CART PROGRAM OPTION

CART (Communication Access Realtime Translation) is part of the *General Requirements and Minimum Standards* and is binding on those institutions that elect to offer a CART program.

MINIMUM STANDARD IX-A – MACHINE SHORTHAND FOR CART

Please refer to Minimum Standard IX-A on page 30 of the *General Requirements and Minimum Standards* and respond to the following questions/statements accordingly.

1. Do machine shorthand CART courses:

   COURSE

   a. include instruction in writing the spoken word by means of a realtime translation theory to provide instantaneous translation? ☐ Yes ☐ No _____

   Which theory do you use? _____

   b. include the use of tutorial and/or realtime technology and teacher interaction during theory instruction? ☐ Yes ☐ No _____

   c. include speed and accuracy development? ☐ Yes ☐ No _____

   d. include live practice dictation (live, online, or by electronic media), multi-voice testimony (including medical, legal, and technical material), literary, and current events? ☐ Yes ☐ No _____

   e. test at incremental speeds on unfamiliar material? ☐ Yes ☐ No _____

   f. ensure the same test is not used more than once every six months? ☐ Yes ☐ No _____

   g. require readback and analysis of shorthand notes? ☐ Yes ☐ No _____

   h. require once-a-week transcription by all students from shorthand notes under institutional supervision? ☐ Yes ☐ No _____

   i. require all test transcription to be timed and monitored by an institutional supervisor? ☐ Yes ☐ No _____

   j. safeguard the integrity of any tests transcribed electronically? ☐ Yes ☐ No _____

MINIMUM STANDARD IX-A – MACHINE SHORTHAND FOR CART *(continued)*

2. CART machine shorthand courses shall include instruction in writing the spoken word with punctuation by means of realtime translation theory to provide realtime translation with special emphasis on dictionary development and maintenance to include:

COURSE

   a. all necessary punctuation formats and alphabets (Appendix #5), including upper and lowercase alphabets   ☐ Yes   ☐ No   _____

   b. required punctuation   ☐ Yes   ☐ No   _____

   c. transcription of numbers, which may include using number bar   ☐ Yes   ☐ No   _____

   d. environmental sound descriptors   ☐ Yes   ☐ No   _____

   e. ability to write Web and internet addresses   ☐ Yes   ☐ No   _____

   f. prefixes and suffixes   ☐ Yes   ☐ No   _____

   g. use and editing of phonetic translator   ☐ Yes   ☐ No   _____

   h. dictionary building/maintenance of general vocabulary areas   ☐ Yes   ☐ No   _____

3. CART machine shorthand courses shall include:

   a. review and line-by-line edit and analysis of steno notes   ☐ Yes   ☐ No   _____

   b. taking a simulated Certified Realtime Reporter (CRR) and/or other specialty certification exam   ☐ Yes   ☐ No   _____

   c. taking a simulated Certified Realtime Captioner (CRC) and/or other specialty certification exam   ☐ Yes   ☐ No   _____

MINIMUM STANDARD IX-A – MACHINE SHORTHAND FOR CART *(continued)*

d. building endurance by writing two (2), 30-minute class lectures, meeting/seminar programs, or webcast meeting segments with a goal of 96 percent verbatim accuracy or higher ☐ Yes ☐ No _____

e. writing three (3), five-minute, 180 wpm literary takes (syllabic and/or word count) at 96 percent verbatim accuracy following NCRA's "What is an Error?" guidelines ☐ Yes ☐ No _____

f. paraphrasing in realtime ☐ Yes ☐ No _____

g. accurately finger-spelling words ☐ Yes ☐ No _____

h. building and maintaining a realtime dictionary ☐ Yes ☐ No _____

i. using a phonetic translator ☐ Yes ☐ No _____

j. managing and loading job dictionaries for proper translation ☐ Yes ☐ No _____

MINIMUM STANDARD IX-E – CART TECHNOLOGY

Please refer to Minimum Standard IX-E on page 33 of the *General Requirements and Minimum Standards* and respond to the following questions/statements accordingly.

