

1 **CHAPTER 46**

2 **RULES OF THE BOARD OF EXAMINERS OF SHORTHAND REPORTERS**

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6 **Rule 46.2 Definitions.** In this chapter:

7 (1) “Certified shorthand reporter” is an individual who has demonstrated by  
8 examination administered by the board of examiners that such individual has  
9 achieved proficiency in shorthand equivalent in the discretion of the board to the  
10 standard of the National Court Reporters Association for the earned designation  
11 of Registered Professional Reporter or the National Verbatim Reporters  
12 Association for the earned designation of Certified Verbatim Reporter, namely,  
13 the demonstrated ability to write dictated tests at 180 words per minute  
14 (question and answer — technical dictation), 200 words per minute (multivoice  
15 dictation for transcription or readback), and 225 words per minute (question and  
16 answer dictation), or such equivalents thereof as the board may select, each at  
17 95 percent accuracy or better, and demonstrated written knowledge of the  
18 reporter’s duties, Iowa legal procedure, and correct English usage at 70 percent  
19 accuracy or better. Individuals who hold the designation of Registered  
20 Professional Reporter from the National Court Reporters Association ~~by passing~~  
21 ~~the association’s examination on or after May 1, 1973~~ or the designation of  
22 Certified Verbatim Reporter from the National Verbatim Reporters Association,  
23 and are in good standing with such association, may, upon application to the  
24 board of examiners, become certified shorthand reporters upon successfully  
25 passing a written examination concerning a reporter’s duties, Iowa legal  
26 procedure, and correct English usage at 70 percent accuracy or better.

27 (2) “Shorthand” is a method of writing rapidly with stenographic machine by  
28 substituting characters, abbreviations, or symbols for letters, words, or phrases  
29 or by making a verbatim record or a proceeding using a closed microphone voice  
30 dictation silencer, steno mask, or similar device using oral shorthand and voice  
31 notes.

32 (3) “Shorthand reporting” is the professional skill, the practice of which by  
33 official shorthand reporters and freelance shorthand reporters serves the judicial  
34 branch of state government in courts of record, references by such courts or the  
35 law, depositions taken by shorthand reporters, or proceedings of like character,  
36 with the end in view of ensuring the accuracy and integrity of the record upon  
37 which courts rely for evidence, trial, and appellate review.

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1     **Rule 46.4 Applications.** Candidates for examination must make written  
2 application on the form approved by the board and provided by the board's office.  
3 An application must be on file with the administrator at the board's office at least  
4 30 days before the date of the examination, unless the board for good cause  
5 shown grants an applicant additional time to file or otherwise waives the 30-day  
6 filing deadline. Good cause for this purpose may include illness, military service,  
7 unavoidable casualty or misfortune, or other grounds beyond the control of the  
8 applicant. A new application is required for each examination. An applicant to  
9 become a certified shorthand reporter must not be examined until the applicant  
10 has satisfied the board that the applicant's educational and special training  
11 includes at least one of the following:

12     **46.4(1)** The applicant has attained proficiency of 200 words per minute or  
13 more in a shorthand reporting course.

14     **46.4(2)** The applicant has had at least two years of experience as a shorthand  
15 reporter in making verbatim records of judicial or related proceedings.

16     **46.4(3)** The applicant has graduated from a shorthand reporting school  
17 approved by the National Court Reporters Association or the National Verbatim  
18 Reporters Association.

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20     **Rule 46.5 Examination.**

21     **46.5(1)** Applicants are required to write shorthand from dictation of regular  
22 court proceedings, or such other matter as may be selected by the board of  
23 examiners, for such periods as required at varying speeds within the standard.

24     **46.5(2)** Applicants will be examined with respect to their knowledge of the  
25 statutory duties of a court reporter, general Iowa court procedure, and correct  
26 English usage at a 70 percent or better accuracy rate.

27     **46.5(3)** Applicants are required to transcribe such part of the dictation as the  
28 board of examiners may indicate.

29     **46.5(4)** Applicants are required to read aloud such part of the dictated matter  
30 as the board of examiners may indicate.

31     **46.5(5)** Applicants are required to furnish their own equipment and supplies  
32 for taking shorthand. Applicants must make their own transcript on a provided  
33 computer or typewriter unless the applicant is otherwise notified.

34     **46.5(6)** Upon completion of the examination, all shorthand notes, transcripts,  
35 and other papers used in connection with an examination must be returned to  
36 the board.

37     **46.5(7)** Testing rules and guidelines of the National Court Reporters  
38 Association, the National Verbatim Reporters Association, and the Board of the

1 Academy of Professional Reporters for Registered Professional Reporters must be  
2 used as a guide to procedure.

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6 **Rule 46.8 Continuing education requirement.**

7 **46.8(1)** Units of continuing education credits as approved by the board must  
8 be completed by each reporter in active practice in Iowa. Failure to comply with  
9 the continuing education requirements will be grounds for disciplinary action  
10 under rule 46.11. In order to comply, a reporter must meet the requirements of  
11 rule 46.8(1)(a) or 46.8(1)(b):

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15 *b. Alternative requirements.* In lieu of the requirements set forth in rule  
16 46.8(1)(a), the board will accept satisfactory evidence of compliance with the  
17 current continuing education requirements of the National Court Reporters  
18 Association for retention on its Registry of Professional Reporters or the National  
19 Verbatim Reporters Association for retention on its Registry of Certified Verbatim  
20 Reporters.

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24 **Rule 46.16 Military service and veteran reciprocity.**

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28 **46.16(3)** *Veteran reciprocity.*

29 *a.* A veteran with an unrestricted professional certificate as a shorthand  
30 reporter in another jurisdiction may apply for certification in Iowa through  
31 reciprocity. A veteran must pass any examinations required for certification to  
32 be eligible for certification through reciprocity and will be given credit for  
33 examinations previously passed when consistent with board rules on  
34 examination requirements. A veteran's fully completed application for  
35 certification submitted under rule 46.16(3) will be expedited and given priority.

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1     **46.16(4)** *Substantially equivalent certification requirements.* The certification  
2 requirements of another jurisdiction are substantially equivalent to those of  
3 Iowa, if in that jurisdiction an individual must demonstrate, by examination  
4 administered by the licensing authority of the jurisdiction, proficiency in  
5 shorthand equivalent to the standard of the National Court Reporters  
6 Association for the earned designation of Registered Professional Reporter or the  
7 standard of the National Verbatim Reporters Association for the earned  
8 designation of Certified Verbatim Reporter.

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10    **Rule 46.17 Certification by reciprocity.**

11     **46.17(1)** An applicant with an unrestricted professional certificate as a  
12 stenographic shorthand reporter in another jurisdiction may apply for  
13 certification in Iowa through reciprocity. The applicant will be given credit for  
14 examinations previously passed when consistent with board rules on  
15 examination requirements.

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19     **46.17(7)** The certification requirements of another jurisdiction are  
20 substantially equivalent to those of Iowa, if in that jurisdiction an individual  
21 must demonstrate by examination, administered by the licensing authority of  
22 the jurisdiction, proficiency in stenographic shorthand equivalent to the  
23 standard of the National Court Reporters Association for the earned designation  
24 of Registered Professional Reporter or the standard of the National Verbatim  
25 Reporters Association for the earned designation of Certified Verbatim Reporter.