

JUDICIAL BRANCH CERTIFICATION COMMISSION
COURT REPORTERS CERTIFICATION
Statement of Proficiency

Valid for 12 months from last proficiency date. Must be valid on test date.

THIS FORM MUST BE TYPED. PLEASE USE BLUE INK FOR SIGNATURES.

I do hereby certify that I have administered at least two separate tests (of new material) in the proficiency of shorthand reporting skills under the provisions of Rule V.E. by the method of:		
<input type="checkbox"/> Machine Shorthand	<input type="checkbox"/> Oral Stenography	<input type="checkbox"/> Written Shorthand

Applicant's Name:		Applicant's File #:	
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Tests were administered on the following dates:	_____ and _____
<input type="checkbox"/> Two exams were administered on the same day.	_____ Instructor's Initials

The examinations, in each instance, consisted of five (5) minutes of two-voice dictation of Q&A given at 225wpm five (5) minutes of dictation of Jury Charge given at 200 wpm, and five (5) minutes of dictation of Literary material given at 180 wpm.

Name of Instructor Administering Examination:	
Official Title of Instructor Administering Examination:	
Mailing Address of Instructor Administering Examination:	
Telephone Number of Instructor:	
Mailing Address of Administrative Officer Countersigning SOP:	
Telephone Number of Administrative Officer:	

* I hereby certify that the above information is true and correct to the best of my knowledge. I am employed as a court reporting instructor by: (Name of Court Reporting School)

(Signature of Instructor administering Exam)

(Signature of Administrative Officer of School)

(Date)

(Date)

* Important Notice: The proficiency examinations must be dictated and graded by an instructor of a court reporting school. The appropriate administrative officer of the court reporting school must countersign the Statement of Proficiency if the applicant attended and learned the skills at a court reporting school.
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