

How to Teach an NCRA A to Z™ Program

Presented by:

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Texas Court Reporters Association Annual Convention
Austin, Texas
September 8, 2019

Presentation Objectives

To be used as a guide in facilitating a successful NCRA A to Z™ Intro to Steno Machine Shorthand program.

To assist in increasing enrollment in Court Reporting schools with good prospects.

To ultimately assist with the shortage of court reporters and captioners nationwide.

What is NCRA's A to Z™ Program?

“The NCRA A to Z™ Intro to Steno Machine Shorthand program offers the perfect opportunity for potential students to learn the alphabet in steno, write on a real machine, and decide if pursuing an education in court reporting or captioning is the right choice.”

Goals: Increase enrollment in Court Reporting schools with good prospects, have the A to Z program taught in high schools, which could lead to implementing a court reporting program.

Vocabulary Used in A to Z™ Program

Program (Not a College Course)

Leader (Not a Teacher or Instructor)

Participant (Not a Student)

Session or Class is one day of the program.

Steno handbook is short for the *NCRA A to Z™ Intro to Steno Machine Shorthand* handbook.

Outline for an A to Z™ Program

Getting Started

Leaders

Review online NCRA's How to Teach A to Z

Steno Machines and/or iPads for iStenopad App

Materials (copy steno handbook, practice logs, loaner agreement)

Program Announcement Flyer

Registration

During the Program

Participant Information Form (online)

Participant Agreement for Loaner Steno Machine (fillable pdf)

Teach the NCRA A to Z Intro to Steno Machine Shorthand Handbook

Emails to Participants on lessons taught and include link to NCRA's online dictation

One-time Guest Speaker or Video Clip for 15-20 minutes per session (optional)

Wrapping Up

Participant Completion Form (online)

Collect Steno Machines and Maintain Inventory

Submit the Program Leader Questionnaire Form to schools@ncra.org (fillable pdf)

NCRA will email Certificates of Completion to the Participants who complete the Program

Participants can apply for tuition assistance with Project Steno at <https://projectsteno.org/>

Collect Resources and Plan Ahead

Recruit Program Leaders

Invite 2 to 3 fellow court reporters to lead a program with you and split up the tasks.

Program Leaders review and follow steps on how to Teach an NCRA A to Z™ Program

<https://www.ncra.org/home/students-teachers/Teach-A-to-Z-program> See slides 8 and 9.

All Leaders and Assistants must fill out the online Memorandum of Understanding (MOU).

Collect Steno Machines and Maintain an Official Inventory

Email and/or post requests for steno machine donations or loaner machines. Maintain a good machine inventory for your area. See slide 10.

Documents and Online Links

Compile documents and links to online fillable forms in a folder on Dropbox or Google Drive. Share one folder with Leaders. Share one folder with Participants which will NOT include the intro to steno handbook. Do not share the steno handbook electronically with Participants or anyone who has not signed the MOU. Make copies of the steno handbook double-sided, one copy per Participant and one copy per Leader and one copy per Assistant.

Example folders in Google Drive:

https://drive.google.com/open?id=11hRNp8Mqh_F2XOpi00BNDpa4-iWzaYtE

Download any of these documents to make your own folders.

Collect Resources and Plan Ahead

Schedule Venue and Dates

Freelance firm's office, courthouse, community building, Leader's home, court reporting school.

Choose one day a week to hold the program for six to eight weeks. Each session can last between 1 1/2 to 3 hours.

Create Announcement Flyer

You can download the flyer template after you log in at <https://www.ncra.org/home/students-teachers/Teach-A-to-Z-program/ncra-a-to-z-program-leader-materials> See slide 11.

List the venue, dates, times, and an email address on the flyer for Participants to register. You can also note two hours of practice time required daily.

Post the flyer on social media and ask friends to share it. Email the flyer to local high school counselors, English teachers, band teachers, friends, family, courthouse clerks, and other personnel. Officials can have copies of flyer available in the courtroom and central jury room. Freelancers can take flyers to depositions and/or place a copy in transcripts. If an A to Z Program is not scheduled in your area, you can distribute flyers with NCRA's Future Online A to Z Program dates listed here:

<http://www.atozdiscoversteno.org/>

Please list your Program on NCRA's website at <https://www.ncra.org/home/forms/a-to-z-program-dates-and-locations-form> This will assist prospective Participants find your upcoming program.

Registration Log With Machine Number

Keep a Registration Log for your records, which includes Participants' contact info and the assigned steno machine "M" number. See slide 12.



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Teach an NCRA A to Z™ Program

NCRA is pleased that you are interested in leading a six- to eight-week NCRA A to Z Intro to Steno Machine Shorthand program.

NCRA A to Z program Leaders work with small groups of Participants as they learn how to write the alphabet and numbers in steno. This program does not follow any particular theory. Participants use loaner steno machines or iStenopad App during sessions and outside practice. Leaders will receive training materials to use during the program.

