

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



Name: _____

Address: _____

City: _____

Zip Code _____

Phone: (____) _____

Email: _____

Age: _____

Preferred Class Location: Urbana _____ Wheaton _____

How many miles is your residence from your preferred class location? _____

Do you plan on relocating to your preferred class location? _____

Will you be able to support yourself without a full-time job? _____

How did you hear about our program? _____

2025 CLASSES

Urbana location - Classes begin Monday, September 8, 2025

Wheaton location - Classes begin Monday, September 15, 2025

Mandatory In-Person Class schedule: (Zoom times vary per location)

Monday	Tuesday	Wednesday	Thursday	Friday
Onsite 9:00 a.m. – Noon	Zoom 9:00 a.m. – 10:00 a.m. (Wheaton) 11:00 a.m. - Noon (Urbana)	Onsite 9:00 a.m. – Noon	Zoom 9:00 a.m. – 10:00 a.m. (Wheaton) 11:00 a.m. - Noon (Urbana)	Onsite 9:00 a.m. – Noon

All students must arrive to class and have equipment set up by 8:45 a.m.
(Wheaton students must allow extra time for security screening at entrance.)

All students must be logged in to Zoom and have equipment set up five minutes prior to start time.

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

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.

Successful completion cannot be achieved by attending class alone. Learning this skill **requires** hours of daily practice outside of class.

All students will be **required** to purchase a student steno writer and software, purchase a monthly subscription to *MyRealtimeCoach*, possess a dedicated laptop (Windows 10 or higher), and have access to a secure and reliable internet connection. Contact information for purchases will be provided upon acceptance

into the program. Estimated costs: writer and software bundle \$2,300; *MyRealtimeCoach* \$42 month (Theory)/\$62 month (Speedbuilding).

TELL US ABOUT YOUR BACKGROUND

What is your highest level of education? _____

List any courses/subjects that you excelled in. _____

List any courses/subjects that you lacked strength in. _____

Are you comfortable studying/working independently? _____

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

If yes, which course(s)? _____

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? _____

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.

HOW ARE YOUR QWERTY TYPING SKILLS?

1) How often do you use a computer?

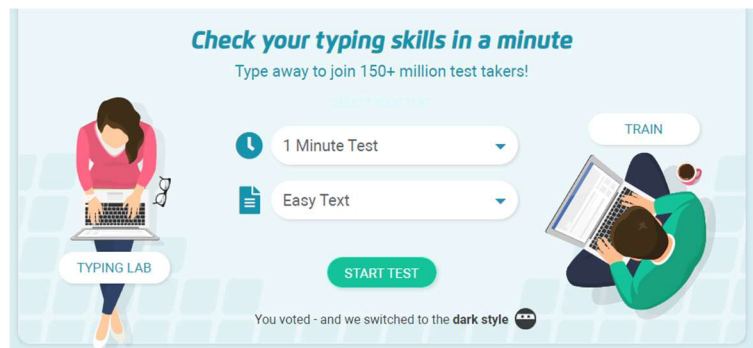
- Daily
- Few times a week
- Hardly ever

2) If you have worked on a computer, what operating system are you more familiar with?

- Windows
- Apple

How fast do you think you can type on a QWERTY keyboard? Click on the link below and take a one-minute typing test. Log your scores below.

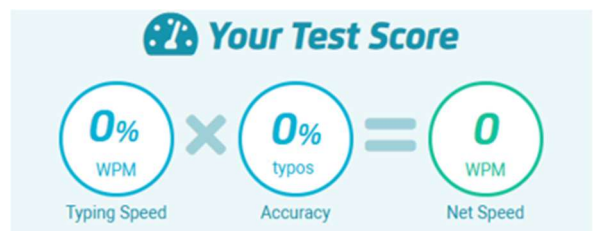
<https://www.typingtest.com/>



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?

Place an X next to 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?

1) Which word is spelled incorrectly?

- caffeine
- harass
- liason
- parallel
- They are all correct.

2) Which word is spelled incorrectly?

- vacuum
- rheumatism
- paraffin
- accomodate
- They are all correct.

3) Which word is spelled incorrectly?

- acquittal
- priviledge
- fulfill
- corroborate
- They are all correct.

4) Which word is spelled incorrectly?

- seize
- questionnaire
- perspiration
- carburator
- They are all correct.

5) Which word is spelled incorrectly?

- concensus
- buoyant
- sergeant
- pseudonym
- They are all correct.

6) Which word is spelled incorrectly?

- threshold
- miniature
- cemetary
- They are all correct

7) Which word is spelled incorrectly?

- apropos
- misspelled
- morgage
- skeptical
- They are all correct.

8) Which word is spelled incorrectly?

- reconaissance
- permissable
- collateral
- accelerator
- They are all correct.

9) Which word is spelled incorrectly?

- hypocrisy
- desperate
- iridescent
- affidavit
- They are all correct.

10) Which word is spelled incorrectly?

- acknowlegment
- silhouette
- rescind
- refrigerator
- They are all correct.

**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!**

