

# Program Information

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Mark Kislingbury Academy of Court Reporting  
2024 - 2025





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# Program Description



This program will teach students how to become a professional court reporter. It will fully prepare them to pass the state and national tests that may be required in certain venues, such as Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR).

The principal occupational skills that will be taught include using machine shorthand to write literary dictation at speeds up to 180 words per minute, jury charge dictation at speeds up to 200 words per minute, and question-and-answer testimony in legal settings at speeds up to 225 words per minute, all at a minimum of 95% accuracy.

Students will learn how to transcribe dictation using CAT software (computer-assisted translation), how to create and format official court transcripts, how to mark and index exhibits, how to create mini-transcripts, how to connect to other computers for providing realtime and other technologies related to court reporting. They will receive advanced schooling in court reporting English vocabulary and usage, punctuation, proofreading and editing skills, current events, as well as law, legal and medical terminology. Students will receive instruction on court reporting procedures and will complete a practical internship.

Graduates of the program will be thoroughly prepared to immediately obtain employment in both official and freelance court reporting positions. The approximate time required to complete the Court Reporting Program is 24 months.

Please note that while Theory is separated into three quarters, it is one large course with three progress/grade checkpoints to assess student progress and academic standing. If a student withdraws prior to completing all three quarters of Theory, they will have to start over from Theory, Quarter 1 upon re-enrollment.

## Shabby

*[sha-bee]*

(n.) Shabby is the mascot of Mark Kislingbury Academy of Court Reporting and Mark Kislingbury's beloved dog.



All student status types (onsite, online-live and online non-live) are required to complete the same courses. The only difference is that online non-live students are afforded 4 months to complete each quarter of Theory.

[www.mkcourtreporting.com](http://www.mkcourtreporting.com)

# Enrollment Deadlines



## **FALL 2024 QUARTER** **Theory & Speed Building:** **Onsite, Online-Live & Online Non-Live**



- **Entrance Application Due:** July 31st, by 12:00pm CST
- **Non-Refundable Registration Fee Due:** July 31st
- **Entrance Exam Completion:** August 1st
- **Enrollment Documents & 1st Month's Tuition Due:** August 15th
- **1st Day of Class:** September 9th

## **WINTER 2024 QUARTER** **Theory: Online Non-Live ONLY** **Speed Building: All Student Statuses**



- **Entrance Application Due:** October 31st, by 12:00pm CST
- **Non-Refundable Registration Fee Due:** October 31st
- **Entrance Exam Completion:** November 1st
- **Enrollment Documents & 1st Month's Tuition Due:** November 15th
- **1st Day of Class:** December 2nd

# Enrollment Deadlines



## **SPRING 2025 QUARTER** **Theory: Online Non-Live ONLY** **Speed Building: All Student Statuses**



- **Entrance Application Due:** January 30th, by 12:00pm CST
- **Non-Refundable Registration Fee Due:** January 30th
- **Entrance Exam Completion:** January 31st
- **Enrollment Documents & 1st Month's Tuition Due:** February 14th
- **1st Day of Class:** March 17th

## **SUMMER 2025 QUARTER** **Theory: Online Non-Live ONLY** **Speed Building: All Student Statuses**



- **Entrance Application Due:** April 30th, by 12:00pm CST
- **Non-Refundable Registration Fee Due:** April 30th
- **Entrance Exam Completion:** May 1st
- **Enrollment Documents & 1st Month's Tuition Due:** May 15th
- **1st Day of Class:** June 16th



## Onsite

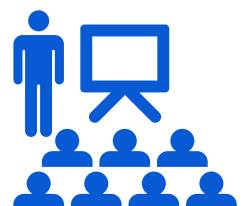
This student status attends class in a traditional classroom setting and must adhere to the onsite and online-live student attendance policy.

These classes are held in the mornings Monday – Friday (CST) and they must attend all classes (Theory, Academics, Speed Building) as this student status when classes meet.

Onsite students will attend class at our Houston, Texas location.

**Theory Students:** They may only enroll for a Fall quarter start, which is September.

**Speed Building Transfer:** They may enroll for any quarter start.





## Online-Live

This student status attends class online via live stream during scheduled class days/times at a location of their choice (i.e. home, public library, etc.). They must adhere to the onsite and online-live student attendance policy.

These are the same classes onsite students attend in person, and are held in the mornings Monday - Friday (CST). They must attend all classes (Theory, Academics, Speed Building) as this student status when classes meet.

