSING
56 ROLAND ST, SUITE 305
CHARLESTOWN, MA 02129

FROM THE NORTH: TAKE I-93 SOUTH. EXIT 28 -BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (TAKE RAMP DO NOT GET ON HIGHWAY). MAKE SLIGHT LEFT TURN ON TO MAFFA WAY. MAKE SLIGHT RIGHT TURN ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND. ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

FROM THE SOUTH: TAKE I-93 NORTH. EXIT 28 - RT 99/SULLIVAN SQ./SOMERVILLE. MAKE LEFT ON TO CAMBRIDGE ST. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT,



PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

CHARLOTTE

TYVOLA EXECUTIVE PARK 1
5701 WESTPARK DR, #202
CHARLOTTE, NC 28217

FROM I-77S TOWARDS COLUMBIA, EXIT TYVOLA ROAD (EXIT #5). TURN LEFT AT TYVOLA ROAD. MAKE A RIGHT AT WESTPARK DR.
FROM I-77N, EXIT TYVOLA ROAD (EXIT #5). BEAR RIGHT AT TYVOLA ROAD. TURN RIGHT AT WESTPARK DR.

CHERRY HILL

950 N. KINGS HWY, SUITE 301
CHERRY HILL, NJ 08034

FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/PHILADELPHIA/CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON PIKE(RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.

CHICAGO

332 S. MICHIGAN AVENUE, SUITE 410
CHICAGO, IL 60604

TAKE US-41S WHICH BECOMES I-94E. TAKE THE W JACKSON BLVD EXIT (51F). TURN LEFT ON W JACKSON BLVD. TURN RIGHT ON S MICHIGAN AVE.

CRANBERRY TOWNSHIP

CRANBERRY CORPORATE BUSINESS CENTER
213 EXECUTIVE DR., SUITE 150
CRANBERRY TOWNSHIP, PA 16066

FROM I-79 EXIT CRANBERRY-MARS ROUTE 228, GO WEST. CROSS OVER ROUTE 19 ONTO FREEDOM ROAD. GO THREE TRAFFIC LIGHTS THEN TURN RIGHT ONTO EXECUTIVE DRIVE. BUILDING IS DIRECTLY ACROSS FROM HAMPTON INN.

DALLAS

1701 N COLLINS BLVD, SUITE 130
RICHARDSON, TX 75080

FROM US-75 NORTH TAKE EXIT 26 ONTO N. CENTRAL EXPRESSWAY TOWARD COLLINS BLVD./CAMPBELL RD. TURN LEFT ONTO CAMPBELL RD. TURN LEFT ON COLLINS BLVD. BUILDING IS ON RIGHT.

HOUSTON (NORTHWEST)

9800 NORTHWEST FREEWAY
SUITE 200
HOUSTON, TX 77092

FROM HWY 290 DRIVING SOUTHEAST, MERGE ONTO LOOP 610 NORTH. EXIT AT T.C. JESTER AND THEN U-TURN UNDER LOOP 610. STAY ON THE FEEDER ROAD, SHERATON HOTEL IS ON THE RIGHT AS THE ROAD CURVES RIGHT. TURN INTO THE PARKING LOT IMMEDIATELY AFTER THE SHERATON HOTEL AND BEFORE THE OFFICE BUILDING. CENTER IS ON THE 2ND FLOOR.

LAS VEGAS

3210 E TROPICANA AVENUE
LAS VEGAS, NEVADA 89121

FROM I-15 - EXIT EAST ON TROPICANA, TRAVEL APPROXIMATELY 4 MILES, TURN LEFT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.
FROM I-95 - EXIT WEST ON TROPICANA, TRAVEL APPROXIMATELY 1 MILE, TURN RIGHT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.

MILFORD

500 BIC DRIVE, SUITE 101
MILFORD, CT 06461

FROM HIGHWAY I-95 EXIT 35. GO TOWARD BIC DRIVE. GO .5 MILES TO 500 BIC DRIVE WHICH IS AT GATE 1 OF THE FORMER BIC COMPLEX. GO TO THE REAR OF THE LOT AND PARK. WALK DOWN THE HILL IN FRONT OF THE BUILDING AND ENTER THE FRONT DOOR. SIGNS WILL DIRECT YOU TO SUITE 101 (PSI).

