

TX CSR WKT - JBCC Rules

Questions and answers latest update

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expired

A person must not perform work requiring certification, registration, or license with an ____ certification, registration, or license.

30 days

The Commission will notify by email no later than ____ before the date that the person's certification is scheduled to expire.

exempt

A person's failure to receive a renewal notice from the Commission does not ____ the person from any renewal requirements.

online system

All certification renewal applications must be submitted through the JBCC's ____.

incomplete

____ renewal applications will not be processed.

on or before

The renewal application and all fees are due ____ the expiration of the certification.



expiration

An application is timely if it is submitted on or before its ____.

practice

Failure to submit a renewal application on or before expiration will result in a lapse in the legal authority to ____.

one and one-half times

If the renewal application is submitted 90 days or less after expiration, the renewal fee is ____ the normal fee.

twice

If the renewal application is submitted more than 90 days but less than 1 year after expiration, the renewal fee is ____ the normal fee.

renewed

Upon the 1-year anniversary of the expiration of a certificate, it becomes permanently invalid and cannot be ____.

examination

A person whose certification becomes invalid may obtain a new certification by fulfilling all requirements including ____.

moved to another state



A person may renew a certification one year after expiration or later if they ___ before applying for renewal, they are in good standing, have been practicing for one year preceding application, and pays the renewal fee twice the normal fee.

continuing education

Any ___ requirements to renew must be completed prior to certification expiration to avoid payment of a late renewal fee.

increased

A person who fails to renew certification because they are on active duty in the United States armed forces serving outside the state is exempt from any ___ renewal fee.

extension

A person who is ordered to active military duty is entitled to a(n) ___ of their certification.

child support arrearages

The Commission must refuse to accept an application for renewal if the Commission receives notice of ____.

renewal

A regulated person must respond to requests for information from the Commission pertaining to ___ of certification.

misconduct



A regulated person must respond to requests for information from the Commission pertaining to complaints alleging ____ by the regulated person.

investigative

A regulated person must respond to requests for information from the Commission pertaining to ____ inquiries by the Commission or Director

time prescribed

A regulated person must respond to a request for information within the ____ in the request.

names, addresses, phone and fax numbers, and email address

A regulated person must provide the Commission with their personal and business ____.

30 days

A regulated person must notify the Commission of contact information changes within ____ of the change.

felony or misdemeanor

A regulated person who, after being certified, is convicted of any ____ offense must immediately notify the Commission of the conviction.

last

A certification expires on the ____ day of the month on the second anniversary of the date on which it was issued unless it's renewed.



revoked or denied renewal

A person whose certification has been ____ may apply in writing to the Commission for reissuance.

good cause

An applicant seeking reissuance bears the burden of proving ____ for reissuance.

rehabilitative

An applicant seeking reissuance must demonstrate ____ efforts concerning substance abuse.

damages

An applicant seeking reissuance must demonstrate good faith efforts to correct, resolve, or cure ____ cause by the applicant.

mitigating

An applicant seeking reissuance must demonstrate ____ circumstances of the applicant's conduct that led to the revocation or refusal of renewal.

work

An applicant seeking reissuance must demonstrate the length, quality, and nature of ____ history and the extent to which it resembles the services performed under the certificate.

penalties



An applicant seeking reissuance must demonstrate payment of administrative ____ and adherence to conditions of fulfillment of prerequisites for reissuance.

health, safety, and welfare

An applicant seeking reissuance must demonstrate the reissuance does not pose a risk to public ____.

grounds

An applicant seeking reissuance must demonstrate the corrections of the ____ for the revocation or denied renewal.

probationary period

Upon reissuing a certification, the Commission may impose a(n) ____.

approved

Continuing education (CE) courses must be ____ by the Commission.

skills or competence

A CE course is an organized program of learning designed to increase or maintain the ____ of the CSR.

education or experience

A CE course must be developed and presented by person with ____ in the subject matter of the course.



renewal application

A CSR may request approval of a CE course prior to the date that the course will be offered or at the time they file a(n) ____.

course content

A CSR's approval request for a CE course must be accompanied by an outline and materials that describe the ____, identify presenters, show time allotted for segments, and provide date and location of program.

website

The Commission will publish on its ____ a list of courses that are approved for CE.

three

A CE provider whose course has been approved must retain participant completion records for a period of ____ years after completion of the course.

10 days

Upon request, a CE course provider must provide program attendance information to the Commission within ____ of the request.

certificate of attendance

A CSR must obtain a(n) ____ or other documentation from a CE course provider to prove attendance/completion.

documentation



A CSR must submit CE ____ with their renewal application.

three years

A CSR must retain a copy of CE documentation for a period of ____ after completion of the course.

