

## 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Reporting, was readopted as R.1993 d.471, effective August 26, 1993, and Subchapter 2, Administrative Hearings, was repealed by R.1993 d.471, effective September 20, 1993.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.

## CHAPTER TABLE OF CONTENTS

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

- 13:43-1.1 State Board of Shorthand Reporting; description  
13:43-1.2 Methods of operation

## SUBCHAPTER 2. CERTIFICATION OF SHORTHAND REPORTERS

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

## SUBCHAPTER 3. CERTIFICATION OF SHORTHAND REPORTERS IN REALTIME REPORTING

- 13:43-3.1 Definitions  
13:43-3.2 Eligibility for certification as a certified shorthand realtime reporter

## SUBCHAPTER 4. EXAMINATIONS

- 13:43-4.1 Examinations for certification as a certified shorthand reporter; frequency; components; materials to be furnished by applicant; test materials to be surrendered to the Board; failure to complete the examination; score necessary for certification  
13:43-4.2 Grading of the examination

- 13:43-4.3 Conditional credit rule  
13:43-4.4 Examination for certification as a certified shorthand realtime reporter; frequency; components; process; materials to be furnished by the applicant; grading  
13:43-4.5 Grading of the realtime examination  
13:43-4.6 Examination review process; rescoring; appeals  
13:43-4.7 Certification without examination

## SUBCHAPTER 5. GENERAL PROVISIONS

- 13:43-5.1 Biennial certification for certified shorthand reporters  
13:43-5.2 Biennial certification for certified shorthand realtime reporters  
13:43-5.3 Change of address; service of process  
13:43-5.4 Prohibited practices  
13:43-5.5 Disclosure of title and certification number; the use of misleading titles and abbreviations  
13:43-5.6 Note and transcript retention policy  
13:43-5.7 Validity of rules if any portion declared invalid  
13:43-5.8 Standards of practice  
13:43-5.9 Transcript format

## SUBCHAPTER 6. FEES

- 13:43-6.1 Fee schedule

## SUBCHAPTER 7. CONTINUING EDUCATION

- 13:43-7.1 Certificate renewal: continuing education requirement  
13:43-7.2 Credit-hour requirements  
13:43-7.3 Continuing education programs and courses  
13:43-7.4 Credit hour calculations  
13:43-7.5 Reporting of continuing credit hours  
13:43-7.6 Waiver of continuing education requirements  
13:43-7.7 Responsibilities of continuing education course providers

## 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.

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.

## SUBCHAPTER 3. CERTIFICATION OF SHORTHAND REPORTERS IN REALTIME REPORTING

### 13:43-3.1 Definitions

The following word terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicate otherwise:

"Certified shorthand realtime reporter" or "C.S.R.R." means one who possesses a voluntary certification to perform realtime reporting.

"Realtime reporting" means a computer-aided method of translation performed by a certified shorthand realtime reporter (who must also hold a current New Jersey certificate as a certified shorthand reporter), in order to provide a simultaneous verbatim transcription on a computer screen of any testimony given under oath before any court, referee, board, commission, or other body created by statute of this State.

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

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

Changed "Certified realtime reporter" or "C.R.R." definition to "Certified shorthand realtime reporter" or "C.S.R.R."; and in "Realtime reporting" definition, inserted "shorthand" following "certified" and substituted "certificate" for "license".

### 13:43-3.2 Eligibility for certification as a certified shorthand realtime reporter

(a) In order to be eligible for certification as a realtime reporter, an applicant shall:

1. Hold a current New Jersey certified shorthand reporting certification in good standing;
2. Submit a completed application from which contains the following information:
  - i. Proof of certification as a shorthand reporter;
  - ii. Current residence;
  - iii. Current employment status; and

iv. Any past or pending disciplinary actions;

3. Submit 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;

4. Successfully pass the Board-approved examination for the certification of realtime reporters; and

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

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), substituted "certification" for "license" in 1.

## SUBCHAPTER 4. EXAMINATIONS

### 13:43-4.1 Examinations for certification as a certified shorthand reporter; frequency; components; materials to be furnished by applicant; test materials to be surrendered to the Board; failure to complete the examination; score necessary for certification

(a) The examination for certification as a certified shorthand reporter shall be held at least once per year at such times and places as may be deemed necessary by the Board, providing sufficient applications are on file with the Board. The time and place of an examination shall be advertised by the Board at least 30 days prior to the date of such examination.

(b) As part of the examination, a candidate:

1. Shall be required to write shorthand from dictation, under simulated reporting conditions, at speeds ranging from 180 to 225 words per minute and shall write shorthand with either pen, pencil or stenotype machine;

2. Shall be required to transcribe the dictated matter on a typewriter, word processor, or computer furnished by the candidate or in such other manner as may be approved by the Board;

3. Shall be required to read aloud such part of the dictated matter as the Board may require upon prior notice to the candidates; and

4. Shall be required to furnish his or her own transcript paper and all other materials, such as dictionaries.

(c) Upon completion of the examination, all shorthand notes, transcripts and other examination papers shall become the property of the Board.

(d) Candidates who do not complete transcription of the examination must surrender the stenographic notes and

partial transcript to the Board members for purposes of disposal.

