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## **IDAPA 49 - CERTIFIED SHORTHAND REPORTERS BOARD**

### **49.01.01 - Rules Of Procedure of the Idaho Certified Shorthand Reporters Board**

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**IDAPA 49  
TITLE 01  
CHAPTER 01**

**IDAPA 49 - CERTIFIED SHORTHAND REPORTERS BOARD**

**49.01.01 - RULES OF PROCEDURE OF THE IDAHO CERTIFIED  
SHORTHAND REPORTERS BOARD**

**000. LEGAL AUTHORITY.**

These rules are adopted under the authority of Section 54-3107, Idaho Code. (11-1-07)T

**001. TITLE AND SCOPE.**

These rules shall be cited as IDAPA 49.01.01, "Rules of Procedure of the Idaho Certified Shorthand Reporters Board." These rules establish procedures for the organization and operation of the Board. (1-1-97)

**002. WRITTEN INTERPRETATIONS.**

Written interpretations, if any, of this chapter are available for review at the board office. (4-6-05)

**003. ADMINISTRATIVE APPEALS.**

Administrative appeals shall be governed by the Administrative Procedures Act, Title 67, Chapter 52, Idaho Code. (4-6-05)

**004. INCORPORATION BY REFERENCE.**

No documents are incorporated by reference in these rules. (4-6-05)

**005. OFFICE INFORMATION.**

The office of the Board is located within the Bureau of Occupational Licenses, Owyhee Plaza, 1109 Main Street, Suite 220, Boise, Idaho 83702-5642. The office is open from 8 a.m. to 5 p.m., except Saturday, Sunday, and legal holidays. The telephone number of the office is (208) 334-3233. The facsimile number of the office is (208) 334-3945. The email address of the Board is sre@ibol.idaho.gov. The website address of the Board is <http://www.ibol.idaho.gov/sre.htm>. (11-1-07)T

**006. PUBLIC RECORDS ACT COMPLIANCE.**

These rules are subject to and in compliance with the Idaho Public Records Act. (4-6-05)

**007. FILING OF DOCUMENTS.**

All written communications and documents that are intended to be part of an official record for decision in a rulemaking or contested case must be filed with the Executive Secretary of the Board. One (1) original is sufficient for submission to the hearing officer, with one (1) copy for the Board and one (1) copy submitted to the opposing party. Whenever documents are filed by facsimile transmission (FAX), originals shall be deposited in the mail the same day or hand delivered the following business day to the hearing officer or the Board, and opposing parties. (4-6-05)

**008. CHANGES IN NAME AND ADDRESS -- ADDRESS FOR NOTIFICATION PURPOSES.**

**01. Change of Name.** Whenever a change of registrant name occurs, the Board must be immediately notified of the change. Documentation confirming the change of name must be provided to the Board on request. (4-6-05)

**02. Change of Address.** Whenever a change of registrant mailing address occurs, the Board must be immediately notified of the change. (4-6-05)

**03. Address for Notification Purposes.** The most recent mailing address on record with the Board will be utilized for purposes of all written communication with the registrant including, but not limited to, notification of renewal and notices related to disciplinary actions. (4-6-05)

**009. (RESERVED).**

**010. DEFINITIONS.**

For the purpose of these rules: (7-1-93)

**01. Act.** Title 54, Chapter 31, Idaho Code. (1-1-97)

**02. Board.** The Idaho Certified Shorthand Reporters Board. (7-1-93)

**011. -- 099. (RESERVED).**

**100. BOARD MEETINGS.**

The Board shall meet at least once a year. In addition to this annual meeting, the president may call special meetings from time to time when it is deemed necessary, or upon request of two (2) or more members of the Board. (4-6-05)

**101. OFFICERS.**

Officers elected from the Board shall be president, and secretary/treasurer. An executive secretary may be appointed who is not a member of the Board. (4-6-05)

**102. COMMITTEES.**

Regular or special committees may be appointed by the president and shall present reports to the Board at the time specified or at the earliest regular or special meeting of the Board. A special voluntary committee from the public, which may include members of the Board, may be formed to render special services during examinations or as the Board may assign to them. (1-1-97)

**01. Quorum.** A quorum shall be at least three (3) members of the Board legally holding office at the time of meeting. The board president shall not vote except to break a tie. (4-6-05)

**02. Certificates.** Certificates of registration shall be issued to each certified shorthand reporter, as prescribed by the Act, on forms adopted by the Board. Certificates shall be displayed by certified shorthand reporters in their place of business. A new certificate may be issued by the Board to replace one lost, destroyed, or mutilated upon receipt of a replacement fee of ten dollars (\$10). Each certificate shall bear an individual number as assigned to that particular C.S.R. by the Board. (1-1-97)

**103. -- 199. (RESERVED).**

**200. APPLICATION PROCEDURES.**

Applications for registration shall be. (7-1-93)

**01. Prescribed Forms.** Filed on a form or forms prescribed by the Board. (1-1-97)

**02. Filing Location.** Filed at the Boise office of the Board, accompanied by the required application fee. (1-1-97)

**03. Filing Deadline.** Received by the Board, not less than thirty (30) days prior to the date of examination. (1-1-97)

