

# PAF Training Programs, LLC

## Online Court Reporting Training Programs

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### OUR TEAM

Our team of instructors is made up of court reporters; Certified Court Reporting Instructors, Realtime and Closed Captioning Reporters, CART Providers, Freelance Reporters and Officials. Our instructors/coaches use CAT software programs and have worked in the industry for many years. We are IT: Information Technologists, and we love what we do.

### ONLINE PLATFORM

The online platform is available every day, all day, to accommodate any schedule. Our Programs are customized to fit your budget, your lifestyle, your career, your future. We offer Programs that illustrate the methods behind learning the court reporting skill, no matter if you are just starting out, in the middle, stopped and came back, took time off to raise a family; these programs are designed to educate you at your pace. There are 40 lessons in our Theory. Each lesson builds on the next and the system will not allow you to move on unless you have mastered the previous lesson. There are videos to watch, lessons to read, documents to print. We ensure your success by setting the standards high in our speed building programs, and our job as your team of instructors is to keep you motivated, encouraged, and on the right track to success. Testing is available all the time. We encourage assessments and testing often.

### CAREER PATHS AVAILABLE

- Scoping
- Audio/Video Reporting and Transcription
- CART Provider
- Court Reporter
- Closed Captioner

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### PROGRAMS

Our programs are strategically developed to allow the individual to customize their training by taking one Program, a few Programs, or all Programs, while having the ability to earn as you go, if you chose. No more worry that you need to stop halfway through your program. There is work available at every level of training after completion of Theory Programs and/or the Scoping Program.

**COURT REPORTING THEORY**

**COURT REPORTING – JUST SPEED**

**SCOPING**

**AUDIO/VIDEO REPORTING AND TRANSCRIPTION**

**HIGH SPEED TEST PREP ONLY**

**MARGIE WAKEMAN WELLS ENGLISH AND GRAMMAR**

### EQUIPMENT

You purchase the machine and software on your own

[www.stenoworks.com](http://www.stenoworks.com) – purchase or rent to own a used steno machine

[www.stenograph.com](http://www.stenograph.com) – purchase or rent to own the student version software

### INSTRUCTOR/COACHES

Each program includes 4 (four) hours of instructor or coaching time each month. This is done through Go to Meetings. Email contact with your instructor/coach is unlimited, text messaging and phone calls are always available. There are live dictation classes, software classes and procedures during the week that you can participate in, that is optional, yet encouraged.

### COSTS

Each Program is \$350 per month, with generous discounts applied if you have completed a Basic Training or A to Z course. Special custom packages are available to those who may want access to our learning materials and online platform and testing but do not need instructor time. Your first initial orientation is done by phone and Go to Meeting to ensure complete setup within the systems.

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### HOW TO GET STARTED

Complete a registration form and email back to us. Once received, an instructor will schedule your orientation. Once logged into the system, your coach or instructor will be on the phone with you as you navigate through the system to ensure you're all set. This is part of the orientation process mentioned above. Once your orientation is completed, an invoice is generated.

Once you complete the setup, your lessons, videos and welcome presentations become available. Your instructor/coach will stay with you as you complete Lesson 1, to ensure your success within the system.

Look forward to seeing you on the keys to Success!



### **COURT REPORTING**

*Learn a Career for a Lifetime*