

**COURT REPORTERS CERTIFICATION BOARD**  
*A Division of the Office of Court Administration*  
**Statement of Proficiency**

**Valid for 12 months from last proficiency date. Must be valid on test date.**

**THIS FORM MUST BE TYPED. PLEASE USE BLUE INK FOR SIGNATURES.**

<b>I do hereby certify that I have administered at least two separate tests (of new material) in the proficiency of shorthand reporting skills under the provisions of Rule V.E. by the method of:</b>		
___ Machine Shorthand	___ Oral Stenography	___ Written Shorthand

<b>Applicant's Name:</b>		<b>Applicant's File #:</b>	
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<b>Tests were administered on the following dates:</b>	_____ and _____
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The examinations, in each instance, consisted of five (5) minutes of two-voice dictation of Q&A given at 225wpm five (5) minutes of dictation of Jury Charge given at 200 wpm, and five (5) minutes of dictation of Literary material given at 180 wpm.

<b>Name of Instructor Administering Examination:</b>	
<b>Official Title of Instructor Administering Examination:</b>	
<b>Mailing Address of Instructor Administering Examination:</b>	
<b>Telephone Number of Instructor:</b>	
<b>Mailing Address of Administrative Officer Countersigning SOP:</b>	
<b>Telephone Number of Administrative Officer:</b>	

<b>* I hereby certify that the above information is true and correct to the best of my knowledge. I am employed as a court reporting instructor by: (Name of Court Reporting School)</b>

\_\_\_\_\_  
(Signature of Instructor administering Exam)

\_\_\_\_\_  
(Signature of Administrative Officer of School)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

<b>* Important Notice:</b> The proficiency examinations must be dictated and graded by an instructor of a court reporting school. The appropriate administrative officer of the court reporting school must countersign the Statement of Proficiency if the applicant attended and learned the skills at a court reporting school.
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