

Requirements above as Rep

This certificate is designed to provide relevant skills to individuals pursuing careers in court reporting in both courtroom and deposition settings, capturing and certifying the verbatim record of legal proceedings. Court reporters are officers of the court and reporters working in California must be licensed by the Court Reporters Board of California, Department of Consumer Affairs. The West Valley College Court Reporting program is recognized by the Court Reporters Board of California to qualify students to sit for the California Certified Shorthand Reporter's licensing examinations. Careers specific to these skills include but are not limited to: Official Court Reporter, Deposition Court Reporter, Hearing Reporter, Freelance Reporter, Reporter for the Department of Veterans Affairs, and Convention Reporter.

Upon successful completion of this program a student will be able to:

- Produce accurate, properly formatted transcripts of actual court and deposition proceedings.
- Use standard English punctuation and grammar, medical and legal terminology, and apply technology as required to pass the written and skills examinations for licensing.
- Write stenographically, for ten minutes, four-voice testimony at 200 words per minute with 97.5% accuracy as required to pass the skills examination for licensing.

Select one: NCCC020	200-220 WPM Speed Goal	190 - 200 hours
NCCC020M	200-220 WPM: Multi-Voice Focus	112 - 126 hours
NCCC038	Court Reporting Codes and Procedures 1	48 - 54 hours
NCCC039	Court Reporting Codes and Procedures 2	48 - 54 hours
NCCC042	Certified Shorthand Reporter Exam Review	32 - 36 hours

NOTE: Internship Requirement: In addition to the certificate requirements above, students must also complete CTRP 044, Court Reporting Internship, to facilitate the completion of 60 internship hours required to qualify to take the certification exam.