



BRSCR

Baton Rouge School of Court Reporting

**BATON ROUGE SCHOOL OF
COURT REPORTING, LLC**

Baton Rouge, LA

Phone: 225-218-4919

E-mail: office@brscr.com

Web: www.brscr.com

COURT REPORTER TRAINING (VOICE)

**"WHERE EVERY STUDENT
IS THE TEACHER'S PET."**

WHAT IS A COURT REPORTER?

A court reporter is a state or nationally certified voice stenographer authorized to take down the verbatim testimony of witnesses in court or in pretrial depositions. The reporter puts the witness under oath, records the testimony by means of realtime voice writing, and produces a certified transcript for the court.

A certified court reporter must pass a written exam and three skills tests ranging from 180 to 225 words per minute for five minutes.

"I hope all the students realize just how patient and understanding you and your staff are!" (Email from voice graduate)

WHAT EQUIPMENT IS NEEDED?

The hardware and software components of the program are as follows:

- Laptop computer
- Stenomask with adapter
- Speech Recognition Software
- Computer-Aided Transcription (CAT) Software

BRSCR will load student CAT software. Equipment required: email, Internet access, and Microsoft Word. A printer is also recommended. See the Equipment handout.

WHAT ARE THE COURSES?

Initial academics:

- History of Voice Writing
- English I
- Medical Terminology
- Legal Terminology
- Practical Applications
- English II

Skills training:

- Technology 101
- Speedbuilding I
- Speedbuilding II
- Speedbuilding III

Finishing courses:

- Certification Preparation
- Technology 201

HOW LONG IS THE PROGRAM?

The Voice Writing program consists of a combination of 12 academic and skills courses.

The program is self-paced and designed to be completed in six to nine months for all academic courses and skills speedbuilding

"I never dreamed an online school could be so personable!" (Online graduate)

WHAT ABOUT BOOKS?

Textbook pages are incorporated into the coursework or may be purchased used at minimal expense.

WHEN DO CLASSES MEET?

The online Voice Writing Program is available for online access at any time, 24/7. You may start at any time.

"I just wanted to thank you for always pushing me and never giving up on me!! You are the best :)" (Email from voice graduate)

HOW MUCH DOES IT COST?

- The total tuition cost is \$5700.
- The registration fee is \$150.
- Students pay a one-time software user fee of \$100 to the software vendor.

Equipment is a separate cost and totals approximately \$900 (excluding the computer.)

BRSCR accepts checks, e-checks, credit card and debit card payments through brscr.com, the Tuition Online tab. Tuition may be paid in full or monthly by automatic payment.

SIGN ME UP!

Register online at brscr.com, the **Enroll Now tab**, For additional information or questions, email: office@brscr.com.

HOW TO ENROLL IN VOICE COURT REPORTING



ENROLLMENT STEP 1: Registration

- Go online to: **www.brscr.com**
- Click on: **Enroll Now tab** at the top
- Program choice: **E101 Voice Court Reporting (online)**; complete all information

ENROLLMENT STEP 2: Registration fee

- Pay the **\$150** registration fee at the end of the registration process

ENROLLMENT STEP 3: Tuition option(s)

- **We will email and ask your payment option preference**
- Tuition Options: Full payment to begin: **\$5700**
Monthly option: **\$500/month x 12 months** set to auto-pay

ENROLLMENT STEP 4: Paperwork

We will prepare and email you the following enrollment documents:

- **Enrollment Contract:** Review, initial, sign, and return
- **Payment Agreement:** (If paying monthly only)

You will sign and return the paperwork, along with the following:

- **Other Paperwork:** **Copy of driver's license** and **copy of high school diploma**

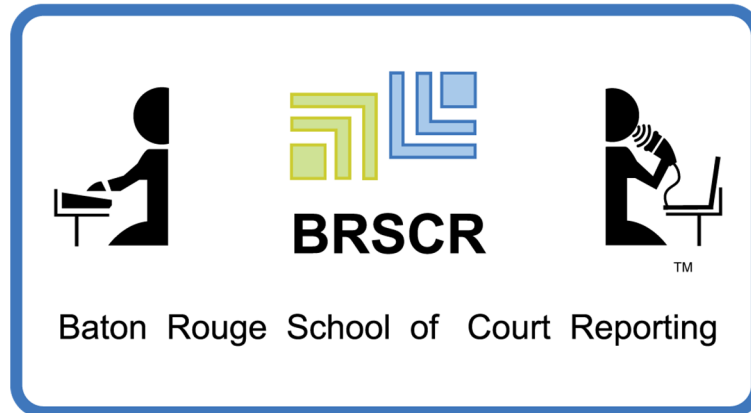
ENROLLMENT STEP 5: Payment

- **Invoice:** We will email you an invoice for either the full payment amount or the agreed monthly payment amount.
- **Payment:** You will pay the first payment using the secure server link or mail a check for payment. Monthly payments will charge automatically thereafter.

