



CONTINUING EDUCATION

APPROVAL APPLICATION



SPONSOR INFORMATION

SPONSOR NAME **STENOGRAPH LLC**

NAME OF CONTACT PERSON **CINDI HARTMAN** TITLE **TRAINNG PROGRAM MANAGER**

STREET **1500 BISHOP COURT**

(MATERIALS CANNOT BE MAILED TO POST OFFICE BOXES)

CITY **MT PROSPECT** STATE **IL** ZIP **60056**

TELEPHONE **847-803-1400 x 6361** FAX _____ E-MAIL **TRAINING@STENOGRAPH.COM**

SPONSORSHIP CATEGORY (CHECK ONE)

- | | |
|--|--|
| <input type="checkbox"/> NCRA AFFILIATE STATE ASSOCIATIONS
NON-PROFIT ASSOCIATIONS
\$150 BASE FEE | <input checked="" type="checkbox"/> FOR PROFIT REPORTER GROUP
FIRM/ VENDOR
\$200 BASE FEE |
|--|--|

Base fee includes evaluation of the CE Program, mailing labels for the state in which the event is to be held, attendance cards, listing of your program in the JCR, and standard shipment of materials by USPS. Asynchronous Distance Learning Programs will not require a base fee. Please see Distance Learning section of application for details.

ADDITIONAL FEES

Mailing Labels – In order to receive mailing lists or labels, you must return the Mailing List Order Form and Agreement.

Late Fees – A late fee of \$15.00 per day will be assessed for applications submitted less than 60 days in advance.

Punch Rental – Refundable fee of \$40 each, for use with NCRA attendance cards. An approved list may replace attendance cards.

Postage Costs – The sponsor is responsible for the cost of mailing materials to the Office of Continuing Education. Any cost associated with express delivery services due to special request or late submission of application will be the burden of the sponsor.

Refund Policy – If your event is cancelled, a 50% refund will be available upon written request.

- **Number of NCRA Punches Requested:**
- **Estimated Attendance:**

SELECT PAYMENT TYPE

- | | |
|---|---------------------------|
| <input type="checkbox"/> | Print Name on Card: _____ |
| <input type="checkbox"/> | Account Number _____ |
| <input type="checkbox"/> | Expiration Date: _____ |
| <input type="checkbox"/> | Signature _____ |
| <input type="checkbox"/> Personal Check - Check No. _____ | |
| <input type="checkbox"/> Money Order | |

Base Fee \$

Punch Rental \$

OFFICE USE ONLY BELOW

Date _____

Amount _____

Batch Number _____



CE APPROVAL APPLICATION

continued

PROGRAM INFORMATION:

PROGRAM/ ACTIVITY NAME -- **2009 Case CATalyst Version 10 Professional Workshops**

PROGRAM DATES – **SEE ATTACHED SCHEDULE**

LOCATION: **SEE ATTACHED SCHEDULE**

City

State

IS YOUR PROGRAM OPEN TO ALL NCRA MEMBERS? Yes No

CE Units are awarded in accordance with the “Continuing Education and Professional Development Guidelines” established by The Council of the Academy of Professional Reporters (CAPR). Credit is awarded based upon content and clock hours of study. Clock hours are measured in 30-minute increments, with a minimum of 60 minutes per session. Descriptions and credentials must be submitted for each session.

AGENDA:

Title of Session	Date	Time	Hours	Instructor/Presenter
1 – Number Conversion	Fridays	8:30 a	1.5	Cindi Hartman or Pam Szczecinski
2 – Speaker Identification	Fridays	10:30 a	1.5	Cindi Hartman or Pam Szczecinski
3 – Realtime Tips & Tricks	Fridays	1:30 p	1.5	Cindi Hartman or Pam Szczecinski
4 – Macros & AccelerWriters	Fridays	3:30 a	1.5	Cindi Hartman or Pam Szczecinski
5 – What’s New in Version 10	Saturdays	8:30 a	1.5	Cindi Hartman or Pam Szczecinski
6 – Easy Include Files	Saturdays	10:30 a	1.5	Cindi Hartman or Pam Szczecinski
7 – Edit Tips and Tricks – Part 1	Saturdays	1:30 p	1.5	Cindi Hartman or Pam Szczecinski
8 – Edit Tips and Tricks – Part 1	Saturdays	3:30 a	1.5	Cindi Hartman or Pam Szczecinski

ATTACH DESCRIPTION OF LEARNING OUTCOME AND INSTRUCTOR/PRESENTER QUALIFICATIONS FOR EACH SESSION
SEE ATTACHED

PLEASE TELL US WHO DEVELOPED YOUR PROGRAM:

- Created entirely by your organization (in-house)
- Created entirely by outside authors/vendors
- Created both in-house and outside authors/vendors

If you used outside assistance to develop your program, please provide additional information (to the right.)