**Theory Students:** They may only enroll for a Fall quarter start, which is September.

**Speed Building Transfer:** They may enroll for any quarter start.





## Online Non-Live

This student status watches the recorded class videos that begin at the start of each new academic year (Fall quarter).

**Theory Students:** They may enroll for any quarter start. If they begin in Winter, Spring or Summer quarters, they'll be watching the class videos from the most recent September that has passed.

If they begin in any quarter besides the Fall, they cannot switch from non-live to onsite or online-live until they get to Speed Building, because they'll be in a different spot in Theory than our live students.

As an online non-live student, they'll have four months to complete each Theory/Academic course, as opposed to the three months given to complete each course live.

**Speed Building:** They may enroll for any quarter start.







# Fall Quarter

## THEORY

## SPEED BUILDING

<p><b>M</b> <b>&amp;</b> <b>T</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p>	<p><b>M</b> <b>&amp;</b> <b>T</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p>
<p><b>W</b> <b>&amp;</b> <b>H</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p>	<p><b>W</b> <b>&amp;</b> <b>H</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p>
<p><b>F</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p>	<p><b>F</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p>



**NOTE THE DAYS OF THE WEEK CLASSES ARE ON!**



# Winter Quarter

## THEORY & ACADEMICS

## SPEED BUILDING & ACADEMICS

<p><b>M &amp; T</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p> <p>12:00pm CST – 12:50pm CST: <b>Medical Terminology</b></p>	<p><b>M &amp; T</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p> <p>2:10pm CST – 3:00pm CST: <b>Court Reporting Procedures</b></p>
<p><b>W &amp; H</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p> <p>12:00pm CST – 12:50pm CST: <b>Medical Terminology</b></p>	<p><b>W</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p> <p>2:10pm CST – 3:00pm CST: <b>Court Reporting Procedures</b></p>
<p><b>F</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p>	<p><b>H &amp; F</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p>



**NOTE THE DAYS OF THE WEEK CLASSES ARE ON!**



# Spring Quarter

## THEORY & ACADEMICS

## SPEED BUILDING

<p><b>M &amp; T</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p> <p>12:00pm CST – 12:50pm CST: <b>English &amp; Legal Terminology</b></p>	<p><b>M &amp; T</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p>
<p><b>W &amp; H</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p> <p>12:00pm CST – 12:50pm CST: <b>English &amp; Legal Terminology</b></p>	<p><b>W &amp; H</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p>
<p><b>F</b></p>	<p>8:00am CST – 9:30am CST: <b>Theory, Class 1</b></p> <p>10:00am CST – 10:50am CST: <b>Theory, Class 2</b></p> <p>11:00am CST – 11:50am CST: <b>Theory, Class 3</b></p>	<p><b>F</b></p>	<p>8:00am CST – 8:50am CST: <b>High Speed, Low Speed</b></p> <p>9:00am CST – 9:50am CST: <b>High Speed, Low Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Live Test / Drills</b></p>




**NOTE THE DAYS OF THE WEEK CLASSES ARE ON!**



# Summer Quarter

## ACADEMICS

## SPEED BUILDING

<p><b>M &amp; W</b></p>	<p>8:00am CST – 8:50am CST: <b>Court Reporting Punctuation</b></p>	<p><b>M &amp; T</b></p>	<p>9:00am CST – 9:50am CST: <b>Low Speed, High Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Low Speed, High Speed</b></p> <p>11:00am CST - 11:50am CST: <b>High Speed Live Test / Drills, Low Speed</b></p> <p>12:00pm CST - 12:50pm CST: <b>Tutoring / Office Hours</b></p>
<p><b>T &amp; H</b></p>	<p>8:00am CST – 8:50am CST: <b>Court Reporting Technology / C.A.T. Software</b></p>	<p><b>W</b></p>	<p>9:00am CST – 9:50am CST: <b>Low Speed, High Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Low Speed, High Speed</b></p> <p>11:00am CST - 11:50am CST: <b>High Speed Live Test / Drills, Low Speed</b></p> <p>12:00pm CST - 12:50pm CST: <b>Tutoring / Office Hours</b></p>
<p><b>F</b></p>	<p> <b>NOTE THE DAYS OF THE WEEK CLASSES ARE ON!</b></p>	<p><b>H &amp; F</b></p>	<p>9:00am CST – 9:50am CST: <b>Low Speed, High Speed</b></p> <p>10:00am CST – 10:50am CST: <b>Low Speed, High Speed</b></p> <p>11:00am CST - 11:50am CST: <b>High Speed Live Test / Drills, Low Speed</b></p> <p>12:00pm CST - 12:50pm CST: <b>Tutoring / Office Hours</b></p>

# Admission Requirements



## ✔ Requirements for Acceptance

Prospective students must have a high school diploma or equivalent (G.E.D., homeschool completion certificate, etc.), meet all enrollment deadlines, earn a 70% or above on the entrance exam, and pay the \$100 non-refundable registration fee in full in order to be eligible for acceptance and enrollment.

