

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

Charles A. Jones Career and Education Center – 323100
Request for Program Changes Under 25%

Program to Add to Court Reporting/Court Reporter Pathway	Office Occupations with emphasis on Proofreading, Notereading, āmscribing and Customer ServiceCourtReporting 1 of 4	
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Sacramento
City Unified
School District

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1k

Meeting Date: January 17, 2019

Subject: Approve Program Changes for Court Reporting/Court Reporter Program for Accreditation Compliance

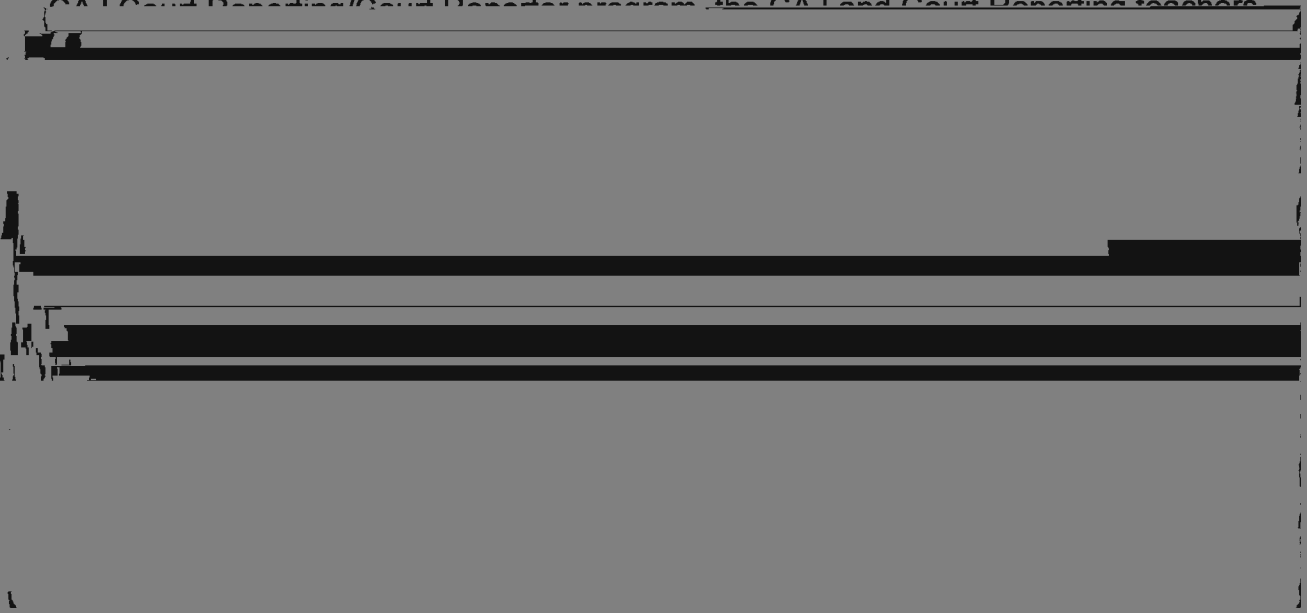
Information Item Only
Approval on Consent Agenda
Conference (for discussion only)
Conference/First Reading (Action Anticipated)
Conference/Action

Action
Public Hearing

Division: Academic Office

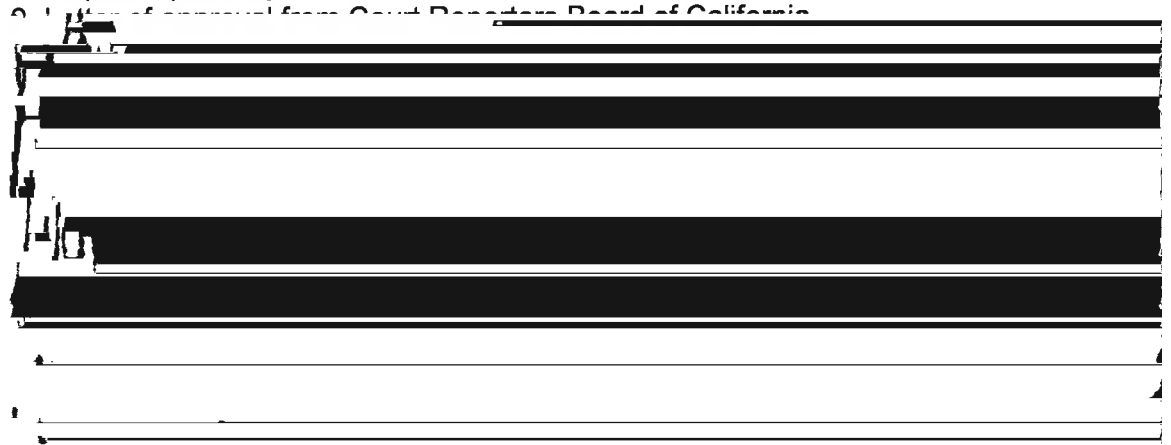
Recommendation: Approve program changes for Court Reporting/Court Reporter

