

Job Analysis: Registered Professional Reporter



A Registered Professional Reporter is a stenographic reporter who possesses the knowledge, skill, ability to produce a verbatim record of proceedings, basic knowledge of reporter-related terminology and technology. A "verbatim record" is one which accurately reflects the spoken word and nonverbal communication and action.

Purpose of the Registered Professional Reporter (RPR) Program

The Registered Professional Reporter was established to show the competency and skills of an entry-level stenographic reporter.

An RPR abides by all rules and regulations affecting the court reporting profession and is in compliance with the NCRA *Code of Professional Ethics* at all times.

Requirements of the RPR Credential

In order to obtain the RPR credential, one must pass one written knowledge test and three skills tests. The written test is 100 multiple-choice questions, and the skills tests are Literary at 180 wpm, Jury Charge at 200 wpm, and Testimony at 225 wpm. The written must be passed by 70% and the skills by 95%. There are no eligibility requirements to take any of the tests.

To maintain the RPR credential, one must obtain 3.0 Continuing Education Units (CEUs) every three (3) years.

Purpose of the RPR Job Analysis

This document describes the overall professional practice domains and associated tasks essential for a RPR. The percentages next to each domain and task equate to the approximate number of questions on the test in that specific area.

History of the RPR Job Analysis

The original RPR job analysis was prepared in 1978 by the National Court Reporters Association in cooperation with the Professional Examination Service, a not-for-profit testing corporation. The document has been updated every few years, as necessary.

Overview of the 2011 Job Analysis Study

In July 2011, a full study was performed to update the RPR Job Analysis. After the Job Analysis Task Force created the new domains and tasks, a survey was sent to the NCRA Registered membership to rate the frequency and importance of each task. Based on these ratings, percentages were

assigned to each domain and task.

Benefits of Certification

NCRA takes seriously the need to develop and administer objective and valid exams. The judicial system, and society as a whole, depends heavily on the services that only a qualified court reporter can provide. Therefore, working with Professional Examination Services and Pearson VUE, two premier national testing authorities, NCRA has established a test development and administration process that ensures that those who pass an NCRA certification are truly qualified to provide court reporting services based on that established standard.

In an increasingly competitive marketplace, it's harder than ever to impress your clients and employers. In this environment, there are only so many ways for you to differentiate yourself.

Now more than ever, it's critical that all stenographic reporters take the next step. It's time for you to add an NCRA certification to your list of career accomplishments.

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Domains and Tasks of the Registered Professional Reporter (RPR) Exam

Domain 01

Technology (22%)

Utilize electronic equipment to generate transcripts. (15%)

- Litigation support services
- Computer utilization

Identify potential causes for the inability to deliver electronic services. (7%)

- Troubleshooting

Domain 02

Reporting Practices (62%)

Produce, protect, and transfer transcripts. (28%)

- English usage
- Court reporter procedures

Manage electronic files. (5%)

- Storage and retrieval

Locate and utilize resources to obtain or verify data related to case information and technology. (15%)

- Reference materials
- Technical terminology

Determine job requirements for an assignment. (9%)

- Legal proceedings and pleadings

Determine equipment requirements for a reporting assignment. (3%)

- Hardware
- Software needs

Determine the management/disposition of exhibits. (2%)

- Documents
- Evidence

Domain 03

Professional Practices (16%)

Provide equal and impartial treatment regarding services, invoicing, and communications. (8%)

- Business practices
- Ethics

Implement necessary confidentiality requirements in all aspects of court reporting. (5%)

- Privacy concerns

Implement all applicable local, state, and federal rules regarding court reporting. (3%)

- NCRA guidelines and information
- Professional conduct

References

All references are the most recent editions, unless otherwise noted.

Business

Dictionary of Business Terms (Barron's)
 Dictionary of Insurance Terms (Barron's)
 Robert's Rules of Order

Computer

Ask Mr. Modem! (2nd ed)
 Dictionary of Computer and Internet Terms (Barron)
 Sherman's Guide to Web Sites
 Windows Help

General

Bartlett's Familiar Quotations
 Dictionary (Merriam-Webster's)
 NCRA (Journal of Court Reporting, web site, Policies and Procedures Manual, other)

Grammar

Glossaries for Court Reporters
 Grammar for Court Reporters
 Gregg Reference Manual
 Morson's English Guide for Court Reporters
 Proofreading Manual [A Guide for Court Reporters, Scopists, and Proofreaders]

Legal

ADA Information
 Black's Law Dictionary (8th)
 The Bluebook: A Uniform System of Citations
 Federal & State Rules of Civil and Appellate Procedures
 Federal Register
 IRS Publication
 Special Interest Groups (e.g. AAJ, ABA)

Medical

Health Professional's Drug Guide
 Stedman's Medical Dictionary (28th ed)

Technology

Alternative Realtime Careers
 An Introduction to Court Reporter Technology
 CART in the Courtroom: NCRA Model Guidelines
 CAT Software Manuals
 The Complete Court Reporter's Handbook and Guide for Realtime Writers
 The Court Reporter's and CART Services Handbook
 Closed Captioning Handbook
 Dictionary of Scientific and Technical Terms (McGraw-Hill)
 Inside Captioning
 Realtime Systems Administrator Pocket Guide (NCRA)
 Realtime Writing
 Writing Naked