



DEPARTMENT OF CONSUMER AFFAIRS

**COURT REPORTERS BOARD  
OF CALIFORNIA**

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833

Phone (916) 263-3660 / Toll Free: 1-877-327-5272

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**MEETING OF THE LICENSE RECIPROCITY TASK FORCE****Monday, March 29, 2021****12:10 p.m. – 1:20 p.m.****PUBLIC TELECONFERENCE MEETING**

**NOTE:** Pursuant to the provisions of Governor Gavin Newsom's Executive Order N-29-20, dated March 17, 2020, a physical meeting location is not being provided.

**Important Notices to the Public: The Reciprocity Task Force will hold a public meeting via a teleconference platform.**

**INSTRUCTIONS FOR PARTICIPATION:** Please see the instructions attached hereto to observe and participate in the meeting using Microsoft Teams.

The public can participate in the discussion of any item on this agenda. To better assist the Task Force in accurately transcribing the minutes of the meeting, members of the public who make a comment may be asked to disclose their name and association. **However, disclosure of that information is not required by law and is purely voluntary.** Non-disclosure of that information will not affect the public's ability to make comment(s) to the Task Force during the meeting. When signing into the Microsoft Teams platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment; participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com.

For all those who wish to participate or observe the meeting, please right click this link: [Join Microsoft Teams Meeting](#).

Please respect time limits, which may be requested by the Chairs on an as needed basis to accommodate all interested speakers and the full agenda. The public may comment on any issues not listed on this agenda. However, please be aware that the Task Force CANNOT discuss or comment on any item not listed on this agenda.



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Fax (916) 263-3664 / [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)**MEETING OF THE LICENSE RECIPROCITY TASK FORCE****Monday, March 29, 2021****12:10 p.m. – 1:20 p.m.****AGENDA**

**Task Force Members:** Robin Sunkees, Co-Chair; Toni O'Neill, Co-Chair;  
Heather Bautista; Cara Foster; and Stephanie Leslie

**CALL TO ORDER** – Robin Sunkees, Co-Chair

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

1. UPDATE – Executive Officer
2. FORMULATION OF RECOMMENDATIONS FOR BOARD
  - 2.1 Texas
  - 2.2 National Court Reporters Association's Registered Professional Reporter (RPR)
3. PUBLIC COMMENT

The Task Force may not discuss or take any action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code Sections 11125, 11125.7(a)).

**ADJOURNMENT**

In accordance with the Bagley-Keene Open Meeting Act, all meetings of the CRB are open to the public. The Task Force intends to record this meeting. The meeting is accessible to the physically disabled. A person who needs disability-related accommodations or modifications in order to participate in the meeting may make a request by contacting Paula Bruning at (877) 327-5272, e-mailing [paula.bruning@dca.ca.gov](mailto:paula.bruning@dca.ca.gov), or sending a written request to 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation. Requests for further information should be directed to Yvonne Fenner at the same address and telephone number. If any member of the public wants to receive a copy of the supporting documents for the items on the agenda, please contact the Board within 10 days of the meeting.

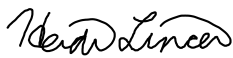
Action may be taken on any item on the agenda. All times are approximate and subject to change. The meeting may be cancelled or shortened without notice. Any item may be taken out of order to accommodate speaker(s) and/or to maintain quorum. For further information or verification of the meeting, the public can contact the Court Reporters Board (CRB) via phone at (877) 327-5272, via e-mail at [paula.bruning@dca.ca.gov](mailto:paula.bruning@dca.ca.gov), by writing to: Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento CA 95833, or via internet by accessing the Board's website at [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov) and navigating to the Board's Calendar under "Quick Hits."



**OFFICE OF PROFESSIONAL EXAMINATION SERVICES**  
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## MEMORANDUM

<b>DATE</b>	November 9, 2020
<b>TO</b>	Yvonne Fenner, Executive Officer Court Reporters Board of California
<b>FROM</b>	 Heidi Lincer, Ph.D., Chief Office of Professional Examination Services
<b>SUBJECT</b>	<b>Review of the Texas Court Reporters Association CSR Written Knowledge Exam and CSR Skills Exam</b>

The Court Reporters Board of California (Board) is exploring licensing reciprocity with the State of Texas. California Business and Professions Code § 139 requires that examination programs used for licensure by Department of Consumer Affairs (DCA) boards and bureaus comply with psychometric and legal standards.

The Board's License Reciprocity Task Force requested that DCA's Office of Professional Examination Services (OPES) initiate a comprehensive review of the Texas Court Reporters Association (TCRA) CSR Written Knowledge Exam and CSR Skills Exam. The purpose of the OPES review was to evaluate the suitability of these exams for reciprocity in California licensure.

OPES, in collaboration with the Board, requested examination validation information (validity evidence) from TCRA in the following areas: (a) occupational analysis, (b) examination development, (c) passing scores and passing rates, (d) test administration, (e) examination scoring and performance, and (f) test security procedures. OPES received and reviewed the documentation from TCRA, and TCRA exchanged follow-up email communications with OPES to clarify the procedures and practices used to develop and validate the TCRA CSR Written Knowledge Exam and CSR Skills Exam.