NASHVILLE

THE OAKS

1100 KERMIT DRIVE, SUITE 103
NASHVILLE, TN 37217

FROM I-40 EAST: TAKE EXIT ONTO I-24 (EXIT 213-A). TAKE MURFREESBORO ROAD AT THE FIRST EXIT (EXIT 52). STAY IN THE RIGHT LANE ON THE RAMP, AS THE EXIT APPEARS WHILE YOU ARE STILL IN THE CURVE. ON MURFREESBORO, STAY IN THE LEFT LANE. YOU WILL PASS DAYS INN AND SUPER GIGANTE GROCERY ON YOUR RIGHT. TURN LEFT ONTO KERMIT DRIVE WHEN THERE IS A MCDONALDS ON YOUR RIGHT. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

FROM I-40 WEST: TAKE EXIT ONTO BRILEY PARKWAY, TURN LEFT ONTO BRILEY PWY. EXIT ONTO MURFREESBORO RD. STAY IN THE RIGHT LANE. TURN RIGHT ONTO KERMIT DRIVE. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

NORTH OREM (PROVO)

581 WEST 1600 NORTH, SUITE C
NORTH OREM, UT 84057

FROM US-89, TURN RIGHT ONTO W CENTER ST/UT-114. MERGE ONTO I-15 N VIA THE RAMP ON THE LEFT TOWARD SALT LAKE. TAKE THE 1600 NORTH EXIT 273. TURN EAST ONTO WEST 1600 NORTH. GO ONE MILE EAST.

NORTH SALT LAKE CITY

25 NORTH 400 WEST, SUITE 7
NORTH SALT LAKE CITY, UT 84054

(THE CITY OF NORTH SALT LAKE NOT SALT LAKE CITY PROPER. THE PSI TEST SITE IS IN DAVIS COUNTY JUST NORTH OF THE FLYING J REFINERY.)

FROM SALT LAKE CITY AND THE SOUTH.
MERGE ON TO I-15N. TAKE EXIT 312 AND MERGE ON TO US89 NORTH FOR ABOUT 1.8 MILES. TURN LEFT ONTO E CENTER ST AND GO WEST FOR ABOUT .6 MILES. TURN RIGHT ON TO 400 W.

FROM THE NORTH

MERGE ONTO I-15 S SALT LAKE. TAKE THE CENTER ST., EXIT 314. TURN RIGHT ONTO W CENTER ST. TURN RIGHT ONTO 400 W.
FROM I-80 EAST MERGE TO I-215 NORTH. TAKE THE REDWOOD RD/UT-68 EXIT 28 AND TURN RIGHT ONTO CENTER STREET.

PHOENIX

5727 N 7TH ST., SUITE 301
PHOENIX, AZ 85014

FROM I-17 SOUTH EXIT TO BETHANY HOME ROAD. GO LEFT (EAST) ON BETHANY HOME. TURN RIGHT (SOUTH) ON 7TH STREET. THE PSI SITE IS ON THE EAST SIDE OF THE STREET JUST BEFORE MISSOURI. IT IS A 4 STORY GLASS BUILDING.

QUEENS

THE SHOPS AT ATLAS PARK
71-19 80TH STREET, SUITE 8307
GLENDALE (QUEENS), NY 11385

FROM I-678 S, TAKE THE J ROBINSON PKWY EXIT- EXIT 7. TAKE THE FOREST PARK DR EXIT- EXIT 4- TOWARD MYRTLE AVE / WOODHAVEN BLVD. TAKE THE RAMP TOWARD MYRTLE AVE / WOODHAVEN BLVD. TURN SLIGHT RIGHT ONTO FOREST PARK DR. TURN RIGHT ONTO MYRTLE AVE. TURN LEFT ONTO 80TH ST. GO TO 2ND LIGHT PAST MYRTLE AVE OVER SMALL OVERPASS MAKE A RIGHT INTO ATLAS PARK. MAKE A RIGHT AT STOP SIGN TO GET INTO PARKING LOT. ONCE PARKED, GO TO TOP FLOOR OF PARKING LOT, TURN RIGHT AND WALK UNTIL YOU SEE "MARKET PLAZA". TAKE ELEVATOR TO THE 3RD FLOOR. OFFICES ARE LOCATED IN THE RED BRICK BUILDING.