BATON ROUGE SCHOOL OF COURT REPORTING, LLC

2026

SCHOOL CATALOG



"Where every student is the teacher's pet."

Phone: (225) 218-4919
Email: office@brscr.com
Website: www.brscr.com

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I. **SCHOOL MISSION, PHILOSOPHY, AND HISTORY**

The mission of BRSCR is to provide a focused, structured skills and academic program to students wishing to enter the fields of court reporting, scoping, or transcription. BRSCR is licensed by the Louisiana State Board of Regents.
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The philosophy of BRSCR is to provide students with a stress-free, supportive environment most conducive to success as students and eventually as working professionals in their chosen fields.

BRSCR enrolled its first students in January 2006, offering Court Reporter Training without Theory, located on South Sherwood Forest Boulevard in Baton Rouge. As the school has grown and changed, it has changed locations several times. It is currently an entirely online training program with administrative offices in Baton Rouge, Louisiana.
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II. **OVERVIEW OF PROGRAMS:**

The school offers the following programs of vocational training online:

Court Reporting Program

Voice Writing Court Reporter Training	E101 - Online
Trains an entry-level or transfer voicewriting student to become a certified court reporter	

Scopist Training Program

C302 - Online

Trains a beginning and/or transfer scoping student to edit and produce a marketable transcript using computer-aided transcription software
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III. **Admission Requirements and Enrollment Procedures**

Admission Requirements

<u>Proof of high school completion:</u> A copy of a student's high school diploma (or transcript) showing graduation from high school. A college diploma may be used in lieu of a high school diploma. Such proof will be required at time of certification testing. Not required for non-certification courses.

<u>Copy of ID:</u> Photocopy of student's driver's license or other governmental identification.

Enrollment Procedures

<u>Enroll Now:</u> Completion of the Enroll Now registration form found on the school's home web page, www.brscr.com . An Enrollment Contract will be generated for signature by both student and school director.
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<u>Registration fee:</u> Payment of the registration fee at the end of the Enroll Now process, payable by debit or credit card or by e-check.
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<i>Note: A candidate for Louisiana certification cannot have been convicted of a felony under the rules of the Louisiana Board of Examiners of Certified Shorthand Reporters.</i>

IV. Tuition and Costs

A \$150 *registration fee* is payable at time of enrollment for all programs.

A student will also be assessed a one-time user fee of \$100 by the vendor for use of student software, if applicable.

A. **Voice Writing programs of study (E101)**

<u>Tuition:</u>	<u>Course fee</u>	<u>\$5700</u>
Tuition is \$6000 <i>if paid in full to begin</i> , or it may be paid monthly, \$500/month x 12 months set to auto-charge. Maximum program availability is 10 months , after which a monthly extension fee may be charged for a limited period beyond the maximum available enrollment window at the sole discretion of the director.		
Costs: A student must furnish his/her own equipment and supplies at his/her own expense. Request the <i>Equipment and Books</i> document for Voice Writing Programs for exact minimum specifications. In general:		
Required equipment includes:		
Laptop computer (PCs only, no Macs)		\$1000 and up
Stenomask and software		\$1000 and up
Foot pedal		\$ 100 and up
Student software license (paid to the vendor)		\$ 100
Required books: Assigned textbook pages are incorporated into some coursework.		

B. **Scopist Training program (C302)**

<u>Tuition:</u>	<u>Course fee</u>	<u>\$325 per course</u>
Maximum course availability is three (3) months per course purchased.		
Costs: A student must furnish his/her own equipment, books, and supplies at his/her own expense. Used equipment and books are permitted.		
Required equipment includes:		
Laptop or desktop computer (PCs only, no Macs)		\$800 and up
Foot pedal and transcription software		\$120 and up
Student software license (paid to the vendor)		\$100
Required books and software: Textbooks are required for some academic courses as shown in the course syllabi and the <i>Equipment and Books</i> document. Assigned textbook pages are incorporated into some coursework.		

V. Facilities and Hours of Operation

Facilities: All programs are offered as online training.

Hours: School staff is accessible by email daily and telephone throughout the day.

VI. Policies and Procedures

Transfer Students: Students who are enrolling after having completed a recognized program of study from another institution may be tested at the director's discretion for appropriate schedule placement. A transcript may be requested.

Withdrawal Notification: (All Programs) Pursuant to the Enrollment Contract, any student who wishes to withdraw from school must give notification *in writing* to school administrative personnel.

