

Registered Professional Reporter (RPR) Skills Exam

Job Tasks and Knowledge



Job Task 01: Research and Language Skills - This area assesses the candidate's ability to utilize current rules of punctuation, grammar, word usage, and vocabulary.

- A. Proofread transcripts to ensure absence of spelling, typographical, and/or word usage (e.g., homonym-type) errors.
 - Knowledge of legal terminology and spelling.
 - Knowledge of medical terminology and spelling.
 - Knowledge of technical terminology and spelling.
 - Knowledge to recognize and correct homonym-type errors.
 - Knowledge to recognize and correct word usage errors.
 - Knowledge of English language vocabulary.
 - Knowledge of rules of English grammar.
- B. Proofread transcripts for correct punctuation to ensure verbatim records of proceedings.
 - Knowledge of rules of punctuation.
- C. Research the spelling of medical, legal, and technical terminology used during proceedings.
 - Knowledge of methods used to research obscure or unfamiliar terminology and spelling.
 - Knowledge of authoritative research resources used to proofread transcripts.
- D. Research obscure or unfamiliar terms mentioned during proceedings to ensure accuracy.
 - Knowledge of methods used to research obscure or unfamiliar terminology and spelling.
 - Knowledge of authoritative research resources used to proofread transcripts.
- E. Maintain grammar knowledge to assist in accurately capturing and transcribing verbatim proceedings.
 - Knowledge of English language vocabulary.
 - Knowledge of rules of English grammar.
- F. Cultivate a broad vocabulary to assist in accurately capturing and transcribing verbatim proceedings.
 - Knowledge of legal terminology and spelling.
 - Knowledge of medical terminology and spelling.
 - Knowledge of technical terminology and spelling.
 - Knowledge to recognize and correct homonym-type errors.
 - Knowledge to recognize and correct word usage errors.
 - Knowledge of English language vocabulary.

Job Task 02: Reporting Proceedings - This area assesses the candidate's ability to utilize stenographic equipment and computer-aided transcription software to create a verbatim record.

- A. Set up equipment to prepare for reporting proceedings.
 - Knowledge of the capabilities and use of the computer-aided transcription (CAT) software.
 - Knowledge of the operation and maintenance of the stenographic machine to facilitate verbatim reporting.
 - Knowledge of equipment required to provide realtime translation.
 - Knowledge to troubleshoot equipment hookup.
- B. Utilize stenographic equipment with the fluency and speed required to capture verbatim testimony in a manner that allows for accurate transcriptions.
 - Knowledge of the reporter's responsibility to identify parties for the record.

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- Knowledge of the operation and maintenance of the stenographic machine to facilitate verbatim reporting.
- Skill to stenographically identify multiple speakers to accurately attribute statements.
- Skill to operate the stenographic machine at the speed required.

C. Utilize speaker identification to attribute statements made on the record.

- Knowledge of the reporter's responsibility to identify parties for the record.
- Knowledge of the operation and maintenance of the stenographic machine to facilitate verbatim reporting.
- Skill to stenographically identify multiple speakers to accurately attribute statements.
- Skill to operate the stenographic machine at the speed required.

D. Utilize computer-aided transcription (CAT) software and equipment to provide realtime translation.

- Knowledge of the capabilities and use of the computer-aided transcription (CAT) software.
- Knowledge of the operation and maintenance of the stenographic machine to facilitate verbatim reporting.
- Knowledge of equipment required to provide realtime translation.
- Knowledge to troubleshoot realtime setup

Job Task 03: Transcribing Proceedings - This area assesses the candidate's ability to create an accurate transcript from the stenographic record formatted to applicable standards.

A. Prepare transcripts of proceedings from translated stenographic notes.

- Knowledge of the capabilities and application of court reporting software to produce transcripts of proceedings.
- Knowledge of NCRA guidelines regarding transcript formatting
- Knowledge of the use of caption information in transcript preparation.
- Knowledge of basic computer operating functions and capabilities.

B. Maintain a current stenographic dictionary to facilitate transcript production.

- Knowledge of the capabilities and application of court reporting software to produce transcripts of proceedings.
- Knowledge of basic computer operating functions and capabilities.

C. Punctuate transcripts properly using authoritative reference guidelines.

- Knowledge of the capabilities and application of court reporting software to produce transcripts of proceedings.
- Knowledge of basic computer operating functions and capabilities.
- Knowledge of requirements regarding Minimum Transcript Format Standards.

Job Task 04: Transcript Management - This area assesses the candidate's ability to prepare and deliver transcripts in a timely manner.

A. Prepare and deliver secure electronic files of transcripts when requested or required.

- Knowledge of methods to produce electronic files.
- Knowledge of methods to protect and secure electronic documents.
- Knowledge of time limits required to produce and deliver finished transcripts.