RICHMOND

MOOREFIELD VI BUILDING
620 MOOREFIELD PARK DRIVE, SUITE 205
RICHMOND, VA 23236

FROM I-64E, TAKE THE PARHAM RD EXIT AND TURN RIGHT. N PARHAM RD/VA-73 S BECOMES VA-150 S/CHIPPENHAM PKWY. MERGE ONTO VA-



76 S/POWHITE PKWY. MERGE ONTO MIDLOTHIAN TURNPIKE WEST.
TURN LEFT ON MOOREFIELD PARK DR.

SOUTHFIELD (DETROIT AREA)

2640 LAHSER ROAD, SUITE 150

SOUTHFIELD, MI 48033

FROM I-96 E MERGE ONTO I-696 E. THEN MERGE ONTO MI-10 S. TAKE THE LAHSER ROAD EXIT. KEEP LEFT AT THE FORK IN THE RAMP. TURN LEFT ONTO NORTHWESTERN HWY. TURN RIGHT ONTO LAHSER ROAD. YOU MAY ACCESS THE BUILDING FROM THE BACK USING THE NW DOOR.

WEST DES MOINES

1001 OFFICE PARK ROAD, SUITE 315

WEST DES MOINES, IA 50265

FROM I-235, EXIT 8TH ST/73RD ST AND PROCEED SOUTH. TURN RIGHT ON OFFICE PARK ROAD. TURN RIGHT INTO THE DRIVEWAY.

WEST HARTFORD

1245 FARMINGTON AVENUE, SUITE 203

WEST HARTFORD CT.

FROM I-84 WEST, TAKE EXIT 40 TOWARD CT-71/NEW BRITAIN AVE/CORBINS CORNER. TURN RIGHT ONTO RIDGEWOOD RD. TURN LEFT ONTO WOOD PONT RD. TURN LEFT ONTO TUNXIS RD. TURN RIGHT ONTO BROOKMOOR RD. TURN RIGHT ONTO BUENA VISTA RD. TURN LEFT ONTO EVERETT AVE. TURN RIGHT ONTO FARMINGTON AVE. DESTINATION IS ON THE RIGHT.

WILSONVILLE

25195 SW PARKWAY AVENUE, SUITE 105

WILSONVILLE, OR 97070

GOING SOUTH: OFF I5, TAKE EXIT 286 (ELLINGENS/BOONES FERRY RD). TURN LEFT AND CROSS BACK OVER THE FREEWAY. TURN LEFT AT 2ND SIGNAL LIGHT (PARKWAY AVE.) TURN INTO PARKWAY PLAZA PARKING LOT (ACROSS THE STREET FROM SHRINER'S). WE ARE LOCATED IN THE MAIN ENTRANCE FIRST DOOR ON THE RIGHT.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide one of the following valid forms of government-issued identification before you may examine:

- An unexpired state issued Drivers License
- An unexpired state Department of Motor Vehicles Identification Card
- A current U.S. military-issued identification card
- An unexpired U.S. issued passport
- A U.S. Government-issued passport card
- An unexpired Resident Alien card

- A Certificate of Naturalization

All photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the photographic I.D. card.

If you cannot provide the required identification, you must call (877) 392-6422 at least 3 weeks prior to your scheduled appointment to arrange a method to meet this security requirement. *Failure to provide all the required identification at the time of the examination is considered a missed appointment. You will not be able to take the examination and will need to reapply and pay the fee to the Court Reporters Board.*

CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code provides that it is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination;
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination;
- Communicating with any other examinee during the administration of a licensing examination;
- Copying answers from another examinee or permitting one's answers to be copied by another examinee;
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed or otherwise authorized to be in one's possession during the examination;
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. All candidates will have their thumbprint taken during examination check-in. The thumb print must be matched after candidates return from a restroom break and any



time the candidate leaves and returns to the test site after check-in.

2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets or hoods. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination. If the layered item is removed during the examination, you will be required to store it in the lobby while time continues to count down on your examination. Outerwear (coats, heavy jackets, vests, shawls, scarves, etc.) is not allowed in the testing rooms.
3. There are timing mechanisms available in the testing room and on the computer console to help candidates keep track of time during the test administration. Candidates are not permitted to bring watches or other timekeeping devices into the testing rooms.
4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when leaving and returning to the testing room. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence. The regulatory entity will investigate and take appropriate action.
5. The following is a non-exhaustive list of personal items that are not permitted in the testing rooms:

Purses	Briefcases/daypacks/luggage
Cellular phones	Pagers
Drinks (including water)	Food/candy/snacks/gum
Good luck items	Luggage
Calculators	Reading materials
Textbooks	Notes
Any recording device	Smart devices
Electronic devices	Headphones or earphones/earbuds
Personal pens or pencils	Therapeutic items
Cameras	Over-the-counter medication
Weapons	Fashion scarves
Hats/baseball caps/visors*	Sunglasses**
Bulky, large or noisy jewelry***	Prescription drugs****

*Headwear worn for religious purposes is subject to inspection.

