

Welcome to the Georgia Board of Court Reporting (“Board”) Eligibility Requirements and Certification Procedures. This booklet contains information that will assist you in successfully applying for testing and certification in the state of Georgia.

### **Application for Testing**

The Board has adopted the applications for testing of the National Court Reporters Association (NCRA) and the National Verbatim Reporters Association (NVRA) as the Board’s Application for Testing. Therefore, an applicant may apply for certification with the Board after passing either the NCRA Exam or the NVRA Exam.

### **Application for Certification**

Any prospective applicant may apply for certification after achieving a passing score on the NCRA Exam or the NVRA Exam. Detailed instructions are listed below.

## **Eligibility Requirements and Certification Procedures**

### **I. Eligibility for Certification:**

Any person who meets the following criteria is eligible for certification as a Georgia court reporter:

- (1) Has attained the age of 18 years of age;
- (2) Is of good moral character;
- (3) Is a graduate of a high school or has had an equivalent education.

### **II. Testing Procedures and Certification Instructions:**

#### **Testing Procedures**

- (1) Apply for testing and attain a passing score on the NCRA Exam or the NVRA Exam. Testing information for NCRA and NVRA may be located at:
  - a. [www.ncraonline.org](http://www.ncraonline.org)
  - b. [www.nvra.org](http://www.nvra.org)

Note: The previous attainment of a passing score on the NCRA Exam or the NVRA Exam satisfies the Board’s NCRA and NVRA testing requirements, respectively, for a certification applicant.

#### **Certification Instructions**

- (2) Complete and submit to the Board of Court Reporting the Application for Certification and the Georgia Test;
- (3) Attain a passing score on the Georgia Test;
- (4) Attach the certification fee of \$125.00 for processing;
- (5) Mail the Exam Passage Verification form directly to the licensing agency, NCRA or NVRA. The Board **only** accepts the Exam Passage Verification form from the licensing agency.

**PLEASE NOTE:** All required information must be received within 30 days of filing the Application for Certification or the application will be returned unprocessed. Upon approval, a Georgia Certified Court Reporter License ID card will be issued within 15 days of receipt of your materials filed to the Board. For purposes of determining the date upon which an application is deemed filed, the date of postmark affixed by the United States Postal Service (not a postage meter), or the date certified by a bona fide private courier service on the envelope containing the application shall prevail.

## Recertification Procedures

Applicants who are seeking to regain certification after having their certification **revoked** for failure to annually renew and/or for failure to complete CE requirements may recertify using the Board's current certification procedures. Anyone applying for certification reinstatement under such a revoked license must include a \$500.00 reinstatement penalty along with the \$125.00 application fee.

### **I. Recertification Testing Procedures**

- (1) Apply for testing and attain a passing score on the NCRA Exam or the NVRA Exam. Testing information for NCRA and NVRA may be located at:
  - a. [www.ncraonline.org](http://www.ncraonline.org)
  - b. [www.nvra.org](http://www.nvra.org)

Note: The previous attainment of a passing score on the NCRA Exam or the NVRA Exam satisfies the Board's NCRA and NVRA testing requirements, respectively, for a recertification applicant.

### **II. Recertification Instructions**

- (1) Complete and submit to the Board of Court Reporting the Application for Certification and the Georgia Test;
- (2) Attain a passing score on the Georgia Test;
- (3) Attach the Reinstatement Penalty of \$500.00 and certification fee of \$125.00 for processing;
- (4) Mail the Exam Passage Verification form directly to the licensing agency, NCRA or NVRA. The Board **only** accepts the Exam Passage Verification form from the licensing agency.

**PLEASE NOTE:** All required information must be received within 30 days of filing the Application for Certification or the application will be returned unprocessed. Upon approval, a Georgia Certified Court Reporter License ID card will be issued within 15 days of receipt of your materials filed to the Board. For purposes of determining the date upon which an application is deemed filed, the date of postmark affixed by the United States Postal Service (not a postage meter), or the date certified by a bona fide private courier service on the envelope containing the application shall prevail.









## Judicial Council of Georgia Board of Court Reporting 2011 Georgia Test

**Directions:** Circle the letter choice that best answers the test questions or statements below. Choose one answer for each question. For TRUE or FALSE questions, circle "A" for TRUE and "B" for FALSE. Use a black or blue ink pen in marking your selection. **Unclear indications** will be marked as an error. **A passing score of 80 or higher is required to apply for certification.**

Answers to the test questions or statements are located in the Georgia Certified Court Reporting Resource Guide. The Georgia Certified Court Reporters Resource Guide may be found online at [www.georgiacourts.org/agencies/bcr/handbook.html](http://www.georgiacourts.org/agencies/bcr/handbook.html).