Outside Author/Vendor:	

Contact Name:	

Address:	

Telephone:	E-mail:
_____	_____



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EDUCATIONAL SERVICES PROVIDED BY:

- Live Seminar
- Internet/Web Based
- Internet Download
- Telephone/Modem
- Facsimile
- Computer Based
- Electronic Mail / Chat
- Correspondence/Home Study

TYPE OF DELIVERY:

- Live Presenter / Instructor
- 2 - Two-Way Interactive Video
- 3 - Two-Way Audio with One-Way Video
- 4 - One-Way, Live Video
- 5 - One-Way, Pre-recorded Video
- 6 - Audio-Graphics
- 7 - Two-Way Audio
- 8 - One Way, Live Audio
- 9 - One-Way, Pre-recorded Audio
- 10- Two-Way On-line Interaction

PROGRAM AIDS (Please check all that apply) :

- Audio tapes
- Hardware or kits in the course
- Video tapes
- Internet time
- CD-ROM or floppy disks
- Job-related tools or devices
- Multimedia disks
- Loose-leaf binders with study guides
- Soft cover texts
- Hard bound "published" texts

MEASURING AND SUBMITTING OUTCOMES:

Statistics

- Seminar attendance cards – provided by NCRA

Other Course completion statistics

- Telephone log
- Sign-in sheet
- Examination results
- Website login results
- Other _____

Examination – check all that apply

- No exam given
- Proctored examination
- Independent examination

DISTANCE-LEARNING PROGRAMS

Distance learning is characterized as the acquisition of education and skills through the mediated presentation of information and instruction, requiring the use of technologies and other forms of communication at a distance. Distance education involves the interaction between instructors and learners, among learners, and/or between learners and learning resources, through one or more media during a separation of place and/or time. Multiple delivery methods, such as written, audio, video, computer, and other technologies (not necessarily electronic) are employed to create the overall learning experience.

Processes may be synchronous (involving “real-time” interaction) or asynchronous (involving access to the instructors and materials by the learner at any time). If your program is synchronous, you need to complete this application and submit the outcome to NCRA each time you will offer this program – even if the program is simply a repeat of a previous one. **Asynchronous Programs:** If your program is asynchronous, you should still complete this application, which will tell you how many CEUs you may offer your participants and allow you to promote your program as NCRA approved. Instead of being listed in the JCR, asynchronous programs will be listed in NCRA’s Distance Learning packet. You will need to provide proof of completion on an individual basis. There is no Base Fee for asynchronous distance learning programs, but rather a fee of \$25 per NCRA Members and \$35 for non-NCRA Members will be required each time a participant completes your program. Distance-learning providers must choose **one** option below if the program is asynchronous:

- I will provide completion statistics directly to NCRA, and I will submit a Credit Request to NCRA and pay the required fee
- I will provide proof of completion to the participant, who will submit a Credit Request to NCRA and pay the required fee.



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DATES AND LOCATIONS

April 24-25:	Atlanta, GA
May 15-16:	San Francisco, CA
June 12-13:	Boston, MA (Woburn)
June 26-27:	Eatontown, NJ
September 11-12	Minneapolis, MN (Bloomington)
September 25-26	Cleveland, OH (Independence)
October 9-10	Orlando, FL
November 13-14	Long Beach, CA

COURSE DESCRIPTIONS AND OUTLINES

Friday, 8:30 – 10:00

Course 1 – Number Conversion

In this class you'll learn how to determine which number conversion features to use, how numbers should be defined in your dictionary, and how to make the most out of Automatic Number Conversion as well as Number Conversion Definitions.

- Concept of Automatic Number Conversion
- What Numbers Should Be Defined in Personal Dictionary and How They Should Be Defined
- Understanding Keywords and Rules in the numberconversion.ini File
- Concept of Number Triggers and Number Conversion definitions
- When to use Number Conversion definitions vs. Automatic Number Conversion
- Frequently Asked Questions and Answers about Number Conversion

Friday, 10:30 – 12:00

Course 2 – Speaker Identification

Tinkering with inefficiently defined or inserted examinations, by lines and/or colloquy is a waste of your valuable time and energy. Learn to use features specifically designed to ensure that your Speaker IDs translate accurately and are simple to view, insert and/or modify as needed.