**Prescription and non-prescription eyeglasses may not be worn for the photo. Eyeglasses subject to inspection.

***Jewelry that is allowed into the examination room is subject to inspection.

****Drugs that are medically necessary during the pendency of the examination may be brought into the examination site, in a container bearing a proper prescription label with the name of the candidate and of the drug; any such medication is subject to examination by a proctor upon check-in.

Examination proctors will have considerable discretion to refuse permission of clothing and/or items that compromise the integrity or security of the examination.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates must return these items to their vehicle or other place of safekeeping. Neither PSI nor the Department of Consumer Affairs will be responsible for the items. Any candidate possessing prohibited items in the testing room will have his or her examination results invalidated, and PSI will notify the appropriate regulatory entity of the occurrence.

6. Shoes must be worn at all times and feet are not permitted on the chairs. Feet must remain on the floor during examinations.
7. Copying any portion of the examination content by any means or communicating examination content for the purpose of aiding its unauthorized reproduction, whether before, during, or after the examination, is a violation of PSI security policy and existing law. Either one may result in the disqualification or invalidation of examination results, the denial of your license, and may result in criminal prosecution.
8. If a candidate is asked by a proctor to step into the lobby during your examination, the proctor will suspend the candidate's examination, so all remaining test time will be retained.

Only candidates, and those individuals with prior regulatory entity approval, are allowed to be present in the testing sites.

If candidates require that an exception be made to ANY of the abovementioned security procedures, candidates must contact their regulatory entity PRIOR to the date of their examination. The regulatory entity must provide the exception to PSI. NO EXCEPTIONS WILL BE MADE ON THE DAY OF THE EXAMINATION.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.



The screenshot shows a test interface with a top navigation bar containing icons for Mark, Comments, Goto, Help, and End. Below this is a status bar with the following information: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, and Time Left(Min): 359. The main question area displays question 3: "What do the stars on the United States of America's flag represent?". Below the question is a text input field and a prompt "(Choose from the following options)". There are four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

OPES, in conjunction with the Court Reporters Board, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas.

WRITTEN EXAMINATION PASSING SCORE

The passing score is based upon minimally acceptable competence criteria that represents the skills required for entry-level practice. The passing score is established by licensed court reporters with assistance from test development specialists from the Department of Consumer Affairs.

The actual passing score varies slightly from examination to examination depending on the difficulty of the examination. Therefore, a difficult examination will have a lower passing score than an easier examination, i.e. the number of correct responses to pass will vary between each examination.

UNDERSTANDING THE WRITTEN EXAMINATION RESULTS

Candidates will receive their results directly from the Court Reporters Board. Failed candidates will receive a breakdown of results by subject content areas to assist them in preparing for the next test. Successful candidates will receive a “congratulations” letter, which includes instructions on applying to the Court Reporters Board for the CSR license plus



an application for licensure form. Results will be mailed approximately **two** weeks after the test.

COURT REPORTERS BOARD CONTENT OUTLINE FOR WRITTEN EXAMINATIONS

WRITTEN EXAMINATION PLAN

The CSR two written examinations, English and Professional Practice, are designed to assess the knowledge, skills and abilities of a minimally competent entry level certified shorthand reporter based on a formal Occupational Analysis. The Occupational Analysis can be downloaded/viewed in its entirety on the Board's website at: https://www.courtreportersboard.ca.gov/formspubs/occupational_2017.pdf

The English and the Professional Practice Written Examinations each contain no fewer than 100 multiple-choice items. The examinations may contain additional items for the purpose of pre-testing (up to 25 nonscorable items). Pre-testing allows performance data to be gathered and evaluated before the items are scoreable in an examination. These pre-test ("experimental") items, distributed throughout the examination, WILL NOT be counted for or against you in your examination score and will not be identified to you.

If the exams contain pre-test items, you will have two hours per examination for completion.

The English examination is divided into three areas: Grammar, Proofreading, and Vocabulary. Within these three areas three subsections of the Research and Language Skills content area are tested.

The Professional Practice examination is divided into multiple subsections of the following primary content areas: Reporting Proceedings, Transcribing Proceedings, Research and Language Skills, Transcript Management and Ethics.