<https://www.ncra.org/home/students-teachers/Teach-A-to-Z-program>

Getting started

- **STEP 1:** Watch the [NCRA DiscoverSteno™ webinar](#) to get an overview of the program.
- **STEP 2: You MUST have an NCRA Account (Member or Non-Member) to complete the registration process.** If you do not have an NCRA account, please use [this link](#), or select the "Login" link in the top left to create a new user account.
- **STEP 3:** Review and sign the [Memorandum of Understanding](#) (MOU).
- **STEP 4: After accepting the terms of agreement in the MOU, and once NCRA verifies your account access,** you will receive an email with access to the program Leader landing page. There, you will find everything you need to start and promote your program. *NOTE: NCRA will process all requests within 2-3 business days.*

Once the verification process is complete, program Leaders will be able to access the materials below.

[Access NCRA A to Z program materials](#)

Questions?

For questions about the NCRA A to Z™ program and other training and school initiatives, please email schools@ncra.org.

Review FAQs: <https://www.ncra.org/home/students-teachers/Teach-A-to-Z-program/discoversteno-faqs>

Collect Steno Machines & Maintain Inventory

Only Accept Steno Machines in Good Working Order

Ask reporters to donate or loan steno machines that are fully operational. If the machine needs repair or parts, ask them to consider paying for the repairs or for parts as part of their contribution prior to donating or loaning out.

Maintain the Official Steno Machine A-Z Program Inventory for your Area

Every steno machine should have its own unique “M” number that you will assign to it: M-01, M-02

With masking tape and a permanent marker, label each piece of equipment and case for each machine with the same “M” number. One Program Leader should be the keeper of this official inventory for your area. You can find this log in the Google Drive folder: https://drive.google.com/open?id=11hRNp8Mqh_F2XOpi00BNDpa4-iWzaYtE

Updated: 9.10.2017		STENO MACHINE A-Z PROGRAM INVENTORY																	
Inventory Machine #	Serial Number	Writer (model)	AC Adapt	Tri Pod	Paper Tray	Case	# of Batteries	Real Time Cable	Other	Using Missing Part	Owner's Name	Owner's Phone	Delivered to Leader (Name)	Received by Leader (Date)	Loaned to Participant (Name)	Date Loaned to Participant	Date Returned by Participant	Date Returned to Owner	
M-01																			
PARTS																			
TOTAL	0		0		0	0	0	0	0										

Program Announcement Flyer

Download the Program Flyer from the NCRA Website, Fill In, and Post on Social Media

List dates and times, venue address, and an email address where Participants can register.

Post at least 3 to 4 weeks before the program starts. List your Program on NCRA's website:

<https://www.ncra.org/home/forms/a-to-z-program-dates-and-locations-form>

You can also post this flyer ↓ with the announcement.

Looking for a new career?

Imagine a career with a ringside seat to all the action

- high-profile criminal trials
- the House of Representatives and the Senate
- major sporting events
- breaking-news stories for TV

We're called court reporters, stenographers, captioners, speed-towers, realtime communication specialists, and IT technicians (instant voice-to-text). Whatever you call us, we are technology. Picture yourself getting paid to caption the games of your favorite baseball team. Find yourself in the center of the action during a high-profile trial.

Sign up and learn from the experts
A to Z Intro to Machine Shorthand
An introduction to stenographic theory

FREE 6-week introductory program*
Tuesdays (2019):

July 16, 23, 30 August 6, 8 (Thursday), 12 (Monday)
6:00 p.m. – 9:00 p.m.

University of Houston Downtown,
One Main Street, Suite 722N
Houston, Texas 77002

Register NOW! Space is limited.
Email carolynr.oconado@gmail.com

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DiscoverSteno
EXPLORE. CONSIDER. LEARN.

*Designed as an introduction only.
Find a complete list of court reporting programs approved by the National Court Reporters Association at NCRA.org.

Do you know your A to Z's?

The NCRA A to Z™ Intro to Steno Machine Shorthand program has already reached more than 850 participants from 48 states. This free six- to eight-week course teaches the basics of steno writing so participants can discover if a career in captioning or court reporting is right for them.

Learn more about the NCRA A to Z™ Intro to Steno Machine Shorthand program.

NCRA A to Z™ program quick facts

- The course is offered both in-person and online, allowing prospective students in any location to participate in this exciting program.
- Facilitators teach students how to write the alphabet and numbers in steno.
- Students use loaner or rental machines for in-person sessions and at-home practice.
- Students get a taste of what it will take to be successful in a court reporting program.
- Students learn about the different professions that use stenography, such as captioning, official court reporting, and deposition taking.
- Working reporters and captioners offer advice and answer questions about their careers.

How to register for the NCRA A to Z™ program:
If you are interested in learning more about the NCRA A to Z™ program, visit DiscoverSteno.org.