OPES evaluated the information to determine whether the examination program components met professional guidelines and technical standards outlined in the *Standards for Educational and Psychological Testing* (2014) (*Standards*).<sup>1</sup> In other words, OPES evaluated whether the procedures used to establish and support the validity and

<sup>1</sup> American Educational Research Association, American Psychological Association, and National Council on Measurement in Education. (2014). *Standards for Educational and Psychological Testing*. American Educational Research Association.

defensibility of the TCRA CSR Written Knowledge Exam and CSR Skills Exam comply with the *Standards*. Unfortunately, OPES found that the program did not provide evidence of compliance with the standards due to the lack of an occupational analysis linked to either of the exams.

An occupational analysis (OA) is also known as a job analysis, practice analysis, or task analysis. Standard 11.13 of the *Standards* states:

The content domain to be covered by a credentialing test should be defined clearly and justified in terms of the importance of the content for credential-worthy performance in an occupation or profession. A rationale and evidence should be provided to support the claim that the knowledge or skills being assessed are required for credential-worthy performance in that occupation and are consistent with the purpose for which the credentialing program was instituted (pp. 181-182).

The comment following Standard 11.13 emphasizes its relevance:

*Comment:* Typically, some form of job or practice analysis provides the primary basis for defining the content domain. If the same examination is used in the credentialing of people employed in a variety of settings and specialties, a number of different job settings may need to be analyzed. Although the job analysis techniques may be similar to those used in employment testing, the emphasis for credentialing is limited appropriately to knowledge and skills necessary for effective practice. . . .

In tests used for licensure, knowledge and skills that may be important to success but are not directly related to the purpose of licensure (e.g., protecting the public) should not be included (p. 182).

Because neither the TCRA CSR Written Knowledge Exam nor the CSR Skills Exam are linked to an OA, OPES cannot move forward with the full evaluation of the other areas of review.

OPES is agreeable to continuing the review of the TCRA CSR Written Knowledge Exam and CSR Skills Exam if any additional validity evidence or an OA can be presented to support compliance with the *Standards*.

If you have questions about the information in this memorandum, I can be reached at (916) 575-7265.

cc: Tracy Montez, Ph.D., Chief, Division of Programs and Policy Review

# 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. NCRA works with its outside testing vendor to update the Job Analysis approximately every five to seven years per industry standards.

## **Overview of the RPR Job Analysis Study**

In October 2017, 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 Pearson VUE, a premier national testing authority, 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.

# Job Analysis: Registered Professional Reporter



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

### Domain 01

#### Technology and Innovation\* (43%)

##### Generate and deliver transcripts using current Technology

- Computer hardware and peripherals
- Computer operations
- CAT software

##### Generate a realtime file using current technology

- CAT realtime features
- Wired and wireless connections
- Clients' viewing platforms

##### Troubleshoot issues related to generating a realtime file

- Cabling/connections
- COM ports
- Driver installation
- Hot spots/WiFi/LANs/WANs
- Device Manager
- Power management settings

##### Manage electronic files for storage and retrieval

- Storage drive types
- File transfer methods
- Cloud-based storage
- Archiving/backing up
- File formats
- Converting file formats

##### Perform online research to prepare for a job and/or produce a transcript

- Online search engines
- Identifying credible online resources
- Online search strategies

##### Understand and maintain security of computers/information

- Internet security and potential vulnerabilities
- Firewalls and anti-virus software
- Personally Identifiable Information (PII)/Sensitive Personal Information(SPI)
- Secure file transfer protocols

\*Technology questions related to computer knowledge are based on Windows operating systems

### Domain 02

#### Industry Practices (34%)

##### Produce accurate transcripts using proper spelling, word usage, and punctuation

- Punctuation rules
- Spelling rules
- Grammar rules

##### Demonstrate a broad knowledge of vocabulary

- Topic-related resources
- Homophones, homonyms, synonyms, antonyms, acronyms, initialisms, phrases, and idioms
- Medical terms
- Legal terms
- Foreign phrases (e.g., Latin, French, Greek)
- Industry/trade terms

##### Understand the duties and responsibilities of a court reporter in various settings

- Role of scopists and proofreaders
- Swearing in/affirming deponents, witnesses, interpreters, and minors
- Marking and custody/control of exhibits
- Rules for reading back testimony
- Procedures related to off-the-record discussions
- Rough-draft guidelines

##### Demonstrate a general understanding of the legal process

- Pleadings and procedures
- Court structure
- Citations

##### Adhere to applicable local, state, and federal rules regarding court reporting

- Established guidelines for ADA/equal access to the spoken word
- When records become public
- Freedom of Information Act
- Compliance with HIPAA requirements

- Independent contractor vs. employee status

### Domain 03

#### NCRA, Professionalism, and Ethics (23%)

##### Understand the mission, guidelines, and resources of NCRA and NCRF

- NCRA certifications
- NCRA membership requirements
- NCRA continuing education requirements
- NCRA position statements

##### Adhere to NCRA Code of Professional Ethics

- COPE general guidelines and advisory opinions

##### Promote the Association and the profession individually and through NCRA and NCRF initiatives

- NCRA mentorship
- NCRA professional development
- NCRF volunteerism

### 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

Dictionary of Computer and Internet Terms (Barron)

Windows Help

#### General

Bartlett's Familiar Quotations

# Job Analysis: Registered Professional Reporter



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 (8<sup>th</sup>)  
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 (28<sup>th</sup>  
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

## NCRA RPR Skills Pass Rate

Test Type	2018		2019		2020	
	# Tests Taken	Pass Percentage	# Tests Taken	Pass Percentage	# Tests Taken	Pass Percentage
RPR-L	349	34%	448	26%	472	37%
RPR-J	367	32%	487	30%	493	34%
RPR-T	464	20%	532	19%	687	20%
<b>Total</b>	1180		1467		1652	