Prospective students who are starting in Theory may enroll for Onsite or Online-Live status for the Fall Quarter *only*.

All other students (Speed Building – onsite/online-live/online non-live, Theory – online non-live) may enroll for a start at any quarter (Fall, Winter, Spring, Summer).

## ✔ How to Apply

Please refer to the Enrollment Deadlines.

### Step 1:

Request an Entrance Application by contacting [info@mkcourtreporting.com](mailto:info@mkcourtreporting.com) or download it directly from the School Information section of the [www.mkcourtreporting.com](http://www.mkcourtreporting.com) website.

Send the completed application to [madisonjohnston@mkcourtreporting.com](mailto:madisonjohnston@mkcourtreporting.com) by the due date. Make sure the email you're using is the same one you'd like all your school communications to go to.

### Step 2:

Payment of non-refundable \$100 registration fee by the deadline. You'll receive an invoice for the registration fee only AFTER turning in your Entrance Application.

# Admission Requirements



## Step 3:

Complete and submit the Entrance Exam by the deadline. You must make a 70% or above in order to continue with enrollment.

After we process your payment, you'll receive an email from Talview to take your Entrance Exam. Please allow 24-48 hours to receive this information and check your spam/junk folder.

Read the information in the email and follow all instructions to take the Entrance Exam. The exam is both timed and proctored.

The Entrance Exam covers grammar, spelling, homophones, some history & geography, and reasoning skills. It's a 100 multiple-choice question test and shouldn't take longer than an hour to complete. These questions are general knowledge and reasoning based on the educational level of a high school graduate or GED equivalent.

After you've taken your Entrance Exam, please allow us 2-5 business days to follow up with next steps.

**\*Please note that if you fail the Entrance Exam, you are not eligible for enrollment in that quarter. The registration fee is non-refundable regardless of exam results. You may take the exam again for the following quarter enrollment after the current enrollment period has closed. You'll have to send in your application and start the process over to be considered for the following quarter.\***

# Tuition & Fees



Tuition is the same regardless of student status (onsite or online). Tuition also remains the same throughout enrollment, and is paid on a monthly basis (due on the 1st, late after the 5th of each month).

- **Beginning Students:**
  - \$575/month for beginning students new to court reporting and students who have not spent \$10,000 or more at another court reporting program.
- **Transfer Students (spent \$10,000+ at another court reporting school):**
  - \$345/month for students who have attended another court reporting school and have spent at least \$10,000 (you are required to provide documentation to obtain this pricing).
- **Professional Court Reporters:**
  - \$285/month for professional court reporters who would like to relearn Theory *only* using Mr. Kislingbury's method. Student must provide proof of professional status (letter from employer, copy of CSR license, etc.).
- **Auditing Students – Theory Only:**
  - \$175/month for students who would like to audit the Theory course. Auditing means that you will not turn in homework, tests for grading, or be held to an academic standard. You will progress at your own pace. You may still do onsite, online-live, or online non-live as an auditing student and you will receive the same study resources. This option is mainly for working court reporters looking to integrate the Magnum Steno Theory with their own.

There is a non-refundable \$100 registration fee.

## Payment Options:

Check, Money Order, Cashier's Check and Credit/Debit Card

We don't offer auditing for Speed Building, as Magnum Steno ([www.magnumsteno.com](http://www.magnumsteno.com)) is a speed building resource for those looking to build their speeds at their own pace.

In combination with that, you can also purchase EV360 through the College of Court Reporting (<https://ultimate.ev360es.com/>), which is what our Speed Building students use, to track your speed progression. As an auditing student, EV360 isn't included with enrollment due to not paying for our instructors to grade your tests via the software.

# **Transferring, Waiving or Testing Out**



## **Testing Out**

If you would like to test out of English or Medical Terminology courses, we have a test for each subject that you may request to take.

