CALIFORNIA COURT REPORTERS BOARD ACCREDITATION ACCREDITED COURT REPORTING PROGRAM

Cypress College Business/CIS Divison Court Reporting Program

This program was approved by the Court Reporter's Board on March 7, 1978. Academic courses completed in Adult Education are not transferable. Courses taken in Distance Education will be evaluated on an individual basis for transferability and hour requirements. Private school academics may be evaluated for certification to take the CSR examination. The California Court Reporter's Board sets the standards for hours of training under the following listed categories. The Cypress College program exceeds all state requirements. The student may go on to earn an Associate in Arts Degree or other specialized certificate. Students must furnish their own equipment, paper, & other supplies. Students must enter the program with a basic typing speed of 25 words per minute.

https://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=90

Code	Title	Hours
1. Machine Shorthand and Transcription - 2300 Hours [1]		
Core Requirements [2]		
CTRP 030 C		0
CTRP 040 C	Beginning Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	3
CTRP 042 C		
CTRP 043 C		
CTRP 044 C		
CTRP 045 C		
CTRP 046 C		
CTRP 047 C		
CTRP 048 C		
CTRP 049 C		0
CTRP 057 C	Mach. Shorthand Challenge-160	2
CTRP 058 C	Mach. Shorthand Challenge-180	2
CTRP 059 C	Mach. Shorthand Challenge-200	2
CTRP 060 C	Mach. Shorthand Challenge-220	2
CTRP 050 C	CSR-RPR Directed Practice	3
CTRP 051 C	Court Conf Reporting - Legal	3
CTRP 052 C	Court Conf Rptg - Medical	3
CTRP 053 C	Court Conf Rptg -Congressional	3
CTRP 054 C	Two and Four Voice Testimony	3
CTRP 055 C	Court Conf Rptg - Jury Charge	3
CTRP 056 C	Court Conf Rptg - Jury Charge	3
CTRP 089 C	Court Conf Rptg - Lit II	3
CTRP 090 C	Court Conf Rptg - Literary	3
TOTAL HOURS		2352

1 *STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM NUMBER OF HOURS IN THE LAB EACH SEMESTER AS DETERMINED BY THE CR DEPARTMENT UNTIL ALL PROGRAM REQUIREMENTS ARE MET FOR CSR CANDIDACY AND/OR DEGREES AND CERTIFICATES.

2 Section 2411(a)(7) of the CR Board regulations state that a student will be allowed a reduction in the required machine hours if a student is able to pass the qualifier examination before completing the hours described in Section 1 under Machine Shorthand and Transcription. This does not exempt a student from completing the core required classes in order to qualify.

3 CTRP 052 - 18 hours of class time will transferred to the Medical requirement.

Core Requirements must be completed in order to qualify. Students must pass one ten (10) minute qualifier in CTRP 050 C **to be eligible to take the state CSR licensing examination. Transfer students must demonstrate course comparability in speed building categories.**

Code	Title	Units
Electives		
CTRP 096 C	Court Conf Rptg - Lit III	3
TOTAL HOURS		90

Machine Shorthand Core Requirements must be completed in order to qualify to take the CSR exam. Students must pass one 10-minute qualifier in CTRP 50 to be eligible to take the state CSR licensing examination. Transfer students must demonstrate course comparability in all categories.

Code	Title	Units
2. English - 240 Hours Required		
BUS 055 C	Business English	3
ENGL 103 C	Critical Reasoning and Writing	4
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Report.	1
CTRP 067 C	Basic Vocabulary Development	2
CTRP 068 C	Advanced Vocabulary Development	1.5
ENGL 135 C	Grammar and Usage	3
TOTAL HOURS		264

Code	Title	Units
3. Medical - 120 Hours Required		
HS 145 C	Survey of Medical Terminology	3
BIOL 160 C	Integrated Medical Science	3
or HS 147 C	Survey of Disease	
CTRP 052 C	Court Conf Rptg - Medical	3
TOTAL HOURS		126

Code	Title	Units
4. Legal - 150 Hours Required		
CTRP 071 C	Legal Terminology and Rhetoric	3
BUS 240 C	Legal Environment of Business	3
CTRP 076 C	Court and Deposition Proc	3
TOTAL HOURS		162

Code	Title	Units
5. Keyboarding		
45 Words Per Minute Net [1]		

CTRP 072 C	Legal Procedures	4
TOTAL HOURS		90

[1] Cypress requirement 50 net words per minute.

Code	Title	Units
6. Transcript Preparation - 25 Hours Required		
CTRP 073CC	Formatting, Style and Usage	1
CTRP 073DC	Proofreading	1
TOTAL HOURS		36

Code	Title	Units
7. Resource Materials - 5 Hours Required		
BUS 143 C	Introduction to Legal Research	1
TOTAL HOURS		18

Code	Title	Units
8. Apprenticeship Training/Court Observation - 60 Hours Required		
CTRP 081 C	Internship - Court Reporting	3
25 Hours - Court--off campus		
25 Hours - Deposition--off campus		
10 Hours - Observation - Off Campus (prior to 140 wpm) [1]		
CTRP 074 C	CSR-RPR Exam Preparation	3
TOTAL HOURS		60

[1] Observation Hours may be completed in various classes.

Code	Title	Units
9. Technology - 60 Hours Required		
CTRP 085 C	Computer Aided Transcription - Dictionary Building	2
CTRP 093 C	Information Technology-CTRP	2
Select one of the following:		
CTRP 083 C	Computer Aided Transcription - Stenograph	2
or CTRP 084 C	Computer Aided Transcription - Eclipse	
Suggested Elective:		
CTRP 065 C	Advanced CAT Systems	2
CTRP 091 C	Advanced Dictionary Build	2
TOTAL HOURS		108

***NOTE: An 18,000 word dictionary is required in order to take the CSR examination.**

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 more information contact:

Department of Consumer Affairs
The Court Reporter's Board of California
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 92583
(916) 263-3660

This program was accredited by the Court Reporter's Board on March 7, 1978. All candidates must have a high school diploma or equivalent to take the CSR examination. (Revised July, 2022)

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