Background/Rationale: In an effort to improve student retention and outcomes for the CA Court Reporting/Court Reporter program, the CA Lead Court Reporting teachers



Documents Attached:

1. Signature page for approvals to add additional programs to the Court Reporting/Court Reporter pathway at CAJ



3. A22 List

**Charles A. Jones Career and Education Center – 323100
Request for Program Changes Under 25%**

to Court Reporter	<i>Office Occupations with emphasis on Proofreading, Notereading, Transcribing and Customer Service</i>	<i>CIP Code</i>	<i>52.0401</i>
to Court Reporter	<i>Medical/Legal Transcribing and Scoping Techniques</i>	<i>CIP Code</i>	<i>22.9999</i>
to Court Reporter	<i>Hearing Reporter and CART Training</i>	<i>CIP Code</i>	<i>22.0399</i>
to Court Reporter	<i>Court Reporter Skill Development for Licensing Eligibility</i>	<i>CIP Code</i>	<i>22.0303</i>

in are approved as noted

19

19

Jorge A

Date

Date

Area 7

Unified School District

COURT REPORTERS BOARD OF CALIFORNIA



2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
Phone (916) 263-3660 / Toll Free: 1-877-327-5272
Fax (916) 263-3664 / www.courtreportersboard.ca.gov

November 28, 2018

Angela Hatter
Coordinator III – Adult Education
Charles A. Jones Career & Education Center
5451 Lemon Hill Avenue
Sacramento, CA 95824

Dear Ms. Hatter:

The attached proposal made by Charles A. Jones Career and Education Center and revised on October 26, 2018, to restructure their Court Reporting/Court Reporter Program, dividing the one program into four separate programs, has been reviewed by the Court Reporters Board of California. The proposed structure contains the required elements for court reporting training in

K. Jensen

The four Programs in this list are to be taken sequentially to qualify to sit for the Court Reporting Licensure Exam

ACADEMICS (Hours)	PREREQUISITE	STARTS
(50)	Theory +min entry speed of 180 wpm Court Reporting 3 200 wpm 4V Qualifier 10 minutes @ 97.5%	July Sept Nov Jan Mar May
(15)	*** V - optional) er Service course required for CAJ Completion Certificate)	
105	the next class, he/she will be in SPEEDBUILDING until the speed level is available for this class. It is possible other sponsorship aid may be available.	
560	graduate may enroll in Test Prep to improve his/her skills. Federal Financial aidable. The current fee is \$150/month. Court Reporting 1 would receive certificates in Office Occupations Proofreader, Academic work, regardless of the speed level achieved. The certificates will note <i>at 80 wpm</i> (similar to a typing speed). This also applies to Court students noted for a student to complete each program. Center requires that Career Technical Education students participate in a develop exceptional customer service and effective communication skills for the	
	completions noted within 3-4 years The proposed CAJ model would take students could be possible, and with minimum requirements necessary to advance from one taken consecutively as offered to fulfill LEGAL requirement ***Stenographic speed of 200wpm required ***180wpm required	

California Department of Education

Date: April 19, 2019

To: David Little Gilmore



Essexville City Unified School

CDS: 34-67439

From: Cliff Moss
Education Programs Consultant
Adult Education Office
916-327-6378



Subject: Course Approval for 2018-19

Y ~~14145~~ Approval of the following 21 courses have been received, recorded, and

[Redacted content]

