

**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	Zoom	Onsite	Zoom	Onsite
9:00 a.m. – Noon	9:00 a.m. – 10:00 a.m. (Wheaton)  11:00 a.m. - Noon (Urbana)	9:00 a.m. – Noon	9:00 a.m. – 10:00 a.m. (Wheaton)  11:00 a.m. - Noon (Urbana)	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?

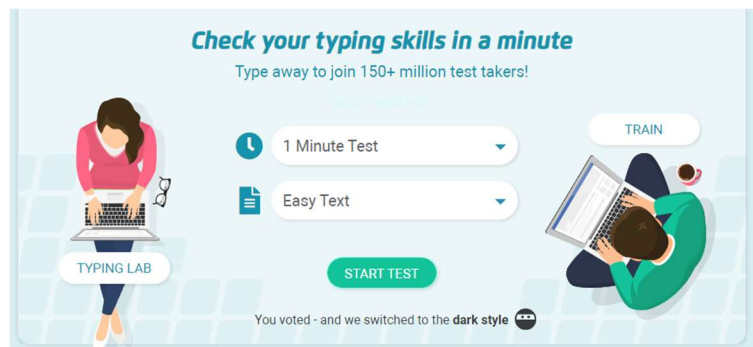
- Daily
- Few times a week
- Hardly ever

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.

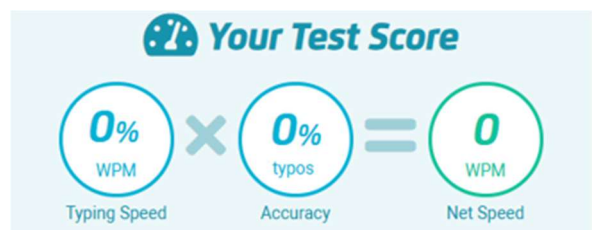
<https://www.typingtest.com/>



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?

- hypocrasy
- 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!**