## **Waiving**

The only time we will waive English or Medical is if:

- You have a Bachelor's degree in English or Biology, Physiology, or something anatomy related
- You have worked in either field extensively
- You have taught extensively in the education field (applicable for English or if you were a high school anatomy teacher for Medical)

## **Transferring**

If you would like to transfer any courses from another court reporting program, we'll need your transcript(s) showing your completion and grade of at least C or above.





- **THQ1: Theory, Quarter 1**
  - This course is designed to introduce machine shorthand writing. Students will learn how to use all of the keys and form words, phrases, and punctuation at increasing speeds from live dictation.
  - Prerequisite: none
- **THQ2: Theory, Quarter 2**
  - This course is designed to complete the basics of machine shorthand writing. Emphasis is on memorization of one-stroke words, dates, numbers, punctuation, prefixes, suffixes and increased vocabulary. Students will apply these skills in increasing speed and accuracy in live dictation.
  - Prerequisite: 80 or above in Theory, Quarter 1
- **MT: Medical Terminology (Quarter 2)**
  - Students will learn the meanings and spellings of medical words and combining forms so as to be able to correctly transcribe medical testimony.
  - Prerequisite: none
- **THQ3: Theory, Quarter 3**
  - Advanced theory principles are completed and include the memorization and use of briefs to increase speed and accuracy. Prerequisite: 80 or above in Theory, Quarter 2
- **ELT: English and Legal Terminology (Quarter 3)**
  - In this course, students will learn the basic principles of English structure, grammar and usage with an emphasis on punctuation, spelling and vocabulary, increase their vocabulary in general English with an emphasis on homophones and pseudo-homophones. Law and legal terminology will also be a strong component of this course.
  - Prerequisite: none

# Program Courses



- **CRPU: Court Reporting Punctuation (Quarter 4)**
  - Students will learn how to punctuate spoken English in a judicial environment.
- **CRT: Court Reporting Technologies/C.A.T. Software (Quarter 4)**
  - Students will learn how to use DigitalCAT court reporting software, including but not limited to: writing realtime, creating, building, and maintaining, dictionaries, editing, formatting, using keyboard macros, using, making, and launching macros from the steno machine. A basic computer skills review is included in this course.
- **SB: Speed Building (Quarters 4-8)**
  - Students will develop machine shorthand skills and increasing speeds in literary, jury charge and testimony transcription. This class involves dictation in literary, jury charge, two-voice and multi-voice testimony, and medical/technical dictation. Students may advance through speeds at their own pace and within multiple quarters. 20.75 quarter credit hours will be earned each quarter until the student passes out of their test out speeds.
  - Prerequisite: 80 or above in Theory, Quarter 3
- **CRPR: Court Reporting Procedures (Quarter 7)**
  - This course teaches students in simulated courtroom scenarios how to swear in a witness, mark exhibits, receive evidence, proper courtroom and deposition room etiquette, the professional rules, duties, and ethics pertaining to court reporters and more.
  - Prerequisite: CRT
- **INT: Internship (Quarter 8)**
  - The Internship shall include a minimum of 40 hours of participation under the supervision of a practicing court reporter using machine shorthand technology, verified by the reporter(s) under whom the internship is being completed and the production of a 40-page salable transcript based on testimony written.
  - Prerequisite: CRPR



**Students do not purchase textbooks or required equipment from the academy.** The cost of textbooks and equipment can vary depending on if the student decides to purchase new or used, which retailer, etc.

- **Books:**

- *Magnum Steno Theory* (**most current edition**)
- *Medical Terminology: A Short Course by Davi-Ellen Chabner* (**5th edition**)
- \*Optional\* *How to Say It and Write It Correctly NOW* by Dr. Santo J. Aurelio (**2nd Edition**)

- **Equipment:**

- Laptop:
  - Must NOT be a MacBook or netbook. MUST run on Windows, Vista, 8, 10, or 11
  - Should have at least one USB port, 8 GB or more of RAM, at least a 256 GB SSD drive, and a 2.0+ GHz processor
- Microsoft Office and PDF reader required
- CAT Software:
  - DigitalCAT student software can be purchased at [www.stenovations.com](http://www.stenovations.com)
- Writer (any make/model with the below required features):
  - Extended asterisk key to the right
  - Extended -DZ keys
  - Realtime cable