- EZ Speakers Dictionaries
- Speaker List
- Common Entries/Add Other Fields to Speaker List
- Seating Chart
- Adding Speakers after Realtime Translation Begins
- Tips to eliminate common speaker issues

Friday, 1:30 – 3:00

Course 3 -- Realtime Tips & Tricks

Realtime results are determined by more than just how you write! Get to know the translation commands and features in CATalyst Version 10 that help you produce more accurate realtime translation results and enable you to edit on-the-fly as needed.

- Dictionary Builder
- Quick Tran
- Brief It
- Fingerspelling techniques (new [web] attribute)
- Add/Remove Dictionary during translation



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- Query Realtime Translation
- Words per Minute Toolbar
- Power Defines
- Realtime Commands Dictionary

Friday, 3:30 – 5:00

Course 4 - Macros & AccelerWriters

Why press half a dozen keys or more when you can press just one and accomplish the same results? Why wait until after a realtime session to edit when you'd prefer to fix something immediately? Learn how to record macros for realtime and edit and review the most commonly used shortcuts.

- Concept
- Macro Toolbar
- How to record, assign to keys for playback in Edit, define for playback during Translation
- Edit recorded macros
- Use Macros and AccelerWriters provided with Case CATalyst Version 10
- Tips – Version 10 additional search features for more efficient macros

Saturday, 8:30 – 10:00

Course 5: What's New in Version 10

Case CATalyst Version 10 contains dozens of new features and enhancements that will enable you to translate more accurately, reduce your edit time and increase your productivity. In this course, you will become familiar with what's new in Version 10 and learn how to take advantage of these new features.

- Job Icon Colors
- Search File Contents
- Custom Reminders
- Format Symbol Options
- Create Job Report
- Create Core List in Edit
- Hotspots Dialog Pane
- Personal Globals
- Global Table Display Options
- Index Template Wizard
- Index Placeholders
- Attorney Sort
- Seating Chart
- Enhancements to Brief It

Saturday, 10:30 – 12:00

Course 6: Easy Include Files

Many reporters spend far too much time editing standard pages such as titles and appearances; typing the same information over and over again, tabbing and spacing to move text to just the right spot, etc. In this course, you'll learn to make best use of fields to type information once then store it for future use, and to use tables to automate text formatting.

- When to use pre-defined, field list group, and User-defined fields
- Tips for Pre-defined fields
- Tips for Field List Group fields
- Tips for User-defined fields
- When to use a table for formatting
- Creating the right size table for the specific formatting need



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- How to modify cell, row, column and table properties – copy table, cut/copy/paste table rows

Saturday, 1:30 – 3:00

Course 7: Edit Tips & Tricks – Part 1

In this class we will help you build efficient edit habits that result in easier and speedier transcript production. In addition to tips and tricks to fix the current job quickly, you'll learn to recognize opportunities to edit for tomorrow; to develop an eye for improving the next translation, not just getting the current job out the door!

- Global Suggest
- Cap/Uncap Define & Type Options
- Punctuation Shortcuts
- Copy & Paste vs. Retype
- Sticky Space and Orphan Control
- Shortcuts to Research Resources

Course 8: Edit Tips & Tricks – Part 2

Almost every reporter and scopist has at least a few transcript production tasks that take longer to complete than strictly necessary, due to inefficient methods and/or ignorance of alternatives. In this class we'll review the tasks that reporters and scopists agree take them longest, learn how to eliminate time-wasting techniques and replace them with efficient methods that make translation more accurate and editing faster!

- Layout tips & tricks
- Include File/definition formatting tips & tricks
- Fields that insert dates and times
- Sharing wordlists
- Customize placement of information and tools

INSTRUCTOR BIO/CREDENTIALS

Cindi Hartman – Stenograph Training Program Manager. Cindi has trained tens of thousands of court reporters, captioners, CART providers, scopists, teachers and students all over the world on a variety of CAT, captioning, litigation support and industry standard software for 20 years. She is a graduate of the University of Illinois at Champaign-Urbana where she earned a Bachelor of Fine Arts. She manages Stenograph's Certified Independent Training Agent Program, is the author of the CATalyst Basic Skills CBT, six self-study guides and the weekly e-column "Recently Asked Questions about Case CATalyst." Cindi is also the chairman of the NCRA Online Forum Committee and the primary online liaison for Stenograph. She is a two-time recipient of Stenograph's President Award for dedication and commitment to customer service and Stenograph.