15 days

A CSR may appeal a denial of approval of a CE course in writing within ____ of notification of the denial.

compliance

The Commission may request additional information from a CSR to verify their ____ with CE requirements.

CE credits

____ earned during the late renewal period may not be used to satisfy the CE for the subsequent renewal period.

business meetings

Attendance at association ____ does not qualify as CE courses.

officer

Service on a committee/council or as a(n) ____ of a professional organization does not count as CE activities.



disciplinary

Activities completed to satisfy requirement of a(n) ____ action do not count for CE credit.

judicial officer

Any activity completed as ordered by a(n) ____ does not count as CE credit.

penalty

The Commission may impose an administrative ____ on a CSR who violates a rule.

sanction

A proceeding imposing an administrative penalty may be combined with a proceeding to impose an administrative ____.

\$500

The amount of an administrative penalty may not exceed ____ for each violation.

separate

Each day that a violation continues/occurs is considered a(n) ____ violation.

seriousness

The amount of the penalty may be based on the ____ of the violation.



health or safety

The amount of the penalty may be based on the threat to ____ caused by the violation.

previous

The amount of the penalty may be based on any ____ violations.

deter

The amount of the penalty may be based on the amount necessary to ____ a future violation.

good faith efforts

The amount of the penalty may be based on whether the violator made ____ to correct the violation.

personal knowledge

A complaint alleging a violation may be filed by a person with ____ of the alleged violation.

complaint form

A complaint must use the ____ provided on the Commission's website.

factual basis

A complainant must describe the ____ for any allegations.

documentation



A complainant must include any necessary ____ or other supporting materials for information.

respondent

Upon receipt of a complaint, the Commission must send a copy to the ____.

20 days

A respondent of a complaint has ____ after receipt of the notice to submit a written response under penalty of perjury.

extension of time

A complaint respondent may request a(n) ____ to file an answer, but it must be before the expiration of the 20-day period.

review committee

The Commission must refer a properly executed complaint and the results of any investigation to a(n) ____.

one

The review committee must hold at least ____ meeting(s) to review, determine if a violation occurred, and impose a penalty, sanction, or both.

investigatory

The review committee is not a(n) ____ body.



complainant and respondent

The _____ may attend the review committee's meetings.

certified mail

The review committee must give the respondent written notice by ____ of its determination to the last known address.

five years

The Director may dismiss complaints that clearly do not allege misconduct or that took place more than ____ before the complaint was filed.

dismissals

The Director must inform the Commission and the complainant of all ____ made.

30

No later than ____ days after a dismissal, the complainant may request in writing that the Commission reconsider the complaint.

RMR

Registered Merit Reporter

RPR

Registered Professional Reporter



Uniform Format Manual

Governs the form of official reporters' records and freelance transcriptions.

authorized by the Supreme Court

A certification must be for one or more of the following methods of shorthand reporting: written, machine, oral, or any other method ____.

certified

A person may not use the title "court reporter," "court recorder," or "shorthand reporter" unless they are ____.

register

A court reporting firm must ____ with the Commission.

service

If a court reporting firm is not registered with the Commission, it may not use the title or offer ____ as a court reporting firm.

noncertified shorthand reporter

Rule 6.4 does not prohibit the employment of a(n) ____ until a CSR is available in the judicial district where services are desired.



GED equivalent

To qualify for certification, a person must be a high school graduate or possess the ____.

two-voice dictation of Q&A

One section of Part A will be composed of five minutes of ____ given at 225 wpm.

dictation of a jury charge

One section of Part A will be composed of five minutes of ____ given at 200 wpm.

dictation of selected literary material

One section of Part A will be composed of five minutes of ____ given at 180 wpm.

writing

Each applicant must personally take down Part A and must reduce the takedown to ____.

95%

The minimum passing grade on each section of Part A is ____ accuracy.

dictionary

Applicants may use a(n) ____ during Part A.

3 hours



Applicants will be allowed ____ to complete the transcription of Part A of the test.

court reporting, spelling, and grammar

Part B of the test must consist of objective questions touching on elementary aspects of ____ and Texas rules and procedure.

Part B

Applicants may not use a dictionary during ____.

75%

The minimum passing grade on Part B is ____.

reexamined

An applicant who passes Part A or Part B of the exam but fails the other part will not be required to be ____ on the part that the applicant passed.

20

An applicant who fails an exam may request that it be regraded by sending a written request to the Commission office within ____ days of the date of the failure notice.

results

If an exam is regraded, the Commission will inform the applicant of the ____.



advisory board

Upon receipt of regrading results, the applicant may request a personal review of the exam with a member of the _____.

in writing

A request for a personal review of an exam must be _____ and filed within 20 days of the regrading results notice.

