

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
DIVISION OF PROFESSIONAL REGULATION

MINUTES

CERTIFIED SHORTHAND REPORTERS BOARD

MEETING DATE: June 13, 2008
 MEETING CONVENED: 10:45 a.m.
 MEETING ADJOURNED: 1:44 p.m.
 MEETING LOCATION: IDFPR Springfield Office - Room 254-B

BOARD MEMBERS PRESENT: Judith A. Lehman, Chairman
 Melanie Jakus, Vice-Chairman
 R. Kent Evans, Member
 Nancy Hopp, Member
 Donna Urlaub, Member
 Barbara Wichmann, Member

The members present constituted a quorum of the Board.

STAFF PRESENT: Dr. Ron Rodgers, Psychometrician
 Janelle Bartletti, Testing
 Ellen Leach, Professional Services Section
 Alicia Purchase, Manager/Professional Services Section

| TOPIC | DISCUSSION | ACTION |
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| Call to Order | Meeting was called to order at 10:45 a.m. | |
| New Business | | |
| NCRA RFP | Ms. Lehman recommended contacting the National Court Reporter's Association (NCRA) and requesting a proposal for bid to administer the exam. She explained their standards are the ones that Illinois uses. The problems that took place at the April administration in Carbondale is something you don't hear about with the NCRA examination. Diane Peratt is the contact person at NCRA. | Motion made/seconded to contact NCRA about administering the Illinois exam. Motion carried. Ms. Purchase will take this matter to the Director for further consideration. Motion carried. |
| Dr. Ron Rodgers | Dr. Rodgers provided a PowerPoint presentation to the Board regarding the Illinois Certified Shorthand Reporter Examinations given by Continental Testing Services (CTS). A hard copy of the presentation was disseminated as well. Dr. Rodgers stated CSR candidates are | The Board plans to discuss options for preliminary testing or allowing the schools to certify that a candidate is qualified to take the exam. |

taking exams long before they have the necessary skills to pass. In the past there was a preliminary exam, which has since been eliminated and due to the elimination of this exam the error rates doubled and the pass rates fell. Dr. Rodgers is proposing to change procedures for dictation exams due to security issues:

- USB drives too easy to conceal
- Transcribers may require unique procedures to clear memories
- Transcribers do not send audible alarm when files saved to improper memory device
- Bluetooth reception to cell phones, offsite devices implausible to disable
- Security improved by using each transcript for just one exam (after which it will be retired)

Currently CTS has four more exams, with new exams created in the Fall for the following year. The recording for the exams normally takes a full day to record three exams. Dr. Rodgers needs source transcripts by July 30 to prepare for fall taping. A determination will be made on how many voices will be needed for the exam. Several Board members volunteered to record the exams. CTS will hire a male voice if needed. Dr. Rodgers needs to know the Board's availability and will work from there. He suggested the Board revisit the idea of requiring candidates to demonstrate their level of skill before being allowed to take the examination.

Dr. Rodgers anticipates that scheduling for recordings will most likely be in October or November in the Chicago area.

Discussion ensued regarding applicants using their own laptops/printers, etc. Dr. Rodgers asked the Board to email him with the issues regarding this. If changes need to be made to the application, it cannot be done until the December exam due to the deadline for the August examination.

Subsequent to Dr. Rodgers presentation, Ms. Purchase asked the Board for their thoughts based on Dr. Rodgers

Board members are to send Dr. Rodgers names of those interested in doing the recordings.

The Board will submit a formal letter to the Department proposing their ideas regarding

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| | <p>recommendations.</p> <p>Board members further discussed language regarding the schools completing certifications for students prior to taking the exam.</p> | <p>the exam.</p> <p>The Board will work on language for giving the schools a strong recommendation to say that it is highly recommended that they not send anyone to sit for the exam that has not passed with at least a 180.</p> |
| Old Business | <p>Ms. Lehman has begun gathering information from Illinois court reporting schools and is waiting for feedback from them. All info will be compiled and sent to Ms. Purchase.</p> | |
| Signatures | | <p>Board signatures were affixed to action sheets and travel vouchers.</p> |
| Adjournment | | <p>There being no further business to be brought before the Board, the meeting adjourned at 1:44 p.m.</p> |