**04. Incomplete Application.** An application which is not fully completed by the applicant need not be considered or acted upon by the Board and shall be returned to the applicant by the executive secretary with a statement of the reason for return. (1-1-97)

**201. -- 299. (RESERVED).**

**300. EXAMINATIONS.**

**01. Examination Process.** (4-6-05)

**a.** Late applicants shall not be admitted to the examination room. (1-1-97)

- b.** Picture identification shall be shown by all applicants before taking an examination. (4-6-05)
- c.** Examinees are forbidden to receive any unauthorized assistance during the examination. Communication between examinees or possession of unauthorized material or devices during the examination is strictly prohibited. (1-1-97)
- d.** Only scheduled examinees, Board members, the executive secretary and authorized personnel shall be admitted to the examination room. (1-1-97)
- 02. Scope of Examination.** (7-1-93)
- a.** The complete examining procedure for certification as a certified shorthand reporter consists of two (2) sections. The first section is the written examination covering subjects as are ordinarily given in a school of court reporting and which are common to all fields of practice. The second section is the skills portion which shall consist of the following “takes” and speeds. (1-1-97)
- i.** Question and Answer -- Two hundred twenty-five (225) words per minute. (1-1-97)
- ii.** Jury Charge -- Two hundred (200) words per minute. (1-1-97)
- iii.** Literary -- One hundred eighty (180) words per minute. (1-1-97)
- iv.** Density of Exam -- The syllabic content of the dictated exam shall be one point four (1.4). (7-1-93)
- b.** Examination prepared and graded by the National Court Reporters Association (NCRA) may be used by the Board. (1-1-97)
- c.** The examination is the same for all applicants. (7-1-93)
- d.** The examining committee which shall consist of the three C.S.R. Board members, shall inform applicants of the approximate time allowed for typing the skills portion of the examination. (1-1-97)
- e.** These “takes” can be passed individually for the Idaho examination. (4-6-05)
- 03. Grading.** (7-1-93)
- a.** Each applicant must attain a grade of seventy-five percent (75%) or above to pass the written examination and ninety-five percent (95%) or above in each “take” to pass the skills portion. (1-1-97)
- b.** Every applicant receiving a grade of less than seventy-five percent (75%) in the written examination shall be deemed to have failed such examination and shall have the application denied without prejudice. (1-1-97)
- c.** Every applicant receiving a grade of less than ninety-five percent (95%) in each “take” shall be deemed to have failed such examination and shall have the application denied without prejudice. (1-1-97)
- d.** An applicant failing either the written section, or the skills portion, and having filed a new application for examination, shall be required to take and pass within a two-year period only the section for which a failing grade was received. (1-1-97)
- 04. Inspection of Examination.** (7-1-93)
- a.** An applicant who fails to obtain a passing grade in the skills portion may inspect his/her examination papers at such times and locations as may be designated by the Board. Inspection of such examination papers shall be permitted within a thirty (30) day period after receipt of notice by the applicant of his/her failure to pass the examination. (1-1-97)

**b.** At the time of inspection no one other than the examinee or his/her attorney and a representative of the Board shall have access to such examination papers. (1-1-97)

**05. Inspection Review.** (7-1-93)

**a.** Within thirty (30) days after the date notice of the results of the examination has been mailed to him/her, an applicant who was unsuccessful in the examination may petition the Board for a review of his/her examination papers. (1-1-97)

**b.** The petition for review shall be made in writing stating the reason for such review and citing the item or items against which the request is directed. (7-1-93)

**c.** The Board shall, upon receiving such petition for review, conduct a hearing at the next scheduled Board meeting. (1-1-97)

**06. Retention of Examinations.** The Board shall retain for at least six (6) months, all examination papers and notes submitted by applicants. (1-1-97)

**301. -- 399. (RESERVED).**

**400. TEMPORARY CERTIFICATION.**

**01. Eligibility.** (7-1-93)

**a.** Any one (1) or more of the following shall be considered as minimum evidence that the applicant is qualified to hold a temporary certificate: (7-1-93)

i. Hold a National Court Reporters Association (NCRA) merit certificate; (7-1-93)

ii. Hold a Certificate of Registered Professional Reporter (RPR) issued by the National Court Reporter Association NCRA); (7-1-93)

iii. Hold a Certified Shorthand Reporter certificate in good standing from another state; (7-1-93)

iv. Hold a diploma or certificate of completion of all requirements to graduate from a National Court Reporter Association (NCRA) approved school; (7-1-93)

v. Has otherwise demonstrated his/her proficiency by a certificate from an agency from another state. (1-1-97)

**b.** The applicant shall in addition. (7-1-93)

i. Have graduated from an accredited high school, or have had an equivalent education. (7-1-93)

ii. Be of good moral character, and have filed a complete application with the Board, accompanied by the required fees, as set forth in the Act. (1-1-97)

**02. Certificate.** All temporary certificates shall be issued for a period of one (1) year and may be renewable for a single additional year upon payment of the required fees, as set forth in the Act, and showing of just cause. (1-1-97)

**401. -- 999. (RESERVED).**

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