**Section 1200.30 Examinations**

a) The examination for certification as a certified shorthand reporter shall be administered by the Division or its designated testing service.

1) Written Knowledge Examination. The written examination is given to determine the applicant's competency and ability:

A) To understand the English language, including reading, spelling and the applicant's knowledge of day to day vocabulary, as well as medical, legal and technical vocabulary, without the use of a dictionary;

B) To accurately report any of the matters comprising the practice of shorthand reporting as defined in the Illinois Certified Shorthand Reporters Act of 1984 [225 ILCS 415] (the Act), by the use of any system of manual or mechanical shorthand or shorthand writing;

C) To clearly understand the obligations between a shorthand reporter and the parties to any proceedings reported; and

D) To understand the provisions of the Act.

2) Dictation Examination

A) This portion of the examination shall consist of the following parts:

i) General dictation at 200 words per minute for 5 minutes with an allowance of 50 errors. (Definition: spoken words presented in court proceedings, depositions, arbitrations, speeches and hearings).

ii) Testimony, 2 voice, 225 words per minute for 5 minutes with an allowance of 57 errors.

B) Transcription. Upon completion of both parts of the Dictation Examination, the applicant shall transcribe both parts in double-spaced form.

C) The applicant shall be allowed an aggregate of three hours to complete all transcription. Those retake applicants required to transcribe only one part of the Dictation Examination shall be allowed one and one-half hours.

b) Grading of the Examination

1) The passing score on the Written Knowledge Examination set forth in subsection (a)(1) of this Section is 75% or better.

2) An applicant shall pass the Dictation Examination set forth in subsection (a)(2) of this Section if he/she successfully transcribes within the given time periods set forth in subsections (b)(2)(A) and (B):

A) 200 words per minute for 5 minutes with 50 errors or fewer on the general dictation part; and

B) 225 words per minute for 5 minutes with 57 errors or fewer on the 2 voice testimony.

3) In scoring the Dictation Examination, "Q" representing question and "A" representing answer shall not be counted as words in the testimony portion; however, such signs must appear in proper order in the transcript.

4) Applicants who fail a portion of an examination will be required to retake within a period of three years only the portion or dictation part of the examination they did not pass.

c) Required Supplies for the Examination

1) Each applicant must supply his/her own bound dictionary, pens, pencils, stenographic machine, erasers, stenograph paper, and notebooks or note paper. The use of only one dictionary per person is permitted. Computers shall be supplied at the location of the examination.

2) Applicants shall not be permitted to use tape recorders or other electronic recording devices during the examination sessions.

3) Typing paper will be provided.

d) The provisions of this Section shall apply to applicants upon adoption without regard to where the applicant is in the application process.

e) An applicant for licensure who possesses an active Registered Professional Reporter certificate by examination or a Registered Merit Reporter certificate issued by the National Court Reporters Association shall not be required to sit for the examination. The Division, upon recommendation of the Board, has determined that the Registered Professional Reporter and Registered Merit Reporter examinations are equivalent to the examination administered by the Division.

(Source: Amended at 38 Ill. Reg. 19662, effective October 10, 2014)