



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 CAJ Court Reporting/Court Reporter program, the CAJ and Court Reporting teachers worked together to design enhancements to the program. Rather than offering the program as one long program, which typically takes students 2.5 to 4 years to complete, CAJ is proposing to divide the program into four distinct shorter programs, to be taken sequentially. As students complete each program, they will receive stackable certificates that will allow them to be employable in areas related to Business Office Occupations and Court Reporting related fields. Earlier program completion dates will allow students to document skill attainment for work at an earlier point in their pathway. Interim certification will help improve completion rates in the Court Reporting/Court Reporter program, and help document mastery of skills as students move from one stage of training to the next. The Court Reporters Board of California has approved the recommended changes to the CAJ Court Reporting/Court Reporter program.

Financial Considerations: None

LCAP Goal(s): College, Career and Life Ready Graduates, Operational Excellence

Documents Attached:

1. Signature page for approvals to add additional programs to the Court Reporting/Court Reporter pathway at CAJ
2. Letter of approval from Court Reporters Board of California
3. A22 List

Estimated Time of Presentation: N/A

Submitted by: Dr. Iris Taylor, Chief Academic Officer

Dr. Susan Gilmore, Ph.D. Adult Education Director

Approved by: Jorge A. Aguilar, Superintendent

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

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

The changes herein are approved as noted:

 Jessie Ryan, Board President, Area 7
 Sacramento City Unified School District

 Date

 Jorge A. Aguilar, Superintendent

 Date



**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 revised structure contains the required elements for court reporting training in California and is approved.

Please feel free to contact me should you require further clarification.

Best,

A handwritten signature in blue ink that reads 'Yvonne K. Fenner'.

YVONNE K. FENNER
Executive Officer

Attachment

cc: File

Proposal: CAJ Career & Education Center, Court Reporter – Stages of Program Completion

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

<u>PROGRAM NAME</u>	<u>ACADEMICS (Hours)</u>	<u>TIME FRAME</u>	<u>CERTIFICATE</u>	<u>SPEED (Hours)</u>	<u>PREREQUISITE</u>	<u>STARTS</u>
Office Occupations with emphasis on Proofreading, Notereading, Transcribing and Customer Service (Court Reporting 1 of 4)		40 weeks	Office Occupations Proofreader Notereader	Theory +any speed achieved Exit speed goal is	HS diploma Entry assessments	July Sept Nov
Customer Service* - CAJ requirement (not required by CRBC) (90)		3 weeks	Transcriber	100 wpm (985)		Jan
College-Level Vocabulary (50)		1200 hrs	Customer Service			Mar
Basic English (90)		+ 90 Cust svc				May
Legal Terminology (50)						
Technology-CAT Tutorial & Word (20)						
Court Observation (5)						
Typing 45 wpm (0)						
Total = 1290 hrs/43 weeks						
(Total academic hours – 215 Ct. Rpt. + *90 Customer Service as a CAJ Requirement)						

Medical/Legal Transcribing and Scoping Techniques (Court Reporting 2 of 4)		44 Weeks	Medical Transcriptionist	Exit speed goal is	Theory +min entry	July
English -Gregg Reference (100)		1320 hrs	Legal Transcriptionist	140 wpm	speed of 100 wpm	Sept
Medical Terminology (120)			Scopist	(1075)	Court Reporting 1	Nov
Technology (20)						Jan
Court Observation (5)						Mar
(Total academic hours – 245)						

Hearing Reporter and CART Training (Court Reporting 3 of 4)		44 Weeks	CART**	**Exit speed goal is	Theory +min entry	July
Court or Deposition Procedures ~ (50)		1320 hrs	Hearing Reporter**	180 wpm	speed of 140 wpm	Sept
Apprenticeship Training & Review^ (10) – offered after passing one 180 Speed Test				(1225)	Court Reporting 2	Nov
Resource Materials (5)						Jan
Transcript Preparation (10)						Mar
Technology – Applications (20)						May
(Total academic hours – 95)						

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.

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

^Must pass one 180 speed test before beginning Apprenticeship

**Stenographic speed of 180wpm required

***Stenographic speed of 200wpm required

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

<u>PROGRAM NAME</u>	<u>ACADEMICS (Hours)</u>	<u>TIME FRAME</u>	<u>CERTIFICATE</u>	<u>SPEED (Hours)</u>	<u>PREREQUISITE</u>	<u>STARTS</u>
Court Reporter Skill Development for Licensing Eligibility						
(Court Reporting 4 of 4)		30 weeks	Court Reporter	200 wpm	Theory +min entry	July
Court or Deposition Procedures ~ (50)		900 hrs		(795)	speed of 180 wpm	Sept
- (the second course taken, as required)					Court Reporting 3	Nov
Apprenticeship Training & Review (40)					200 wpm 4V Qualifier	Jan
- (includes 10 hours <i>Capstone</i> of Additional Academic Instruction)					10 minutes @ 97.5%	Mar
Transcript Preparation (15)			State licensing test eligible***			May
	(Total academic hours – 105)		(RPR certification test ready – optional)			
(REQUIREMENTS to sit for CSR exam – 660 Academic Ct. Rpt. Hours. *90 hours CAJ Customer Service course required for CAJ Completion Certificate)						

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.

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

^*Must pass one 180 speed test before beginning Apprenticeship*

***Stenographic speed of 180wpm required*

****Stenographic speed of 200wpm required*

California Department of Education

Date: April 18, 2018
To: Susan Lytle Gilmore
Sacramento City Unified School
District
CDS: 34-67439
From: Cliff Moss
Education Programs Consultant
Adult Education Office
916-327-6378
Subject: Course Approval for 2018-19



Your request for approval of the following 21 courses have been received, recorded, and approved for the 2018-19 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2018	--
2402	Basic Mathematics	2018	--
9997	Community Access Skills and Functional Academics	2018	--
9998	Life Skills and functional Academics	2018	--
9996	Workplace Skills and Functional Academics	2018	--
9969	Test Preparation	2018	--
5516	Heating, Ventilation, and Air Conditioning (HVAC) Systems	2018	2018
4622	Business Support and Services	2018	2018
9980	Advanced ESL	2018	--
9982	Beginning ESL	2018	--
9986	ESL MultiLevel	2018	--
9983	General ESL	2018	--
9981	Intermediate ESL	2018	--
4260	Introduction to Pharmacy	2018	2018
4275	Medical Office	2018	2018

4279	Nursing Service	2018	2018
4604	Network Engineering	2018	2018
5860	Court Reporting I-A	2018	2018
5862	Court Reporting I-B	2018	2018
5861	Court Reporting Lab I-A	2018	2018
5863	Court Reporting Lab I-B	2018	2018

You are authorized to claim apportionment for the above courses. It is recommended that you use these Course Titles with your suggested classes listed under them when communicating your program offerings to the public.

Course Outlines for all apportionment classes shall be on file and available for review at the adult school or the district office (5 CCR 10508).

To meet optimum educational standards, these course outlines should contain:

- Goals and purposes
- Performance objectives or competencies
- Instructional strategies
- Units of study, with approximate hours allotted for each unit
- Evaluation procedures
- Clear course completion requirements of established goals and objectives

From EC 1900; 41976; 52506; 52515; 52518; 52570.

For Vocational Education courses:

Before establishing a Vocational or Occupational Education Program, you must conduct a job market study in your market area and have it reviewed every two years to justify the vocational program. Refer to the Job Market Study in EC 52519; 52520 for more information.