The following charts describe these content areas:

ENGLISH EXAMINATION OUTLINE

III. Research and Language Skills (100%) - This area assesses the candidate's knowledge of proper grammar, punctuation, word usage, and general and specialized vocabulary

<i>Section</i>	<i>Job Task</i>	<i>Associated Knowledge Statement</i>
1. Grammar (23%)	T28. Maintain grammar knowledge to assist in accurately capturing and transcribing verbatim proceedings.	K42. Knowledge of English language vocabulary. K44. Knowledge of rules of English grammar.
2. Proofreading (56%)	T24. Proofread transcripts to ensure absence of spelling, typographical, and/or word usage (e.g., homonym-type) errors.	K36. Knowledge of legal terminology and spelling. K37. Knowledge of medical terminology and spelling. K38. Knowledge of technical terminology and spelling. K40. Knowledge to recognize and correct homonym-type errors. K41. Knowledge to recognize and correct word usage errors. K42. Knowledge of English language vocabulary. K44. Knowledge of rules of English grammar.
	T23. Proofread transcripts for correct punctuation to ensure verbatim records of proceedings.	K45. Knowledge of rules of punctuation.
3. Vocabulary (21%)	T27. Cultivate a broad vocabulary to assist in accurately capturing and transcribing verbatim proceedings.	K36. Knowledge of legal terminology and spelling. K37. Knowledge of medical terminology and spelling. K38. Knowledge of technical terminology and spelling. K40. Knowledge to recognize and correct homonym-type errors. K41. Knowledge to recognize and correct word usage errors. K42. Knowledge of English language vocabulary.

The instructions provided on the next page will assist you with the English portion of your examination.

A hard copy of the instructions will be provided to you upon check-in at the PSI examination site.

THEORETICAL GRAMMAR, WORD USAGE, AND CAPITALIZATION

The questions in this section are composed of four sentences that are identical except for the two words or word groups in each that are underlined.

You must select the sentence in which both the underlined words or word groups are used correctly.

PROOFREADING FOR PUNCTUATION, SPELLING, AND WORD USAGE

This section consists of four-line cases. Each line in each case is a separate test item. The line being tested is underlined.

Read each case and determine whether each individual line in the case contains a punctuation error, a spelling error, a word usage error, or no error.

Select the option that designates that type of error.

- A. **Punctuation error:** Commas, periods, question marks, quotes, dashes, apostrophes, semicolons, or colons that are used incorrectly, omitted, or misplaced.

NOTE: AN ERROR CREATED BY THE PRESENCE OR ABSENCE OF AN APOSTROPHE IS A PUNCTUATION ERROR.

- B. **Spelling error:** A word that is misspelled and forms no valid word. Example: defendant (correct) vs. defendent (incorrect).
- C. **Word usage error:** A word that is spelled correctly but used incorrectly.
Examples: principle/principal, affect/effect, sometime/some time (limited to similar-sounding words).
- D. **No error:** The line contains no errors.

CAPITALIZATION, GRAMMAR, AND HYPHENATION ARE NOT TESTED IN THIS SECTION.

VOCABULARY

Choose the word or phrase that is closest in meaning to the word in capital letters.

PROFESSIONAL PRACTICE EXAMINATION OUTLINE

I. Reporting Proceedings (32%) - This area assesses the candidate's knowledge of procedures for gathering information and methods for managing and reporting proceedings, adhering to laws, regulations, and CRB Best Practices, in order to facilitate the creation of a verbatim record.