## Recommended Writer Models:

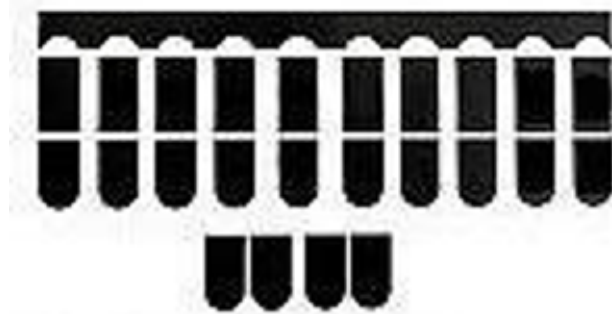
- Luminex/Luminex CSE
- Wave
- Diamante
- NexGen
- LightSpeed Classic

## Recommended Purchasing Sites:

- [www.stenograph.com](http://www.stenograph.com)
- [www.acculaw.com](http://www.acculaw.com)
- [www.stenoworks.com](http://www.stenoworks.com)
- Kimi's Court Reporter Thrift Shop – Facebook Group

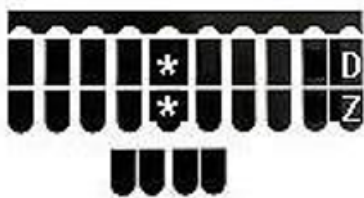


Below is a standard steno writer keyboard.

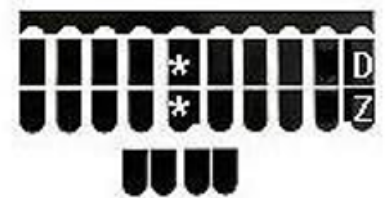


2) Standard Keys

The extended keys we require are shown below. We ask for keyboard #6 in our writer requirements, but keyboard #4 will also work.



4) Double Wide Asterisk,  
Wide D and Z



6) Wide Asterisk, D and Z

# Program Completion Guideline



The program is designed to be completed in 24 months (2 years), but can be completed faster depending on how fast a student tests out of their speeds.

Below is a recommended completion plan to finish the program in 2 years. Please keep in mind that it can take longer depending on each individual student (withdrawals, leaves of absence, building finger speed, etc.).

## QUARTER 1

- Theory, Quarter 1

## QUARTER 2

- Theory, Quarter 2
- Medical Terminology

## QUARTER 3

- Theory, Quarter 3
- English & Legal Terminology

## QUARTER 4

- Speed Building (100 Literary/120 Jury Charge/140 Testimony)
- Court Reporting Punctuation
- Court Reporting Technologies/C.A.T. Software

## QUARTER 5

- Speed Building (120 Literary/140 Jury Charge/160 Testimony)

## QUARTER 6

- Speed Building (140 Literary/160 Jury Charge/180 Testimony)

## QUARTER 7

- Court Reporting Procedures
- Speed Building (160 Literary/180 Jury Charge/200 Testimony)

## QUARTER 8

- Internship
- Speed Building (180 Literary/200 Jury Charge/225 Testimony)

## QUARTER 9 \*OPTIONAL\*

- Speed Building (200 Literary/220 Jury Charge/250 Testimony)
- Speed Building (220 Literary/240 Jury Charge/280 Testimony)

## **Frequently Asked Questions:**

**Q: Are you accredited and do you participate in FAFSA or federal funding?**

A: No, we are not accredited. We are recognized by TWC (Texas Workforce Commission) as a vocational college, and meet the standards and requirements set forth by that organization. No, we do not participate in FAFSA or any federal funding.

**Q: Do you meet my state's requirements for CSR schools?**

A: You will need to contact your state CSR board or look up that information individually. There is not national reciprocity for CSR's, which means each state develops and enforces their own standards and requirements. We teach to meet the Texas CSR exam and the RPR (National Court Reporters Organization) exam requirements. Usually, this is satisfactory in most states, but some states do have specific school requirements for their CSR's.

**Q: Do you teach captioning or CART?**

A: We do not teach the courses for certification in those specific career fields. Court reporting and stenography is, however, the foundation on which you will build the skills for those certifications, and our graduates who have wanted to go into realtime or captioning/CART have been able to do so within one to two years of graduation our program.

**Q: How much time will I need to devote to this?**

A: You will spend approximately four hours a day, five days out of the week on class and homework, and two hours on the other two days- at the required minimum. It is highly possible that you might find that you require more study and practice time than what we require at the minimum.