Michigan Court Reporting and Recording Board of Review

Michigan Hall of Justice
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December 26, 2024

Tom Boyd
State Court Administrator
Michigan Hall of Justice
925 W. Ottawa St.
Lansing, MI 48909

RE: New Pathways for CSR Certification Eligibility

Hello,
At their meeting held on September 20, 2024, the Michigan Court Reporting and Recording Board of Review heard a public forum request from the President of the Michigan Association for Professional Court Reporters (MAPCR) and association members to change the current testing requirements for Certified Shorthand Reporters (CSRs).

The Board has reviewed the testing requirements for CSRs in the Michigan Court Rule 8.108 (G), as well as the testing and certification requirements set forth in the Manual for Court Reporters and Recorders. At their December 13, 2024 meeting, the Board voted to establish two different pathways in which an individual would be eligible for CSR certification **effective January 1, 2025:**

The first pathway is through completion of an NCRA-approved course of study and passage of the CSR written examination. Per MCR 8.108 (G)(3)(c) and the *Manual for Court Reporters and Recorders*, candidates must have satisfactorily completed a post-high school, Board approved, accredited, or recognized course of study. The Board of Review has established that any NCRA-approved course shall be automatically approved by the Board of Review. **"Satisfactory Completion" requires the following:**

- During their course of study, students must pass each section of their tests during their course three times at the following rates: Q & A must be completed at 225 words per minute (wpm); Jury Charge must be completed at 200 words per minute (wpm); and Literary must be completed at 180 words per minute (wpm). The transcripts completed must have a 95% accuracy or higher.

- Students must graduate from their course and provide verification of course completion through their instructor. This shall be done through a letter from their instructor until a new form is released by the State Court Administrative Office (SCAO).

- Following successful completion of an approved course of study and verification by their instructor, students must take and pass the CSR written knowledge examination administered by Lansing Community College with an 80% or higher. The cost to register for the exam is $60.

Upon completion of these requirements, individuals would be eligible to apply for CSR certification and pay the $60 certification fee, as set forth in MCR 8.108 (G)(3)(f).

The second pathway is through passage of the NCRA Registered Professional Reporters (RPR) examination and Board review and approval of a non-NCRA approved workshop/course, and passage of the CSR written examination:

- Individuals who have completed a non-approved NCRA program, but have passed the NCRA RPR examination must complete and submit form scao11c to the NCRA to verify examination section passage.

- Individuals must also provide copies of their certificate or degree completion of their non-approved course, as well as a copy of their course curriculum. This documentation will be submitted to the Court Reporting and Recording Board of Review for review on a case-by case basis.

- Approval of their course for that individual and verification of their RPR examination scores by the NCRA is required for a student to be eligible to sit for the CSR written knowledge examination administered by Lansing Community College. The cost to register for the exam is $60. Upon completion of these requirements, students must pass the CSR written knowledge examination with an 80% or higher.

Upon completion of these requirements, individuals would also be eligible to apply for certification and pay the $60 certification fee, as set forth in MCR 8.108 (G)(3)(f).

Note that individuals who are certified in another state as certified shorthand reporter may still apply to the Court Reporting and Recording Board of Review for reciprocity in Michigan to become certified as a CSR. Requirements for reciprocity requests can be located on the certification policies webpage.

Any questions about the requirements for CSR certification can be directed to Program Coordinator Robin Wolfert, by email at ctrec-info@courts.mi.gov or by telephone at (517) 373-9526.

Sincerely,

Anica Letica

Hon. Anica Letica
Judge, Michigan Court of Appeals
Chair, Michigan Court Reporting and Recording Board of Review

CC: Caitlyn Hartley, President, MAPCR
Elizabeth Bosilkovski, Instructor, Macomb Community College
Nancy Reinke, Certified Shorthand Reporter

Prospective CSR Candidates