

**APPLICATION FORM & ASSESSMENT TEST
STATE OF ILLINOIS - COURT REPORTING SERVICES
OFFICIALSHIP TRAINING PROGRAM**



CLASS LOCATION CHOICE: **Carterville** **Urbana** **Wheaton**

Name: _____

Street Address: _____

City/Town: _____

Zip Code: _____

County: _____

Phone: (_____)_____

Email: _____

Confirm Email: _____

How did you hear about our program? _____

Do you plan on relocating closer to the class location? Yes No

Do you plan on holding a job if accepted into the program?

No

Yes, part-time (hours _____)

Yes, full-time (hours _____)

TELL US ABOUT YOURSELF

Highest level of education: _____ Year graduated: _____

Subjects you excelled in: _____

Subjects you lacked strength in: _____

Have you ever attended an introductory court reporting course? Yes No

If yes, list. _____

Have you ever attended a court reporting school/program? Yes No

If yes, where? _____ when? _____

Have you ever played a musical instrument? Yes No

If yes, list. _____

Have you ever learned a second language? Yes No

If yes, list. _____

Are you an avid gamer? Yes No

Are you an avid reader? Yes No How many books per year? _____

2026 CLASS SCHEDULES

Classes run on a continuous schedule for two years,
with designated breaks and holiday observances.

Carterville - Classes begin Monday, September 21, 2026

Monday	Tuesday	Wednesday	Thursday	Friday
In Person 9 a.m. – noon	Zoom 9 – 10 a.m.	In Person 9 a.m. – noon	Zoom 9 – 10 a.m.	In Person 9 a.m. – noon

In-person class: Students must be in their seats, with equipment set up, by 8:45 a.m.

Zoom class: Students must be logged in, with equipment set up and video on, by 8:55 a.m.

Urbana - Classes begin Monday, September 14, 2026

Monday	Tuesday	Wednesday	Thursday	Friday
In Person 9 a.m. – noon	Zoom 11 a.m. – noon	In Person 9 a.m. – noon	Zoom 11 a.m. – noon	In Person 9 a.m. – noon

In-person class: Students must be in their seats, with equipment set up, by 8:45 a.m.

Zoom class: Students must be logged in, with equipment set up and video on, by 10:55 a.m.

Wheaton - Classes begin Monday, September 14, 2026

Monday	Tuesday	Wednesday	Thursday	Friday
In Person 1 – 4 p.m.	Zoom 11 a.m. – noon	In Person 1 – 4 p.m.	Zoom 11 a.m. – noon	In Person 1 – 4 p.m.

In-person class: Students must be in their seats, with equipment set up, by 12:45 p.m.

Students should allow extra time for security screening at entrance.

Zoom class: Students must be logged in, with equipment set up and video on, by 10:55 a.m.

This is a training program.

Students will be treated as a trainee and must adhere to strict provisions
regarding absences and tardiness to ensure successful completion of the program.

EQUIPMENT REQUIRED

(Contact information provided upon acceptance into program.)

- ✓ Purchase/Rent writer and software. (Borrowing equipment is not allowed.)
 - Estimated total purchase cost: \$2,300 *or*
 - Estimated monthly rental cost: \$120
- ✓ Purchase a subscription to *MyRealtimeCoach* audio platform.
 - Cost per month during Theory: \$42
 - Cost per month during Speedbuilding: \$62
- ✓ Possess a dedicated laptop with Windows 10 or higher. (No Macs allowed.)
- ✓ Access to reliable internet connection. (No hotspots allowed.)

HOW ARE YOUR QWERTY TYPING SKILLS?

How often do you use a computer?

Daily

Few times a week

Hardly ever

Do you use home row finger placement to type?

Yes

No

What operating system are you more familiar with?

Windows

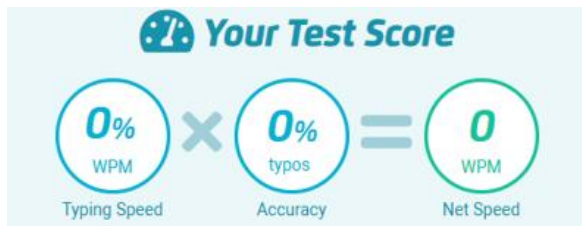
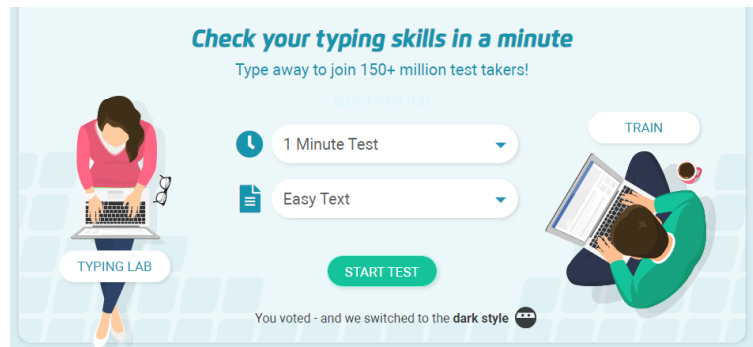
Apple

Please note: Mac computers are not allowed due to software requirements.

QWERTY TYPING TEST

Click on the link below and take a one-minute typing test. Log your scores below.

<https://www.typingtest.com/>



My Typing Speed is: _____

My Accuracy is: _____

My Net Speed is: _____

HOW IS YOUR GRAMMAR?