- 1) Continuing education hours should be submitted to the following agency for credit:
  - a. The Board of Court Reporting
  - b. The Certified Court Reporters Training Council
  - c. The Institute of Continuing Judicial Education
  
- 2) At what point may an individual apply for a Georgia court reporting certificate?
  - a. At the time he/she applies to take a national-level exam
  - b. Certificates are awarded by referral only
  - c. Following passage of a national-level certification exam
  - d. After having worked under a temporary license for a minimum of six months
  
- 3) A certificate is automatically suspended for failure to pay the renewal fee by December 31st of each year.
  - a. True
  - b. False
  
- 4) Each court reporter shall provide a copy of a disclosure form prior to having a deposition.
  - a. True
  - b. False
  
- 5) Any court reporter who is convicted of an offense involving possession of a controlled substance or marijuana:
  - a. Shall notify the Board of Court Reporting within 10 days following the conviction
  - b. Shall notify the Board of Court Reporting within 20 days following the conviction
  - c. Shall notify the Board of Court Reporting within 30 days following the conviction
  
- 6) The Code of Professional Ethics for court reporters allows reporters to give gifts to attorneys, client or their agent:
  - a. That do not exceed \$50 in aggregate per recipient each year
  - b. That do not exceed \$50 per gift
  - c. That do not exceed \$50 per law firm
  - d. That do not exceed \$50 per court reporter

- 7) One criteria that requires a court reporting firm to register with the board is:
  - a. Gross annual revenue exceeds \$50,000
  - b. Gross annual revenue exceeds \$150,000
  - c. Gross annual revenue exceeds \$250,000
  - d. Two or more court reporters work together under a fee-sharing arrangement as independent contractors
  - e. Any association that identifies itself by a business name
  
- 8) In Georgia, freelance reporters are not allowed to fill in for official reporters.
  - a. True
  - b. False
  
- 9) A certified court reporter against whom a grievance complaint is filed, and from whom the Board of Court Reporting has requested an Answer, should:
  - a. Ignore it and hope it will go away
  - b. Call the Chair of the Board of Court Reporting and ask what to do
  - c. Send a written, notarized Answer to the Board of Court Reporting within 30 days of the date of notification
  - d. Send a written, notarized Answer to the Board of Court Reporting within 45 days of the date of notification
  
- 10) The Board of Court Reporting provides an attorney for the court reporter at any grievance hearing.
  - a. True
  - b. False
  
- 11) A newly certified court reporter is required to complete the Learning Essentials About Professionalism (LEAP) seminar within twelve months of certification.
  - a. True
  - b. False
  
- 12) A judge shall have the authority to request an emergency permit for the same court reporter:
  - a. One time
  - b. Three times
  - c. Five times
  - d. Unlimited
  
- 13) Trial transcripts shall have how many character spaces per line?
  - a. 30 spaces
  - b. 52 spaces
  - c. 63 spaces
  
- 14) Capital felony transcripts are retained by the Clerk of the Court for at least:
  - a. Seventy years
  - b. Seven years
  - c. Twenty years
  
- 15) A court reporter may use any method in which the reporter feels competent:
  - a. True
  - b. False

- 16) For a court transcript the left-margin indentation is \_\_\_\_\_ spaces for questions and answers on the first line and \_\_\_\_\_ spaces for subsequent lines.
- 5, 2
  - 6, 2
  - 5, no
  - None of the above
- 17) Which of the following is not part of a transcript index?
- The names of witnesses with page numbers where their testimony begins on direct, cross, redirect, and re-cross examination
  - A list of exhibits produced by each party
  - Photographs of the witnesses
  - The number of the page on which the jury charge begins
- 18) Page numbering for court transcripts shall be printed:
- On the bottom center of the page
  - On the bottom right side of the page
  - On the top right side of the page
  - On the bottom center of every fifth page
- 19) Opening and closing arguments are required to be taken down in court proceedings.
- True
  - False
- 20) When a transcript of court proceedings has been requested, the transcript shall be filed with the appeals court within:
- Thirty days after filing of the notice of appeal
  - Thirty days after filing of the notice of appeal unless the time is extended
  - When the court reporter has time to prepare it
  - As soon as possible
- 21) Each day that a court reporter practices court reporting while not licensed is a separate violation.
- True
  - False
- 22) An official court reporter for a Superior Court shall prepare a transcript of the proceedings:
- When required by law to do so
  - When requested to do so by counsel for any party to the case
  - When requested to do so by counsel for any party to the case and upon being paid the legal fees for such transcript
  - Either A or C
- 23) A court reporter who does not complete the required Continuing Education hours by December 31 is suspended:
- Upon receiving a notification
  - April of the following year
  - Immediately
- 24) Compensation for official court reporters is dictated by the Court Reporters' Fee Schedule.
- True
  - False

- 25) A court reporter should:
- a. Accept only assignments which are beneath his/her level of competence to assure accuracy and timely production of the transcript
  - b. Accept assignments which obviously exceed his/her level of competence
  - c. Accept assignments which reflect his/her level of competence