Supreme Court of Texas

The Commission must certify to the _____ the names of applicants who have completed all requirements for certification.

September 1, 1983

A person certified prior to _____, may retain a general certification if they keep that certification in continuous effect.

a minor traffic offense or juvenile offense

To register a court reporting firm, the form must state whether any officers, directors, or managerial employees of the firm have been convicted of a felony or misdemeanor other than _____.

duties and responsibilities

The Commission may refuse to certify a person who was convicted of an offense that directly relates to the _____ of a CSR.

directly relates



The Commission may refuse to register a firm if an officer, director, or managerial employee was convicted of a felony or misdemeanor that ____ to providing court reporting services.

equivalent or more stringent

The Commission will waive Part A of the exam for an applicant by endorsement who is certified in another jurisdiction that has ____ certification standards.

reciprocity agreement

The Commission will waive Part A of the exam for an applicant by endorsement who is certified in another jurisdiction that has entered into a(n) ____ with the Supreme Court of Texas.

list of states

The Commission will waive Part A of the exam for an applicant by endorsement who is certified in another jurisdiction that is included on the ____ that have equivalent certification requirements.

five-year period

An applicant by endorsement must have been actively performing CR duties where already licensed during three years of the ____ immediately preceding application.

B

An applicant by endorsement must successfully complete Part ____ of the exam.

criminal history

An applicant for endorsement must pass a(n) ____ background check.



provisional certification

An applicant for endorsement may obtain a(n) _____ while the certification by endorsement is pending.

two-year period

One requirement for an apprenticeship is to pass any subpart of Part A during the ____ immediately preceding the date of application.

pass

One requirement for an apprenticeship is to ____ Part B of the examination.

criminal history background check

One requirement for an apprenticeship is to pass a(n) _____.

200 wpm

One option that an apprenticeship applicant may submit with their application is a letter from their school verifying their enrollment and that they can report at at least _____.

certificate of completion

One option that an apprenticeship applicant may submit with their application is a(n) _____ from a court reporting school.

work product



One option that an apprenticeship applicant may submit with their application are references or ____ of shorthand services in a jurisdiction that does not license for three years in the immediately preceding five-year period.

before a court

An apprentice reporter must not report a hearing ____.

expert witness

An apprentice shorthand reporter may provide services for depositions, other than those of a(n) ____.

10

An apprentice reporter may only provide services under the direct supervision of a CSR who has been in good standing for the last ____ years.

transcribe

An apprentice reporter may ____ a record they reported as an apprentice.

supervising CSR

If an apprentice never becomes certified, their ____ must prepare a transcript of a record taken by the apprentice if it is requested after their apprenticeship has ended.

discipline

An apprentice reporter is subject to all requirements of the Commission and are subject to ____ by the Commission.



name and certification number

An applicant for apprenticeship must include the supervising CSR's ____ on the application.

agreement

An applicant for apprenticeship must file a statement of the supervising CSR attesting to their ____ to supervise.

audio backup

An apprentice reporter must create a(n) ____ of each deposition or proceeding.

certification page

The ____ of each transcript reported by an apprentice must include the CRS's name, certification number, and signature

five days

The apprentice must file steno notes, text files, and audio backup with the supervising CSR no later than ____ after the conclusion of the deposition or proceeding.

log

The supervising CSR must maintain for the duration of the apprenticeship a(n) ____ of every transcript prepared by an apprentice and signed by the CSR.



second degree

A supervising CSR must not be related within the ____ by marriage (affinity) to their apprentice.

third degree

A supervising CSR must not be related within the ____ by blood (consanguinity) to their apprentice.

employee

A supervising CSR must not supervise their ____ as an apprentice.

supervisory authority

A supervising CSR must not supervise any person who has ____ over them in any employment or professional capacity.

two

A supervising CSR must not supervise more than ____ apprentices at a time.

notify

A supervising CSR whose certification expires, is revoked, or suspended must not continue to supervise and must ____ all apprentices under their supervision.

two times

An apprentice reporter must take Part A at least ____ per year during the apprenticeship.



exam

The supervising CSR must inform the Commission if the apprentice does not comply with the ____ requirements during the apprenticeship.

terminate

The Commission may ____ the apprenticeship of an apprentice who fails to take Part A at least two times per year.

ending

A supervising CSR must inform the Commission if the apprenticeship is ____ for any reason.

quality and timeliness

The supervising CSR is responsible for the ____ of the apprentice's transcripts.

disciplinary action

A supervising CSR may be subject to ____ for the conduct and work performance of their apprentice.

five

And apprentice reporter must provide written notice of apprenticeship to the attorney taking the deposition at least ____ days before the deposition. If assigned sooner than that, then as soon as practicable.

professional version



An apprentice must use a full ____ of CAT software.