Nonparticipation and/or failure to pay tuition does not constitute sufficient notice of intent to withdraw. Tuition may still be owed under the terms of the enrollment contract.

Re-Enrollment: Any student who has voluntarily withdrawn from school may be considered for re-enrollment if the student's account was in good standing at the time of withdrawal. A returning student will be re-enrolled with a new contract under the then-current tuition pricing.

Termination: A student may be terminated at the discretion of the director after sufficient counseling has determined that the school cannot meet the student's needs or if the student is deemed to be detrimental to the school's mission.

Tuition Refund Policy:

Voice writing programs of study: (E101)

The refund policy for **prepaid tuition** is as outlined in the Enrollment Contract:

1.	During Week 1 of enrollment, BRSCR shall refund 90% of the Total Tuition paid for the course, less the registration fee.
2.	During Weeks 2 through 5 of enrollment, BRSCR shall refund 75% of the Total Tuition paid for the course, less the registration fee.
3.	During Weeks 6 through 10 of enrollment, BRSCR shall refund 55% of the Total Tuition for the course, less the registration fee.
4.	During Weeks 11 through 20 of enrollment, BRSCR shall refund 30% of the Total Tuition paid for the course, less the registration fee.
5.	During Week 21 and thereafter, BRSCR shall retain 100% of the Total Tuition for the course, and the registration fee.

Refund Note: Withdrawal notification and refund requests must be submitted **in writing** within the refund period. Nonparticipation is not sufficient notice.

Monthly payment plan refunds: A refund for students paying through a monthly payment plan will be assessed based on payments to the date of notification of intent to withdraw. Additional payments may be required under the terms of the enrollment contract and written payment agreement.

Scopist training program of study: (C302)

The refund policy for prepaid tuition is as outlined in the Enrollment Contract:	
1.	If a student has completed less than 15% of a course, BRSCR shall refund 80% of the Total Tuition paid, less the registration fee.
2.	Once a student has completed more than 15% but less than 25% of a course, BRSCR shall refund 70% of the Total Tuition paid, less the registration fee.
3.	Once a student has completed more than 25% but less than 50% of a course, BRSCR shall refund 45% of the Total Tuition paid, less the registration fee, thereafter.
4.	Once a student has completed 50% or more of a course, BRSCR shall retain 100% of the Total Tuition paid, and the registration fee. Any unused book fees shall be returned.

Refund Note: Refund requests will be honored when submitted **in writing** within three (3) months of the course start date (date paid).

VII. Job Placement Assistance

BRSCR does not guarantee employment. Job placement assistance consists of guided resume' preparation and introductions to working professionals and firms as appropriate.

VIII. Grievances

Complaint forms are available at all times through the Administrative Office. Students are encouraged to proceed in the following chain of command:

1. Speak with instructor, if appropriate, for problem resolution;
2. Arrange a meeting with a director if the problem has not been resolved to student's satisfaction;
3. If resolution is not satisfactory, contact The Board of Regents, Proprietary Schools, P.O. Box 3677, Baton Rouge, LA 70821-3677; telephone (225) 342-7084.

IX. Other Student Services

BRSCR does not provide any housing, psychological counseling services, scholarships, or any other services not specified in this catalog.

X. School Calendar (2026) (subject to change)*

February 13-18, 2026	Mardi Gras Break
April 3 – 12, 2026	Spring Break*
September 25 - October 4, 2026	Fall Break*
November 25-29, 2026	Thanksgiving holidays
December 18, 2026 - January 3, 2027	Winter Break

XI. Ownership and Instructional Staff

Ownership

Baton Rouge School of Court Reporting, LLC, is owned and managed by Karen Vornkahl, CCR, and Mark Vornkahl.

Karen Vornkahl, B.S., CCR, has been a practicing court reporter since 1985 and holds a current certificate with the Louisiana Board of Examiners of Certified Court Reporters. In 2003, she took a leave from active reporting to pursue additional training in realtime machine writing. She has taught academics relating to court reporting and is the owner of Baton Rouge School of Court Reporting. She has a Bachelor of Science degree in Office Administration from Louisiana State University (1979). She earned credentials with NCRA as a Certified Realtime Instructor and Certified Program Evaluator, and she has worked as an approved grader for NCRA certification testing. She has also written test scripts for national testing through the NVRA and has taught continuing education to working court reporters. She is married to Mark Vornkahl, a computer consultant.

