PAF Training Programs, LLC
Online Court Reporting Training Programs

CURRICULUM

Court reporters are often referred to as the "guardians of the record." They are responsible for capturing and preserving the spoken word; then later producing verbatim transcripts of the proceedings. The transcript produced by a court reporter during a deposition, hearing or a trial is vital to the judicial process for use at trial or for appellate purposes.

 The time it takes to become a certified court reporter can vary between which methodology you chose.

PAF Training Program, is an online training program, which is beneficial for people who are already working or lack a brick and mortar school in their community. Course work and speed-building practice are available 24/7/365 and can be completed anywhere in the world from the comfort of your own home!

Curriculum Includes:

Machine Shorthand Theory: This course will introduce the methodology and "writing theory" that will enable students to practice writing "steno" to ultimately reach speeds of 225 words per minute and faster!

Machine Shorthand Speed Building: Writing speed and accuracy are perfected and tested through a state-of-the-art 24/7 online learning platform giving students immediate feedback, encouragement, and practice tips.

Grammar and Punctuation for the Spoken Word: Grammar, punctuation and spelling are critical components of verbatim transcripts.

Transcript Production: The basics of editing, proofreading, indexing, appropriate administrative pages, as well as proper exhibit handling, are explored in detail to produce a quality verbatim record of the proceedings.

Legal and Medical Terminology: Basic understanding of legal and medical terms as well as quick ways to "write" the terminology a court reporter hears day to day.

Court Reporting Ethics, Procedures and Best Practices: These courses focus on the duties of a court reporter in both the courtroom and deposition suite settings.

Technology and Software: Advanced level use of (CAT) computer-aided transcription software and today's advanced steno writers prepare students to be efficient and productive as they enter the career of a lifetime!

Personalized Coaching and Mentoring with Live Classes: Each student benefits from their personal coach and mentor throughout Theory, Speed Building, Internship – and beyond! Offering Live theory and speed classes.