

CHAPTER 43

STATE BOARD OF SHORTHAND REPORTING

Authority

N.J.S.A. 45:1-3.2 and 45:15B-1.

Source and Effective Date

R.1998 d.466, effective August 4, 1998.
See: 30 N.J.R. 2158(a), 30 N.J.R. 3251(b).

Executive Order No. 66(1978) Expiration Date

Chapter 43, State Board of Shorthand Reporting, expires on August 4, 2003.

Chapter Historical Note

Chapter 43, State Board of Shorthand Reporting, became effective prior to September 1, 1969.

Pursuant to Executive Order No. 66(1978), Chapter 43, State Board of Shorthand Reporting, was readopted as R.1988 d.457, effective September 1, 1988. See: 20 N.J.R. 1666(a), 20 N.J.R. 2465(a).

Pursuant to Executive Order No. 66(1978), Chapter 43, State Board of Shorthand Reporting, was readopted as R.1993 d.471, effective August 26, 1993, and Subchapter 2, Administrative Hearings, was repealed by R.1993 d.471, effective September 20, 1993. See: 25 N.J.R. 3079(a), 25 N.J.R. 4499(a).

Subchapter 2, Licensing of Shorthand Reporters, Subchapter 3, Certification of Shorthand Reporters in Realtime Reporting, Subchapter 4, Examinations, and Subchapter 5, General Provisions, were adopted as R.1998 d.145, and former Subchapter 4, Fees, was recodified as Subchapter 6 by R.1998 d.145, effective March 16, 1998. See 29 N.J.R. 4383(a), 30 N.J.R. 1048(a)

Pursuant to Executive Order No. 66(1978), Chapter 43, State Board of Shorthand Reporting, was readopted as R.1998 d.466, effective August 4, 1998. See: Source and Effective Date. See, also, section annotations.

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SUBCHAPTER 1. STATE BOARD OF SHORTHAND REPORTING; METHODS OF OPERATION

13:43-1.1 State Board of Shorthand Reporting; description

(a) The Board of Shorthand Reporting created in the Division of Consumer Affairs of the Department of Law and Public Safety, pursuant to N.J.S.A. 45:15B-1 et seq., consists of six members appointed by the governor, three of whom are certified shorthand reporters, two of whom are appointed by the Governor as public members, and the sixth being a member of the executive branch of government.

(b) The State Board of Shorthand Reporting is charged with the responsibility to certify shorthand reporters and to discipline persons violating provisions of the Shorthand Reporting Act, N.J.S.A. 45:15B-1 et seq., pursuant to the provisions of the Uniform Enforcement Act, N.J.S.A. 45:1-14 et seq.

Amended by R.1993 d.471, effective September 20, 1993.
See: 25 N.J.R. 3079(a), 25 N.J.R. 4499(a).

Amended by R.1998 d.466, effective September 8, 1998.
See: 30 N.J.R. 2158(a), 30 N.J.R. 3251(b).

In (a), inserted "Public" preceding "Safety"; and in (b), substituted "certify" for "license certified" and "discipline" for "punish".

13:43-1.2 Methods of operation

(a) The State Board of Shorthand Reporting elects, from its number, a chairman and a secretary/treasurer to preside over its activities and to assume those duties normally associated with those offices.

(b) The State Board of Shorthand Reporting meets annually for the purpose of conducting business, and at such other times as are necessary.

(c) All communications, submissions and requests to and all inquiries for information from the Board of Shorthand Reporting should be directed to the Office of the State Board of Shorthand Reporting, Post Office Box 45019, Newark, New Jersey 07101.

Administrative Change to (c).

See: 25 N.J.R. 1516(b).

Amended by R.1993 d.471, effective September 20, 1993.

See: 25 N.J.R. 3079(a), 25 N.J.R. 4499(a).

SUBCHAPTER 2. CERTIFICATION OF SHORTHAND REPORTERS

13:43-2.1 Eligibility for certification as a certified shorthand reporter

(a) In order to qualify for certification as a certified shorthand reporter, an applicant shall:

1. Be at least 18 years of age;
2. Be of good moral character, as established by references;
3. Have obtained a high school diploma or its equivalent;
4. Have obtained a certification from a school of shorthand reporting approved by the Board stating that the applicant has successfully completed a qualifying test which meets the following criteria:

- i. Total word count shall consist of 1,125 words dictated by four individuals at 225 words per minute;
- ii. The examination shall be administered and completed at the examination site;
- iii. Candidates shall be given one hour and 20 minutes for transcription;
- iv. Candidates shall have the opportunity to utilize dictionaries during transcription;

v. Transcripts shall be prepared with standard typewriters or word processors which utilize computer aided transcription (CAT) programs;

vi. A score of 95 percent shall be considered successful passage of the qualifying examination; and

vii. The qualifying examination shall consist of original material not previously dictated.

5. Have submitted a completed application form to the Board not less than three weeks before the date of the examination required in (a)7 below;

6. Paid the application fee set forth in N.J.A.C. 13:43-6.1 by certified check or money order made payable to the "State of New Jersey, Board of Shorthand Reporting";

7. Have successfully passed the Board-approved examination for the certification of shorthand reporters; and

8. Have a place for the regular transaction of business within the State of New Jersey.

(b) An applicant who possesses a Registered Professional Reporter (RPR) Certification issued by the National Court Reporters Association shall not be required to take the qualifying examination as stated in (a)4 above and shall only be required to successfully complete the four-voice section of the certification examination as required by (a)7 above to become certified. In order to qualify for exemption from the qualifying examination and be solely required to successfully complete the four-voice section of the certification examination, an applicant with RPR Certification shall:

1. Submit written verification to the Board of current RPR status with each certification examination application;
2. Be required to apply and sit for the next available examination upon applying for exemption from the qualifying examination; and
3. Maintain current RPR Certification in good standing to maintain conditional credit status.

Amended by R.1998 d.466, effective September 8, 1998.

See: 30 N.J.R. 2158(a), 30 N.J.R. 3251(b).

Rewrote the section.

Amended by R.2002 d.238, effective July 15, 2002.

See: 33 N.J.R. 3876(a), 34 N.J.R. 2464(a).

Added (b).

13:43-2.2 Temporary employment of non-certified shorthand reporters

(a) Non-certified shorthand reporters who possess an RPR Certification and who comply with the requirements of N.J.A.C. 13:43-2.1(a), with the exception of paragraphs (a)4 and (a)7, or applicants who have successfully completed two parts of the examination and have obtained conditional credit status attained in N.J.A.C. 13:43-4.3, may be utilized for temporary employment as referenced in N.J.S.A. 45:15B-9.