COURSE

1. CART technology courses shall include instruction in:

   a. the *CART Captioner's Manual* ☐ Yes ☐ No _____

   b. the basic care and maintenance of the computerized steno machine, including key adjustments and stroke depth ☐ Yes ☐ No _____

   c. the basic setup of computer hardware and realtime peripherals, including current remote software applications for text transmission and audio acquisition ☐ Yes ☐ No _____

   d. how to obtain system support ☐ Yes ☐ No _____

   e. the application of computer functions and current software packages ☐ Yes ☐ No _____

   f. the application of CAT functions:
      - screen setup and display to include colors, font type, and font size
      - creating a realtime file
      - managing and loading job dictionaries for proper translations
      - on-screen globaling and defining
      - dictionary building and management
      - use and editing of phonetic translator
      - word substitution in realtime
      - accurately finger-spelling words ☐ Yes ☐ No _____

MINIMUM STANDARD IX-E – CART TECHNOLOGY *(continued)*

2. CART technology instruction shall provide a familiarity with:

   a. understanding of realtime terminology   ☐ Yes   ☐ No   _____

   b. ADA laws and applicable civil rights laws   ☐ Yes   ☐ No   _____

   c. Deaf culture/awareness of CART consumers, to include various associations/organizations and their preferred modes of communication access and accommodation   ☐ Yes   ☐ No   _____

   d. familiarity with accommodations, such as:
- hearing aids
- TTY access
- sound amplifiers
- assistive listening devices   ☐ Yes   ☐ No   _____

   e. differences among Deaf and hard-of-hearing cultures, such as:
- types of hearing loss
- conductive
- sensorineural
- mixed
- degrees of hearing loss
- ear anatomy
- cochlear implants
- sign interpreters, oral interpreters, and transliterators   ☐ Yes   ☐ No   _____

   f. environments where CART may be used

   g. current NCRA *CART Captioner's Manual*   ☐ Yes   ☐ No   _____

   h. ethics, the NCRA Code of Professional Ethics for CART and Broadcast Captioners and the NCRA Guidelines for CART Captioners   ☐ Yes   ☐ No   _____

   i. research and dictionary development for job preparation such as:
- the library, media, and internet
- searches for each CART assignment   ☐ Yes   ☐ No   _____

MINIMUM STANDARD IX-G – CART INTERNSHIP

The objective of the CART internship is for students to spend some time applying learned skills and knowledge to the real world/simulated applications as available.

Please refer to Minimum Standard IX-G on page 35 of the *General Requirements and Minimum Standards* and respond to the following questions/statements accordingly.

COURSE

1. Does the CART internship commence after the student completes the program's 160 wpm literary requirement? ☐ Yes ☐ No _____

2. Does the institution assist the student in arranging the internship experience? ☐ Yes ☐ No _____

3. Does the student serve in the capacity of the CART provider during internship? ☐ Yes ☐ No _____

4. Does the internship include a minimum of 15 hours of research and dictionary preparation and 25 hours of writing on-site or remote in an academic, webcast, or public environment under the supervision of a practicing CART provider or institutional instructor? ☐ Yes ☐ No _____

5. Are records maintained to verify the internship experience? ☐ Yes ☐ No _____

6. Does the student prepare an unedited realtime translation of two (2), 30-minute segments of CART services on varied topics for educational and analysis purposes? ☐ Yes ☐ No _____

7. Does the student submit a narrative report (minimum of one page) and a signed internship verification form and translation of internship experience? ☐ Yes ☐ No _____

MINIMUM STANDARD IX-H – CATALOG OR PROGRAM INFORMATION REQUIREMENTS (CART)

In addition to the general catalog requirements (see Minimum Standard V), the following elements shall be included in the catalog or program information. The information shall be made available to each student enrolled in a CART realtime education program.

1. An explanation of specific graduation requirements for Communication Access Realtime Translation (CART) students shall include the following minimum standards:

PAGE/WEB ADDRESS

a. Write three (3), five-minute, realtime literary broadcast material takes at 180 wpm (syllabic and/or word count) at 96 percent verbatim accuracy. _____

b. Transcribe a minimum of two (2), five-minute, two-voice, non-realtime tests with a minimum of 95 percent accuracy, dictated at a minimum speed of 225 wpm. *(If the program has a judicial track, the 225 wpm Q&A testing material will satisfy this requirement.)* _____

c. Prepare a realtime translation of two (2), 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience. _____

d. Complete 15 hours of research and dictionary preparation and 25 hours of writing for a total of 40 hours of internship experience. _____

SUBMIT TO NCRA

Please save the completed form and send via email: *schools@ncra.org*

QUESTIONS?

Please email *schools@ncra.org* or call the Education Department at 800-272-6272.