

# IN THE SUPREME COURT OF THE STATE OF KANSAS



## Board of Examiners of Court Reporters

### Certified Court Reporter Practice Exam Instructions and Registration

#### Instructions

The purpose of the practice exam is to simulate the skills portion of the certified court reporter exam. Participants will listen to three audio recordings (180 wpm, 200 wpm, and 225 wpm) and then be given time to prepare a transcript for each recording. At the end of this time, participants will be given the opportunity to review the practice transcript with the actual transcript. Participants will be expected to delete all materials from devices and return all written materials before leaving the practice exam. The practice exam is being offered free of charge.

To participate in the practice exam, you must:

- have a current application on file with the Office of Judicial Administration to sit for the next regularly scheduled certified court reporter exam;
- complete the attached registration form; and
- return the registration form to the Office of Judicial Administration by email ([courtreporters@kscourts.org](mailto:courtreporters@kscourts.org)) or regular mail. Registration must be received at least five (5) days before the date of the practice exam.

Participants are responsible for providing any supplies and operating any equipment and/or software needed for the practice exam, such as computers, steno machines or voice-writing equipment, software programs, printers, paper, memory sticks or non-rewriteable CDs. Outside assistance in operation or setup is not permitted and OJA will not provide assistance. OJA assumes no responsibility for damaged, stolen, or non-functioning property.

Registration

All practice exams will be held at the Kansas Judicial Center, 301 SW 10<sup>th</sup> Avenue,  
Topeka, Kansas 66612

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

To participate in the practice exam, you must have a current certified court reporter exam application on file with the Office of Judicial Administration. Date application was submitted: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Return this registration form to the Office of Judicial Administration by email ([courtreporters@kscourts.org](mailto:courtreporters@kscourts.org)) or regular mail. Registration must be received at least five (5) days before the date of the practice exam.