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), substituted "certification" for "licensure" in the first sentence.

### 13:43-4.2 Grading of the examination

(a) The Board shall grade each examination on the basis of:

1. The candidate's ability to accurately transcribe notes;
2. The amount of time taken to produce the transcript;
3. The general style of the transcript; and
4. Accuracy relating to:
  - i. Terminology;
  - ii. Spelling; and
  - iii. Punctuation.

### 13:43-4.3 Conditional credit rule

(a) A candidate who passes two sections of the examination for certification as a certified shorthand reporter (by attaining at least 95 percent on each) may receive conditional credit for passing these sections provided a grade of at least 93 percent is received in the one remaining section failed.

(b) In the event that a candidate fails to receive a passing grade in the one remaining section for six examinations immediately following the examination at which conditional credit was earned, the candidate shall forfeit the conditional credit and revert to the status of a new applicant, unless the candidate can demonstrate good cause why he or she should be given an additional opportunity to pass the remaining section.

New Rule, R.1985 d.288, effective June 3, 1985.

See: 17 N.J.R. 801(a), 17 N.J.R. 1431(a).

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

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

Recodified from N.J.A.C. 13:43-3.4 and amended by R.1998 d.145, effective March 16, 1998.

See: 29 N.J.R. 4383(a), 30 N.J.R. 1048(a).

In (a), inserted "for licensure as a certified shorthand reporter" following "examination"; and in (b), deleted "shall" following "credit and".

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), substituted "certification" for "licensure".

### 13:43-4.4 Examination for certification as a certified shorthand realtime reporter; frequency; components; process; materials to be furnished by the applicant; grading

(a) The examination for certification as a certified shorthand realtime reporter shall be held at least once a year at such times and places as may be deemed necessary by the Board, providing sufficient applications are on file with the

Board. The time and place of an examination shall be advertised by the Board at least 30 days prior to the date of such examination.

(b) A candidate shall be required to write in realtime from dictation of such matters as may be selected by the Board, under simulated conditions at speeds varying between 180 and 200 words per minute.

(c) A candidate shall not be permitted to edit the examination.

(d) A candidate shall furnish a writer and computer system to take the examination.

(e) In order for a candidate to be awarded a certificate, he or she shall attain a grade of 95 percent on each of the sections dictated and written in realtime.

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), substituted "certification" for "licensure" and inserted "shorthand" following "certified" in the first sentence.

#### 13:43-4.5 Grading of the realtime examination

(a) The Board shall grade each examination on the basis of:

1. The candidate's ability to write accurately in realtime;
2. The general style of the transcript; and
3. Accuracy relating to:
  - i. Terminology;
  - ii. Spelling; and
  - iii. Punctuation.

#### 13:43-4.6 Examination review process; rescoring; appeals

(a) Each candidate shall be notified of the results of his or her examination in writing. Such notification shall include a date at which time a candidate will have the opportunity to review his or her examination at the Board office and question a member of the Board about any marks made on the examination.

(b) A candidate may request that the Board rescore his or her examination; the results of the rescoring shall take precedence over the initial grade.

(c) If after rescoring, a candidate is not satisfied with the results, he or she has the right to an appeal before the full Board. Such appeal must be filed with the Board within 45 days after the date of the rescoring.

#### 13:43-4.7 Certification without examination

(a) An applicant for certification as a certified shorthand reporter who presents proof of having earned the designation of Registered Merit Reporter awarded by the National Court Reporters Association shall be deemed to have satisfied the examination requirement set forth in N.J.A.C. 13:43-2.1.

(b) An applicant for certification as a certified shorthand realtime reporter who presents proof of having earned a certificate in realtime reporting awarded by the National Court Reporters Association shall be deemed to have satisfied the examination requirement set forth in N.J.A.C. 13:43-3.2.

New Rule, R.1993 d.471, effective September 20, 1993.  
See: 25 N.J.R. 3079(a), 25 N.J.R. 4499(a).  
Recodified from N.J.A.C. 13:43-3.6 and amended by R.1998 d.145, effective March 16, 1998.  
See: 29 N.J.R. 4383(a), 30 N.J.R. 1048(a).  
Rewrote the section.  
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), substituted "certification as a certified shorthand reporter" for "licensure"; and in (b), inserted "shorthand" following "certified".

### SUBCHAPTER 5. GENERAL PROVISIONS

#### 13:43-5.1 Biennial certification for certified shorthand reporters

(a) Prior to the expiration of the current biennial certification period, the certified shorthand reporter shall submit an application for certification renewal together with the biennial certification renewal fee as set forth in N.J.A.C. 13:43-6.1

(b) If the certified shorthand reporter fails to renew his or her certification on or before the date specified in the certification renewal notice, the certification shall lapse and be considered invalid.

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) and (b), substituted "certification" for "license" throughout.

#### 13:43-5.2 Biennial certification for certified realtime reporters

(a) Prior to the expiration of the current biennial certification period, the certified shorthand realtime reporter shall submit an application for renewal.

(b) A new biennial certification shall be issued by the Board upon the applicant's submission of proof of a current New Jersey shorthand reporter's certification.

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