

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

Charles A. Jones Career and Education Center – 323100
Request for Program Changes Under 25%

Program to Add to Court Reporting/Court Reporter Pathway	Office Occupations with emphasis on Proofreading, Notereading, āmscribing and Customer ServiceCourtReporting 1 of 4	
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Sacramento
City Unified
School District

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1k

Meeting Date: January 17, 2019

Subject: Approve Program Changes for Court Reporting/Court Reporter Program for Accreditation Compliance

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated)
- Conference/Action

- Action
- Public Hearing

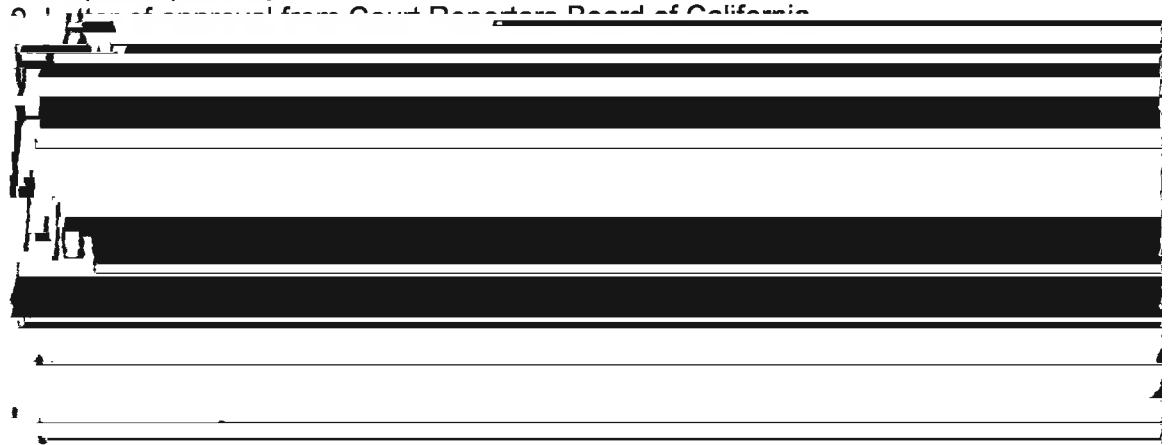
Division: Academic Office

Recommendation: Approve program changes for Court Reporting/Court Reporter

Background/Rationale: In an effort to improve student retention and outcomes for the CA Court Reporting/Court Reporter program, the CA Lead Court Reporting teachers

Documents Attached:

1. Signature page for approvals to add additional programs to the Court Reporting/Court Reporter pathway at CAJ



3. A22 List

**Charles A. Jones Career and Education Center – 323100
Request for Program Changes Under 25%**

add to Court Reporter	<i>Office Occupations with emphasis on Proofreading, Notereading, Transcribing and Customer Service</i>	<i>CIP Code</i>	<i>52.0401</i>
add to Court Reporter	<i>Medical/Legal Transcribing and Scoping Techniques</i>	<i>CIP Code</i>	<i>22.9999</i>
add to Court Reporter	<i>Hearing Reporter and CART Training</i>	<i>CIP Code</i>	<i>22.0399</i>
add to Court Reporter	<i>Court Reporter Skill Development for Licensing Eligibility</i>	<i>CIP Code</i>	<i>22.0303</i>

Changes are approved as noted

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19

Jorge A

Date

Date

Area 7

Unified School District

COURT REPORTERS BOARD OF CALIFORNIA



2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
Phone (916) 263-3660 / Toll Free: 1-877-327-5272
Fax (916) 263-3664 / www.courtreportersboard.ca.gov

November 28, 2018

Angela Hatter
Coordinator III – Adult Education
Charles A. Jones Career & Education Center
5451 Lemon Hill Avenue
Sacramento, CA 95824

Dear Ms. Hatter:

The attached proposal made by Charles A. Jones Career and Education Center and revised on October 26, 2018, to restructure their Court Reporting/Court Reporter Program, dividing the one program into four separate programs, has been reviewed by the Court Reporters Board of California. The proposed structure contains the required elements for court reporting training in

K. Jensen

The four Programs in this list are to be taken sequentially to qualify to sit for the Court Reporting Licensure Exam

PROGRAM NAME **ACADEMICS (Hours)**

TIME FRAME CERTIFICATE

PREREQUISITE

STARTS

PROGRAM NAME	ACADEMICS (Hours)	TIME FRAME CERTIFICATE	PREREQUISITE	STARTS
Stenographic Reporting	680	90	Theory +min entry speed of 180 wpm	July
Stenographic Reporting	50	105	Court Reporting 3	Sept
Stenographic Reporting	40	105	200 wpm 4V Qualifier	Nov
Stenographic Reporting	105	105	10 minutes @ 97.5%	Jan
Stenographic Reporting	105	105	10 minutes @ 97.5%	Mar
Stenographic Reporting	105	105	10 minutes @ 97.5%	May

SPEEDBUILDING (Before passing Qualifier) If a student does not progress to the next class, he/she will be in SPEEDBUILDING until the speed level is achieved and required academics are completed. Federal Financial would not be available for this class. It is possible other sponsorship aid may be available. Class fees will be paid monthly.

TEST PREP After the first attempt at the State licensing test, if unsuccessful, a graduate may enroll in Test Prep to improve his/her skills. Federal Financial would not be available for this class. It is possible other sponsorship aid may be available. The current fee is \$150/month.

Explanations regarding certificates and speed level requirements – A student in Court Reporting 1 would receive certificates in Office Occupations Proofreader, Notereader, Transcriber and Customer Service upon successful completion of all academic work, regardless of the speed level achieved. The certificates will note the individual speed level achieved by the student. For example - *Stenographic Speed at 80 wpm* (similar to a typing speed). This also applies to Court Reporting 2. Court Reporting 3 and 4 would require minimum speed achievement as noted for a student to complete each program.

***Explanation regarding Customer Service** – Charles A. Jones Career and Education Center requires that Career Technical Education students participate in a three-week, 90-hour, Customer Service course designed to prepare students to develop exceptional customer service and effective communication skills for the workplace. This course is not a Court Reporters Board of California requirement

The Court Reporters Board of California requirement is 2960 hours *minimum*, with average completions noted within 3-4 years. The proposed CAJ model would take students through Court Reporting in programmed “stages” where interim completion certificates would be possible, and with minimum requirements necessary to advance from one program to the next.

^Must pass one 180 speed test before beginning Apprenticeship

~Court or Depo Procedures (50 hours each) at 180 and 200, taken consecutively as offered to fulfill LEGAL requirement

**Stenographic speed of 180wpm required

***Stenographic speed of 200wpm required

California Department of Education

Date: April 19, 2019

To: David Little Gilmore



Essexville City Unified School

CDS: 34-67439

From: Cliff Moss
Education Programs Consultant
Adult Education Office
916-327-6378



Subject: Course Approval for 2018-19

Y ~~1/18/19~~ Approval of the following 21 courses have been received, recorded, and

[Redacted content]