Cynthia Bruce Andrews, M.S.Ed.
NCRA Senior Director, Education and Certification
schools@ncra.org | 703-584-9058

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First Day of the Program

Participant Agreement for Loaner Steno Machine

Distribute steno machines and this paper form. Each Participant fills out. Keep form for your records only. Scan and email copy to Participant. Add Credit Card info (optional)

EXAMPLE OF A-Z MACHINE VALUES

Elan Mira	\$950.00
Passport	\$900.00
Wave	\$800.00
Flash	\$700.00
Smartwriter	\$500.00
Stentura 8000	\$500.00
Stentura 400	\$300.00
Stentura 200	\$200.00
Stentura Protégé	\$300.00
Manual	\$300.00



NCRA A to Z™ Participant Information Form (online)

Each Participant MUST fill out this online form on the first day. Using their mobile phone, they can access this short form here:

<https://www.ncra.org/home/forms/ncra-a-to-z-Participant-information-form>

Remind Participants to attend every session so that they can apply for tuition assistance with Project Steno and Scholarships with NCRA.

Distribute the Steno Handbook

Place a double-sided copy of the steno handbook in a binder and include copies of the Practice Log at the front of the binder and a steno keyboard diagram. You can also include a list of area court reporting schools at the back of the binder. Participants can copy handbook for their own use. Steno keyboard diagram can be copied onto card stock paper and folded in half as display. See example in Google Drive folder.

Demonstrate Setup and Dismantling of Steno Machine.

Remind them not to store food or liquids in the bag with the machine or expose it to extreme weather conditions. Do not leave in a vehicle. Do not allow children to use the machine. Store in its case after each practice.

You Are Now Ready to Begin the Lessons! Have Fun!

During the Program

Teach the Lessons

Using a projector, display the steno handbook lessons for all to see. If a projector is not available, Participants can follow along using their copy of the handbook. Teach only what is in the book. While one Leader is teaching the lesson, other Leaders or Assistants will walk the room to ensure Participants' fingers are on the correct steno keys and help answer any questions. It is not mandatory that the Leader dictate every line in the lessons during class, but remind the Participants that they are to practice all lines at home. There is no homework to collect and no tests. You can begin and end each session taking questions and giving information about our profession. If the venue permits, invite the Participants to bring water and snacks.

Send Email Updates

The day after each session, send an email to all Participants updating them on which Lessons were taught the day before. Remind them to practice 2 hours a day and to fill in their Practice Log (optional). Provide the A to Z Online Dictation Login Instructions. All lessons and dictation are online. Remind them about the iStenoPad app (optional). You can find these documents in the Google Drive folder:

https://drive.google.com/open?id=11hRNp8Mqh_F2XOpi00BNDpa4-iWzaYtE

Invite a Guest Speaker (Optional)

The Participants will enjoy hearing from another type of court reporter or captioner. If you are a Freelance Court Reporter, you may want to invite an Official Court Reporter or CART Provider or Captioner to speak for 15-20 minutes or longer during one or more of the sessions. Or you can play a short video of a court reporter's interview. Ask the Speaker to share positive stories only. If possible, record the speaker to use during your next program. See an example of a Guest Speaker flyer in Google Drive folder.

Last Day of the Program

Continue Teaching Lessons

Teach lessons and answer questions for the first couple of hours, Participants fill out Completion Form, and then Leaders collect machines.

NCRA A to Z™ Participant Completion Form (online)

Each Participant must fill out this online form on the last day of the program. Using their mobile phone, they can access this short form here: <https://www.ncra.org/home/forms/ncra-a-to-z-Participant-completion-form>

Participants must attend 80% of the classes in order to receive a Certificate of Completion.

Collect Steno Machines

Prior to the last day of the program, print your Registration Log so that you can write in the date the machine was returned by the Participant. Check each steno machine and all equipment to ensure it is all returned and in good working order. Have the Participants initial near the “date machine returned” column. Participants may keep their copy of the steno handbook or they can return them back to you so you can reuse them for your next program.

Program Leader Questionnaire (fillable pdf)

In order for NCRA to distribute the Participants' Certificate of Completion, please fill out the Program Leader Questionnaire and return to NCRA at schools@ncra.org. This form can be downloaded from the Program Leader landing page on NCRA's website, but you must be logged in at <https://www.ncra.org/home/students-teachers/Teach-A-to-Z-program/ncra-a-to-z-program-leader-materials> Certificates of Completion will not be sent to Participants until the Leader submits this questionnaire.

Official Steno Machine Inventory

Update your Official Steno Machine Inventory log and store machines until your next area A to Z Program.

***Thank you for volunteering to lead an NCRA A to Z™ Intro to Steno Machine Shorthand Program!
Congratulations!***

Thank You for Attending!

Questions?

Please contact

schools@ncra.org

maryoberry@gmail.com

carolynr.coronado@gmail.com