<i>Job Task</i>	<i>Associated Knowledge Statements</i>
T1. Obtain information from the court calendar and/or case caption to aid in transcript preparation.	K2. Knowledge of the information provided in the court calendar. K3. Knowledge of methods to obtain case caption information. K4. Knowledge of the reporter's responsibility to identify parties for the record.
T2. Obtain all parties' names and contact information to facilitate transcript production and distribution.	K2. Knowledge of the information provided in the court calendar. K3. Knowledge of methods to obtain case caption information. K4. Knowledge of the reporter's responsibility to identify parties for the record. K6. Knowledge of reporter's duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices.
T4. Administer the oath to witnesses/interpreters according to the relevant laws and CRB Best Practices.	K1. Knowledge of Code of Civil Procedure section regarding administering the oath to witnesses and interpreters. K6. Knowledge of reporter's duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices. K18. Knowledge of protocols and procedures for reporting proceedings conducted through an interpreter. K19. Knowledge of <i>Best Practices for Interpreted Depositions</i> .
T5. Report interpreted proceedings in a manner that allows for accurate transcription and comports with protocols and procedures.	K1. Knowledge of Code of Civil Procedure section regarding administering the oath to witnesses and interpreters. K15. Skill to stenographically identify multiple speakers to accurately attribute statements. K18. Knowledge of protocols and procedures for reporting proceedings conducted through an interpreter. K19. Knowledge of <i>Best Practices for Interpreted Depositions</i> .
T6. Mark exhibits introduced during depositions for identification and inclusion in the record.	K6. Knowledge of reporter's duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices. K9. Knowledge of the procedures regarding marking of exhibits to ensure identification. K12. Knowledge of <i>Best Practices for Exhibit Handling for Depositions</i> . K21. Skill to assert control during proceedings to ensure accuracy of the record.
T7. Identify in the record when exhibits are marked and/or received to produce the exhibit index.	K9. Knowledge of the procedures regarding marking of exhibits to ensure identification. K12. Knowledge of <i>Best Practices for Exhibit Handling for Depositions</i> .
T11. Utilize computer-aided transcription (CAT) software and equipment to provide realtime translation.	K5. Knowledge of participants' rights in deposition proceedings according to the Code of Civil Procedure. K6. Knowledge of reporter's duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices. K7. Knowledge of the capabilities and use of the computer-aided transcription (CAT) software. K23. Knowledge of equipment required to provide realtime translation. K24. Knowledge of relevant laws regarding the provision of realtime translation.
T12. Control the proceedings to ensure verbatim records.	K6. Knowledge of reporter's duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices. K16. Knowledge that the stenographic notes are the official record. K17. Knowledge of laws and CSR Best Practices pertaining to when to go on and off record during proceedings. K18. Knowledge of protocols and procedures for reporting proceedings conducted through an interpreter. K21. Skill to assert control during proceedings to ensure accuracy of the record. K22. Skill to discern when follow-up clarification is required to ensure accuracy of the record.
T13. Cease and/or resume the reporting of proceedings as required by laws and CRB Best Practices.	K6. Knowledge of reporter's duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices. K16. Knowledge that the stenographic notes are the official record. K17. Knowledge of laws and CSR Best Practices pertaining to when to go on and off record during proceedings. K21. Skill to assert control during proceedings to ensure accuracy of the record.

I. Reporting Proceedings (32%) - This area assesses the candidate’s knowledge of procedures for gathering information and methods for managing and reporting proceedings, adhering to laws, regulations, and CRB Best Practices, in order to facilitate the creation of a verbatim record.

<i>Job Task</i>	<i>Associated Knowledge Statements</i>
T14. Read back proceedings as requested.	K6. Knowledge of reporter’s duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices. K8. Knowledge of the operation and maintenance of the stenographic machine to facilitate verbatim reporting. K13. Skill to read stenographic notes aloud when requested. K14. Skill to recognize court testimony that has been objected to and sustained and/or stricken in order to preclude reading it back. K15. Skill to stenographically identify multiple speakers to accurately attribute statements. K16. Knowledge that the stenographic notes are the official record. K20. Skill to operate the stenographic machine at the speed required.
T15. Flag portions of proceedings requiring further clarification.	K20. Skill to operate the stenographic machine at the speed. K22. Skill to discern when follow-up clarification is required to ensure accuracy of the record.
T42. Report proceedings in a manner that allows for accurate transcription and comports with protocols and procedures.	K4. Knowledge of the reporter’s responsibility to identify parties for the record. K6. Knowledge of reporter’s duties in court or deposition proceedings according to the laws, regulations, and CRB Best Practices. K15. Skill to stenographically identify multiple speakers to accurately attribute statements. K16. Knowledge that the stenographic notes are the official record. K22. Skill to discern when follow-up clarification is required to ensure accuracy of the record.

2. Transcribing Proceedings (22%) - This area assesses the candidate's knowledge of requirements to produce a certified transcript in a format that conforms to laws, regulations, and CRB Best Practices.