- 1) They thought of the ceremony as a _____ of passage.

right
rite
write
writ

- 2) The vacation will be in Colorado with _____ extended family.

they're
their
there

- 3) This great news will _____ everyone working there.

affect
effect

- 4) The article should _____ your interest.

peek
peak
pique

- 5) The building will be going up on that _____ starting in the spring.

sight
site
cite

6) The dog was chasing _____ tail.

it's
its

7) The _____ balance on this loan is still very high.

principle
principal

8) The attorney stepped out of the room to _____ her client.

council
counsel

9) That is really _____ much food just for me.

to
too
two

10) If _____ going to go to the party, let me know.

your
yore
you're

HOW WELL DO YOU KNOW YOUR PUNCTUATION?

Choose the sentence you feel contains the CORRECT punctuation.

- 1) The Smith's are coming over for dinner.
 The Smiths are coming over for dinner.

- 2) The weather this summer has been: hot, humid, and unrelenting.
 The weather this summer has been hot, humid, and unrelenting.
 The weather this summer has been hot, humid; and unrelenting.
 The weather, this summer has been, hot, humid, and unrelenting.

- 3) Waiting for my ride to come I was excitedly looking out the window.
 Waiting for my ride to come, I was excitedly looking out the window.
 Waiting for my ride to come I was excitedly, looking out the window.
 Waiting, for my ride to come, I was excitedly looking out the
 window.

- 4) We are going to spend some time, in the kitchen, it's our favorite
 thing to do together.
 We are going to spend some time in the kitchen it's our favorite
 thing to do together.
 We are going to spend some time in the kitchen; it's our favorite
 thing to do together.
 We are going to spend some time, in the kitchen; it's our favorite
 thing to do together.

- 5) The Abraham Lincoln Museum in Springfield, Illinois, is one of the best I've seen.
The Abraham Lincoln Museum in, Springfield, Illinois, is one of the best I've seen.
The Abraham Lincoln Museum in Springfield, Illinois is one of the best I've seen.
The Abraham Lincoln Museum, in Springfield Illinois, is one of the best I've seen.
- 6) If you aren't doing anything now, can you go to the grocery store to get what we need.
If you aren't doing anything now; can you go to the grocery store to get what we need?
If you aren't doing anything now, can you go to the grocery store to get what we need?
If you aren't doing anything now, can you go to the grocery store to get what we need.
- 7) September 20, 2019, will be the first day of classes.
September 20, 2019 will be the first day of classes.
September, 20, 2019, will be the first day of classes.
- 8) Yes Carrie, you are right about that answer.
Yes, Carrie, you are right about that answer.
Yes, Carrie you are right about that answer.
Yes, Carrie, you are right, about that answer.

9) He was going to go to a barber shop at First and Oak for his haircut.
He was going to go to a Barber Shop at first and oak for his haircut.
He was going to go to a barber shop, at First and Oak for his haircut.
He was going to go to a Barber Shop, at First and Oak for his haircut.

10) "Excuse me, Judge Smith," the reporter interjected, "could you
please ask the parties to speak one at a time."
"Excuse me judge Smith," the reporter interjected, "Could you
please ask the parties to speak one at a time?"
"Excuse me Judge Smith," the reporter interjected "could you
please ask the parties to speak one at a time?"
"Excuse me, Judge Smith," the reporter interjected, "could you
please ask the parties to speak one at a time?"

HOW WELL CAN YOU SPELL?

Choose the word that is spelled INCORRECTLY.

1) caffeine
 harass
 liason
 parallel
 They are all correct.

6) threshold
 forfeit
 miniature
 cemetary
 They are all correct.

2) vacuum
 rheumatism
 paraffin
 accomodate
 They are all correct.

7) apropos
 misspelled
 morgage
 skeptical
 They are all correct.

3) acquittal
 priviledge
 fulfill
 corroborate
 They are all correct.

8) reconnaissance
 permissable
 collateral
 accelerator
 They are all correct.

4) seize
 questionnaire
 perspiration
 carburator
 They are all correct.

9) hypocrisy
 desperate
 iridescent
 affidavit
 They are all correct.

5) concensus
 buoyant
 sergeant
 pseudonym
 They are all correct.

10) acknowlegment
 silhouette
 rescind
 refrigerator
 They are all correct.

HOW WELL CAN YOU ADAPT TO JOB DEMANDS?

Flexibility. A court reporter's job can be demanding, both physically and mentally. For example, the judge may ask you, as the reporter, to stay after quitting time to finish a hearing, but you have plans. How would you rank your willingness to conform to change?

I would not be willing to change my plans.

I might be willing to stay if I thought the case would finish soon.

I would be willing to stay without question.

Reliability. A court reporter must be punctual for court and filing transcripts. How would you rank your approach to time schedules?

I am always late.

I am usually right on time.

I like to be early.

Disciplined. A court reporter must meet filing deadlines without the need to be reminded and comfortable enough to work independently to meet those deadlines. Do you feel you are a person who could work independently to meet these demands?

Yes

No

Attention to detail. A court reporter's job entails an extensive amount of reading, along with error detection skills. In preparation for the training you will receive in this program, have you ever experienced any challenges with reading or comprehension? If so, please explain.

**Why do you think you would be a good candidate
for this two-year program
to become an OFFICIAL COURT REPORTER?**

**You have completed the
Application Form and Assessment Tests!**