2 years

An apprenticeship must not last longer than ____.

outstanding

An apprenticeship may be extended until the apprentice receives the results of Part A of the exam if the results are ____ at the end of the two-year period.

certified in Texas

The Commission must grant a provisional certification if the applicant has passed Part B and a criminal history background check, if they were previously ____ in good standing within the three-year preceding period before retiring or ceasing their certification.

certified in good standing

The Commission must grant a provisional certification if the applicant has passed Part B and a criminal history background check, if the applicant was ____ in another jurisdiction and actively engaged in reporting for three out of the five-year immediately preceding period.

federal courts

The Commission must grant a provisional certification if the applicant has passed Part B and a criminal history background check, if the applicant was actively reporting in the ____ for three years of the five-year immediately preceding period.

RPR



The Commission must grant a provisional certification if the applicant has passed Part B and a criminal history background check, if the applicant has their ____ in good standing and has been actively engaged in reporting for three of the five-years immediately preceding.

provisionally certified

You may report with a provisional certification only by the method for which you were ____.

after expiration

A provisionally certified reporter may produce a transcript of the record ____ of the provisional certification.

third

A provisional certification expires upon the holder's certification as a CSR or the ____ anniversary of the date of issuance, whichever occurs earlier.

provisional certification period

A provisional certification may be extended if waiting on the results of Part A if the results are outstanding at the end of the ____.

disciplinary suspension

A period of ____ does not prolong the three-year period of provisional certification.

30th

The Commission will notify a CSR that their certification is scheduled to expire no later than the ____ day before the expiration at their last known address.



renew

Failure to receive notice of certification expiration from the Commission does not exempt a CSR from any requirements to ____.

CSR

Certified Shorthand Reporter

oaths

A CSR may administer ____ to witnesses.

signed certificate

The transcript of any proceeding or any document certified by a CSR for use in litigation in the courts of this state must contain a(n) ____ required by the UFM.

affidavit

One way a noncertified shorthand reporter may report an oral deposition is by delivering a(n) ____ to the parties or their counsel present at the deposition stating that a CSR is not available.

on the record

One way a noncertified shorthand reporter may report an oral deposition is if the parties or their counsel stipulate ____ at the beginning of the deposition that a CSR is not available.



certification of a transcript

A noncertified reporter who is used when a CSR is not available must include with the ____ an affidavit that no CSR was available.

10 hours

All CSRs must complete ____ of approved continuing education during each certification period.

2.5

The 10 hours of CE for a CSR must include a minimum of ____ hours of ethics, Texas rules, or both.

4

A CSR may carry forward to the next certification period up to ____ hours of CE hours.

ethics

A CSR may not carry forward any CE ____ credit hours.

prior

The required CE hours must be earned ____ to the expiration of the CSR's certification period.

2 months

All CSRs must submit requests for approval of CE no later than ____ before the date the reporter's certification expires.



program, activity, or course

CE may be earned by verified attendance or participation in an approved ____.

preparation

CE may be earned by verified personal ____ of educational presentations pertaining to the profession of court reporting.

writing articles

CE may be earned by ____ pertaining to the court reporting profession that are published in a state or nationally recognized profession journal of court reporting or law.

2.5 hours

No more than ____ of CE may be earned in one certification period for writing articles.

number of hours

CE credit will be earned for presentations based on the ____ approved for attendees as well as preparation time (up to 2.5 hours).

one time

A CSR may earn preparation and teaching credit for CE hours only ____ per certification period.

Director

An article submitted for CE hours must be approved by the ____.



more than one

Additional CE credit will not be allowed for an article published in ____ publication.

professional skills and knowledge

All CE courses must be relevant to the needs of CSRs and must contribute to the advancement, extension, and enhancement of the ____ of the individual.

English, medical, legal, tech, transcript prep, and business management

All CE courses must be relevant to the needs of CSRs and must include at least one subject directly related to the CSR's ability to produce transcripts, such as ____.

entertainment and recreation

____ do not count toward CE credit.

visiting exhibits

Tours of ____ do not count toward CE credit.

remuneration for regular employment

Any functions for which the CSR receives ____ do not count toward CE credit.

nonverbal skills



Courses that emphasize____ (golf, CPR, floral design) do not count toward CE credit.

first renewal period

Any activity completed before the ____ for which the applicant is required to obtain CE do not count toward CE credit.

reading books or articles

____ or submitting reviews do not count toward CE credit.

