

Regulations of Connecticut State Agencies

TITLE 20. Professional & Occupational Licensing, Certification

Agency

Department of Consumer Protection

Subject

Shorthand Reporters

Inclusive Sections

§§ 20-654-1—20-654-8

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Shorthand Reporters

Sec. 20-654-1. Definitions

As used in section 20-654-1 to section 20-654-8, inclusive, of the Regulations of Connecticut State Agencies, the terms “Board”, “Licensed shorthand reporter” and “Shorthand reporting” shall have the same meaning as provided in section 20-650 of the Connecticut General Statutes, and:

(1) “Court reporter” means a person who records verbatim testimony in formal and informal legal proceedings in the direct employ of, or on a per diem basis for, the state of Connecticut or the United States of America;

(2) “Financial interest” means any business relationship between a licensed shorthand reporter and a party to a proceeding, whether or not that party has a financial stake in the proceeding, or an attorney participating in a proceeding or an agent for either of them, other than a business engagement for court reporting services related to a particular case or reporting incident, in which a reporter derives, directly or indirectly, any benefit other than from the specific services provided in the particular case or reporting incident; and

(3) “Shorthand reporter” means a person who makes a verbatim record of the spoken word by the use of written symbols, either manually or by the use of a stenotype machine or computer-aided stenotype transcription machine.

(Adopted effective April 18, 2000)

Sec. 20-654-2. Records

Each licensed shorthand reporter shall maintain an original stenographic record for a minimum period of seven years; however, that period shall be extended upon notice to the reporter or to such reporter’s employer, if the reporter is associated with a reporting agency, that there may be a problem with a record “such reporter” has produced until such time as the problem has been resolved.

(Adopted effective April 18, 2000)

Sec. 20-654-3. Application for license

The application for licensure as a licensed shorthand reporter shall include the following information:

- (1) the applicant’s full name;
- (2) any other name the applicant has used, including maiden name;
- (3) the applicant’s residence address;
- (4) a telephone number at which the applicant may be reached during normal business hours;
- (5) the applicant’s date of birth;
- (6) the applicant’s social security number;
- (7) the name and address of the principal agency with which the applicant works;
- (8) whether the applicant has ever been convicted of a felony;

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(9) the applicant's professional designation from the National Court Reporter's Association, if any;

(10) copies of similar licenses issued by other government agencies, in Connecticut or in any other location; and

(11) the applicant's education and experience, which shall include documentation consisting of notarized statements from employers or agencies establishing the dates and duties of the applicant's employment, and which may include curricula vitae or resumes, certified transcripts from an educational facility, or such other documentation as the Board in its discretion may require.

(Adopted effective April 18, 2000)

Sec. 20-654-4. Fees

Each application shall be accompanied by a non-refundable application fee in the amount of fifty dollars (\$50.00) and a license fee for a three-year license in the amount of one hundred fifty dollars (\$150.00). The initial license fee may be prorated in accordance with section 21a-10(b) of the Connecticut General Statutes. The fee for the renewal of any license issued pursuant to this chapter shall be in the amount of one hundred fifty dollars (\$150.00) for each successive three-year period. The Department of Consumer Protection shall deposit all such fees in accordance with chapter 416 of the Connecticut General Statutes.

(Adopted effective April 18, 2000)

Sec. 20-654-5. Examination for licensure

(a) To become licensed in the state of Connecticut, a shorthand reporter shall take and pass the examination for licensure as a shorthand reporter which shall be offered by the Department of Consumer Protection or its designee with the advice and assistance of the State Board of Examiners of Shorthand Reporters. The examination may consist of one hundred true or false and multiple-choice questions, and the transcription of three audio tapes, consisting of jury charge material of two hundred words per minute, literary material of one hundred eighty words per minute and question and answer material of two hundred twenty-five words per minute. The Board may from time to time amend the examination requirements.

(b) The State Board of Examiners of Shorthand Reporters shall waive the requirement set forth in section 20-654-5(a) of the Regulations of Connecticut State Agencies for any person who has met the requirements provided in section 20-654(a) of the Connecticut General Statutes.

(c) Any person seeking to establish that such person was actively engaged in the practice of court or shorthand reporting in the state of Connecticut as of October 1, 1997 as provided in section 20-654(a) of the Connecticut General Statutes shall submit to the State Board of Examiners of Shorthand Reporters documentation consisting of notarized statements from employers or agencies establishing the dates and duties of the applicant's employment. The Board may also require production of curricula vitae or resumes, certified transcripts from

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an educational facility or such other documentation as the Board may in its discretion request.

(Adopted effective April 18, 2000)

Sec. 20-654-6. Renewals. Continuing education requirements

(a) Each applicant for renewal shall have successfully completed ten hours of continuing education which shall be in the form of continuing education courses approved by the National Court Reporters Association for each full year of licensure prior to the date of the license's first renewal. Thereafter, each applicant shall successfully complete thirty hours of continuing education courses approved by the National Court Reporters Association during each three-year license period.

(b) The board may waive the requirement in section 20-654-6(a) of the Regulations of Connecticut State Agencies for an applicant who provides proof that such person holds a current Registered Professional Reporter Certification or such other certificate requiring a higher degree of qualification issued by the National Court Reporters Association and that such applicant has complied with the continuing education requirements of the National Court Reporters Association. The requirements may be obtained from the National Court Reporters Association, 8224 Old Courthouse Road, Vienna, Virginia.

(c) The board may in its discretion approve continuing education and instructional courses.

(Adopted effective April 18, 2000)

Sec. 20-654-7. Complaints

All consumer complaints shall be in written form and shall be accompanied by documentation regarding the services provided and the dates upon which those services were provided.

(Adopted effective April 18, 2000)

Sec. 20-654-8. Discipline

(a) The Department of Consumer Protection may, upon the request of the State Board of Examiners of Shorthand Reporters or the verified complaint in writing of any person investigate the actions of any shorthand reporter or any person who assumes to act in the capacity of a shorthand reporter within this state.

(b) The State Board of Examiners of Shorthand Reporters shall give notice and afford opportunity for hearing, in accordance with the provisions of Chapter 54 of the Connecticut General Statutes and regulations established by the Commissioner of Consumer Protection, before imposing any penalties for violations of any provision of chapters 400 or 416 of the Connecticut General Statutes or any applicable regulations.

(c) The State Board of Examiners of Shorthand Reporters shall conduct hearings in accordance with the requirements set forth in Chapters 54 and 416 and the regulations

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enacted pursuant to those chapters.

(Adopted effective April 18, 2000)