<i>Job Task</i>	<i>Associated Knowledge Statements</i>
T16. Prepare transcripts of proceedings from translated stenographic notes.	K25. Knowledge of the capabilities and application of court reporting software to produce transcripts of proceedings. K26. Knowledge of requirements regarding Minimum Transcript Format Standards. K29. Knowledge of the use of caption information in transcript preparation. K31. Knowledge of basic computer operating functions and capabilities. K32. Knowledge of laws and CRB Best Practices pertaining to formatting and producing transcripts of confidential proceedings. K33. Knowledge of the conditions that require redaction in the transcript. K72. Knowledge of the order of court proceedings.
T17. Create cover, appearance, index, and certificate pages to conform to laws.	K11. Knowledge of the procedures for creating an exhibit index. K25. Knowledge of the capabilities and application of court reporting software to produce transcripts of proceedings. K27. Knowledge of certificate page requirements. K28. Knowledge of cover page requirements. K29. Knowledge of the use of caption information in transcript preparation. K30. Knowledge of methods and procedures for producing indices in a record on appeal. K72. Knowledge of the order of court proceedings.
T21. Ensure transcripts meet regulation requirements and jurisdictional rules.	K26. Knowledge of requirements regarding Minimum Transcript Format Standards. K27. Knowledge of certificate page requirements. K28. Knowledge of cover page requirements. K32. Knowledge of laws and CRB Best Practices pertaining to formatting and producing transcripts of confidential proceedings. K33. Knowledge of the conditions that require redaction in the transcript. K34. Knowledge of transcript production requirements in death penalty cases. K35. Knowledge of Board-recommended formatting distinctions between rough drafts and certified copies.
T18. Maintain a current stenographic dictionary to facilitate transcript production.	K25. Knowledge of the capabilities and application of court reporting software to produce transcripts of proceedings. K31. Knowledge of basic computer operating functions and capabilities.
T19. Punctuate transcripts within Board-approved guidelines to accurately reflect the proceedings.	K25. Knowledge of the capabilities and application of court reporting software to produce transcripts of proceedings. K31. Knowledge of basic computer operating functions and capabilities. K45. Knowledge of rules of punctuation.
T20. Maintain confidentiality in accordance with the prevailing laws and CRB Best Practices.	K32. Knowledge of laws and CRB Best Practices pertaining to formatting and producing transcripts of confidential proceedings. K33. Knowledge of the conditions that require redaction in the transcript.

3. Research and Language Skills (9%) - This area assesses the candidate's knowledge of current rules of punctuation, grammar, word usage, and vocabulary.

<i>Job Task</i>	<i>Associated Knowledge Statements</i>
T22. Research citations stated on the record to ensure information is correct.	K43. Knowledge of research methods to verify citations. K46. Knowledge of case citation formats.
T25. Research obscure or unfamiliar terms mentioned during proceedings to ensure accuracy.	K39. Knowledge of methods used to research obscure or unfamiliar terminology and spelling. K47. Knowledge of authoritative research resources used to proofread transcripts.
T26. Research the spelling of medical, legal, and technical terminology used during proceedings.	K36. Knowledge of legal terminology and spelling. K37. Knowledge of medical terminology and spelling. K38. Knowledge of technical terminology and spelling. K39. Knowledge of methods used to research obscure or unfamiliar terminology and spelling. K47. Knowledge of authoritative research resources used to proofread transcripts.

4. Transcript Management (20%) - This area assesses the candidate's knowledge of laws, regulations, and CRB Best Practices regarding preparation, sale, notification, delivery, and retention of stenographic records, transcripts, and exhibits.

<i>Job Task</i>	<i>Associated Knowledge Statements</i>
T8. Maintain custody of deposition exhibits for production of transcripts and distribution upon completion.	K10. Knowledge of the procedures regarding handling of exhibits to ensure safekeeping and distribution. K56. Knowledge of practices to copy and attach exhibits to original and certified copies of transcripts.
T29. Prepare and deliver secure electronic files of transcripts when requested or required.	K51. Knowledge of methods to produce electronic files. K52. Knowledge of methods to protect and secure electronic documents. K53. Knowledge of methods to electronically sign documents. K60. Knowledge of methods to electronically produce rough draft transcripts. K61. Knowledge of methods to deliver rough draft transcripts. K62. Knowledge of methods to deliver certified transcripts.
T30. Affix an electronic signature to reporter's certificate for transcripts delivered electronically.	K52. Knowledge of methods to protect and secure electronic documents. K53. Knowledge of methods to electronically sign documents. K62. Knowledge of methods to deliver certified transcripts.
T31. Fulfill requests for rough draft transcripts pursuant to laws and CRB Best Practices.	K51. Knowledge of methods to produce electronic files. K52. Knowledge of methods to protect and secure electronic documents. K59. Knowledge of the laws and regulations regarding the sale of CSR products and services. K60. Knowledge of methods to electronically produce rough draft transcripts. K61. Knowledge of methods to deliver rough draft transcripts.
T32. Prepare and deliver printed versions of transcripts when requested or required by the code.	K10. Knowledge of the procedures regarding handling of exhibits to ensure safekeeping and distribution. K50. Knowledge of time limits required to produce and deliver finished transcripts. K54. Knowledge of the requirements pertaining to the filing of sealed court transcripts. K56. Knowledge of practices to copy and attach exhibits to original and certified copies of transcripts. K57. Knowledge of privacy issues related to transcript production. K59. Knowledge of the laws and regulations regarding the sale of CSR products and services. K62. Knowledge of methods to deliver certified transcripts.
T33. Retain stenographic notes of proceedings in a secure manner that ensures future accessibility according to laws.	K48. Knowledge of methods and media to back up data. K49. Knowledge of requirements pertaining to maintenance and disposition of stenographic notes. K52. Knowledge of methods to protect and secure electronic documents.
T34. Notify deponent when transcripts are ready for review and signature pursuant to laws and applicable standards.	K52. Knowledge of methods to protect and secure electronic documents. K53. Knowledge of methods to electronically sign documents. K58. Knowledge of codes pertaining to the witness's reading and signing the transcript. K62. Knowledge of methods to deliver certified transcripts.
T35. Deliver (e.g., e-mail, upload, hand-deliver) stenographic notes to the court when required.	K49. Knowledge of requirements pertaining to maintenance and disposition of stenographic notes. K50. Knowledge of time limits required to produce and deliver finished transcripts. K51. Knowledge of methods to produce electronic files.
T36. Prepare bills for products and services in accordance with applicable statutes.	K50. Knowledge of time limits required to produce and deliver finished transcripts. K59. Knowledge of the laws and regulations regarding the sale of CSR products and services.

