

# PAF Training Programs, LLC

## Online Court Reporting Training Programs

[www.PAFsteno.com](http://www.PAFsteno.com)

### VALUABLE INFORMATION FOR COURT REPORTERS AND SCOPISTS

PAFsteno.com is a self-paced training program that is delivered online and available to any student 24/7/365. MyRealtimeCoach is the learning platform that is the foundation for all theory, speedbuilding, and academic lessons and drills. StenEd is the specific theory that is taught in our Steno Programs. There are live classes Tuesday, Wednesday and Thursdays and Saturday mornings. All live classes are recorded for future viewing.

Realtime Coach is a web-based tool, so there is no software to download or install. If you have a compatible internet browser with the Flash Player plugin, you're ready to go. To get started with training, all you need is a computer, steno writer, CAT software, and a high-speed internet connection.

Most of the major CAT programs are compatible with Realtime Coach™. These companies also provide special pricing for students for both software and writers to either rent or buy with very affordable payment plans.

There are many different training programs and court reporting schools across the country. Developing the skill to ultimately write 225 words per minute and higher is not the same journey for any two people. We all learn and develop our skills at different paces – what works for one person may not “click” or work for another. Our learning paths are designed to incrementally move you through Theory and Speed Building with a strong focus on effective practicing techniques, theory reinforcement and software basics BEFORE academics are introduced at higher speed levels.

The learning platform is customizable to meet the individual training needs for our students. Scoping students go through our theory lessons and learn how to read the steno as they become proficient with the software.

#### **WHAT WE TEACH**

**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.

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**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 and other-related settings.

**Technology and Software:** Advanced level use of (CAT) computer-aided transcription software!

**Personalized Coaching and Mentoring:** Each student benefits from their personal coach and mentor throughout Theory, Speed Building, Internship – and beyond!

**Extensive Library of Exercises – 40 wpm to 300 wpm - Simulated Realtime Experience**

Our library of exercises ranges from 40 wpm for new learners all the way to 300 wpm for advanced reporters. With full audio and video and up to 4 voices, Realtime Coach™ simulates a true realtime environment, providing you with meaningful, realistic practice. With variable speed audio playback, you can slow things down to fine-tune your accuracy or speed things up to move to the next level. You set the pace that's right for you!

**Barrier Busters – specialized drills**

Consistent and repetitive practice can be the most effective approach. We recommend practicing 2 to 3 hours or more each day. We know that sometimes that’s possible, other times it’s not. You will only get out of this training, what you put in.

Scoping students can progress much quicker since they are not using a steno machine.

### **ENROLLMENT**

When we refer to our online program as “self-paced”, we do not mean that it is unstructured. You can enroll any time you are ready to begin your training – there are no “classes” or “semesters” – it is all according to when YOU are ready to begin. Each student will have their own personal coach and mentor who will be in contact weekly to ensure your success. In addition, all our students’ progress is regularly reviewed by our Training Administrators using the built-in analytics of Realtime Coach to keep everyone – trainees and coaches - on track and ACCOUNTABLE.

When you log into Realtime Coach, the first thing you see is our Practice Leaderboard! If you are the competitive type, this screen is just for you!!! Realtime Coach™ is a complete skill development package that provides: Instant feedback on writing issues and key patterns Powerful coaching and drills adapted to your needs.

The cost to train is \$450.00 a month (there are specials so be sure to ask) plus the cost of your CAT software and steno machine, unless you have taken Basic Training or A to Z. There is a discount for those students if they are not approved for tuition assistance. Visit [www.ProjectSteno.org](http://www.ProjectSteno.org) for more information on that program. There are no long-term contracts to sign. All books and learning materials, except your laptop, software and steno writer are included in the \$450.00 each month. You are billed monthly for the duration of your training.

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### WHAT IS PROJECT STENO?

Project Steno is a nonprofit organization providing a tuition assistance program for stenographic reporter training. Project Steno's team includes luminaries from the court reporting profession: James DeCrescenzo, William Weber, Glyn Poage, and Nancy Varallo. This innovative program is developing a pipeline of pre-tested candidates for court reporting training and provides tuition assistance to students who agree to ongoing monitoring and meeting program milestones leading to graduation in two years. Students for whom Project Steno assists choose a Partner Program they wish to attend, and Patricia A. Falls is a Partner Program with Project Steno and welcomes all new students to participate.

Project Steno will provide ongoing support to Project Steno students by monitoring their progress through school via the same analytics generated within Realtime Coach every time you log in and practice. Satisfactory progress through school is required to maintain tuition assistance funding. Project Steno has Merit Award Scholarships for anyone who reaches 140 wpm in one year and then 225 in two years of \$1000 each.

In addition to your personal coach, Project Steno will offer help, encouragement, and mentoring to their students who need help in maintaining steady progress.

### WHAT IS BASIC TRAINING?

Basic Training is a 6-week FREE course that introduces you to what Court Reporting is and allows you an opportunity to use a Steno Machine that you rent for \$50 one-time fee, and you dial into a class for two hours, once a week, for 6 weeks and you learn the basics of court stenography. How the machine works and how we do what we do. It allows you to try before buy. See if this is something you would like. It's the best advice I can give anyone looking to pursue a career in court reporting. Take a Basic Training or an A to Z course first.

### WHAT'S NEXT?

Sign up for Basic Training or Register for a program.

Instructors and Court Reporter Representatives are standing by.

Call us today.

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