5. Ethics (17%) - This area assesses the candidate’s knowledge of laws, regulations, and CRB Best Practices pertaining to professional and ethical conduct.

<i>Job Task</i>	<i>Associated Knowledge Statements</i>
T37. Adhere to the statutes outlined in the Business and Professions Code as they pertain to performing tasks required of Certified Shorthand Reporters.	K70. Knowledge of the reporter’s scope of practice in reporting and transcribing proceedings.
T38. Maintain impartiality and confidentiality in accordance with applicable laws and regulations.	K63. Knowledge of laws and regulations requiring confidentiality of proceedings. K64. Knowledge of notification requirements when any part or form of a transcript is requested by a party to the proceeding. K65. Knowledge of requirements when any part of a transcript is requested by a third party. K66. Knowledge of requirements to act impartially and remain neutral toward all parties to a proceeding. K67. Knowledge of the Professional Standards of Practice for Certified Shorthand Reporters. K69. Knowledge of laws and CRB Best Practices concerning off-the-record or protected discussions. K71. Knowledge of use of backup audio media (BAM) according to CRB Best Practices.
T39. Practice and apply state and local Rules of Court and applicable statutes.	K63. Knowledge of laws and regulations requiring confidentiality of proceedings. K64. Knowledge of notification requirements when any part or form of a transcript is requested by a party to the proceeding. K65. Knowledge of requirements when any part of a transcript is requested by a third party. K68. Knowledge of laws and regulations pertaining to disclosure of conflicts of interest. K70. Knowledge of the reporter’s scope of practice in reporting and transcribing proceedings.
T40. Utilize backup audio media (BAM) in accordance with laws and CRB Best Practices.	K63. Knowledge of laws and regulations requiring confidentiality of proceedings. K66. Knowledge of requirements to act impartially and remain neutral toward all parties to a proceeding. K69. Knowledge of laws and CRB Best Practices concerning off-the-record or protected discussions. K71. Knowledge of use of backup audio media (BAM) according to CRB Best Practices.
T41. Adhere to the Professional Standards of Practice for Certified Shorthand Reporters.	K63. Knowledge of laws and regulations requiring confidentiality of proceedings. K66. Knowledge of requirements to act impartially and remain neutral toward all parties to a proceeding. K67. Knowledge of the Professional Standards of Practice for Certified Shorthand Reporters. K68. Knowledge of laws and regulations pertaining to disclosure of conflicts of interest. K69. Knowledge of laws and CRB Best Practices concerning off-the-record or protected discussions. K70. Knowledge of the reporter’s scope of practice in reporting and transcribing proceedings.

Court Reporters Board of California
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**STATE OF CALIFORNIA
NOTICE OF ELIGIBILITY**

You are eligible to participate in the written examinations for licensure as a Certified Shorthand Reporter. Your address label contains important date information. In the upper left corner of the address label (above your name) is the date your application for examination was approved; following that is the date by which you must take your examination. You must take your examination by the date specified on the label, or you will need to reapply for the examination and submit another application fee. (See *Examination Scheduling Procedures* in this Candidate Information Bulletin.)

This bulletin is designed to provide you with information regarding examination procedures. To schedule your examination, please refer to the instructions in this bulletin