Ad hoc Instructors

Mark H. Vornkahl, B.S., CMR, CNA, MCSE, is a graduate of LSU in Business Administration/Marketing. After working five years in the insurance/finance industry, Mark worked for nine years as a detail representative for a major U.S. pharmaceutical company, calling on physicians and related healthcare providers. Mark earned the Certified Medical Representative (CMR) designation in 1989. Mark is approved by the Louisiana Board of Regents to instruct in Medical Terminology and Technology.

Additionally, Mark earned an associate's degree in electronics technology from ITI and worked multiple years as a computer engineer for a local software development company. Mark is the principal of *Mark H. Vornkahl Consulting*, providing computer and technological services to clients around the U.S. He holds numerous certifications through Microsoft and Novell. Mark is head of the IT Department for BRSCR and teaches and supports all areas of computer applications.

Other content contributors:

Pamela Giardina, B.S., CRI, CPE, is a retired CCR in the state of Louisiana and a retired co-owner of Baton Rouge School of Court Reporting. Ms. Giardina created many of the academic courses taught at BRSCR. She is married to Keith Giardina, a retired Baton Rouge attorney.

Keith Giardina, B.S., J.D., is a retired attorney in the state of Louisiana, with over 30 years of legal practice experience. His specialties include Insurance Defense Litigation, Training, General Law Practice, Appeals, Consultations and Administrative Business Procedures. His education and training includes a Juris Doctorate degree from Loyola University in 1981 as well as a Bachelor of Science cum laude from Southeastern Louisiana University in 1977. He has also obtained a teaching certification from Harvard School of Law sponsored by the National Institute of Trial Advocacy. Keith created the course materials for Legal Terminology/Case Law class.

XII. PROGRAM DETAILS

VOICE WRITING COURT REPORTING (E101)

I. Projected Length of Program

A student should be able to progress through all academic coursework and speedbuilding levels within nine (9) months as long as a proper practice regimen is maintained.

Maximum program availability: 10 months. Extended completion time may be available for a limited period at the sole discretion of the director for an additional fee.

Online studies are self-paced, and it is incumbent upon an online student to establish a good study/practice regimen to facilitate timely progression through the program.

Program Requirements: Laptop computer, stenomask, foot pedal, speech recognition software. Printer is recommended. (Refer to the *Equipment & Books* document for minimum requirements.) Internet and e-mail access required. Microsoft Word needed.

II. Curriculum and Clock Hours

(540 Clock Hours)

Overview: This curriculum consists of the following academic, professional development, and skills courses:

Academic Courses:	Professional Development:	Skills:
English I	Practical Applications	Technology 101
English II	Certification Preparation	Technology 201
History		Speedbuilding I, II, III
Legal Terminology		
Medical Terminology		

Academic Courses:

A. <u>English I</u>	LECTURE HOURS:	(12)
Prerequisites: Completion of Voice History.		
This 12-week course will cover basic grammar: parts of a sentence, possessives, capitalization, quotations, homonyms, quotes, etc.		
B. <u>English II</u>	LECTURE HOURS:	(6)
	LAB HOURS:	(6)
Prerequisites: Completion of English I.		
This 12-week course will be designed to address the specific punctuation needs encountered by a professional court reporter.		
C. <u>History of Voice Writing</u>	LECTURE HOURS:	(12)
Prerequisites: (none)		
This 12-lecture course is designed to introduce a student to the field of voice writing, including the history and uses of voice reporting and future forecast trends in the field.		

D. <u>Medical Terminology</u>	LECTURE HOURS:	(12)
Prerequisites: Completion of History and English I.		
This 12-week course will be designed to introduce the student to a broad-based medical vocabulary.		
E. <u>Legal Terminology/Case Law</u>	LECTURE HOURS:	(12)
Prerequisites: Completion of History, English I, Medical Terminology.		
This 12-week course will be designed to introduce the student to a broad-based legal vocabulary, as well as how to research and correctly cite case law.		

Professional Development Courses:

A. <u>Practical Applications</u>	LECTURE HOURS:	(12)
Prerequisites: Completion of History, English I, Medical Terminology, Legal Terminology		
This 12-hour course is will focus on the duties of a reporter (freelance or judicial), application of technology pertinent to the field, and all procedures and requirements expected of a working reporter.		
B. <u>Certification Preparation</u>	LECTURE HOURS:	(12)
Prerequisites: Completion of all academic and speedbuilding courses.		
This course is designed to serve as a refresher of all previous academics and a preparation class for meeting the requirements of National and/or State testing for certification.		

Skills Courses:

<u>Technology 101</u>	LECTURE HOURS:	(12)
Prerequisites: Completion of initial academic coursework.		
This 12-lecture course introduces the student to speech recognition software used in realtime translation.		
<u>Technology 201</u>	LECTURE HOURS:	(12)
Prerequisites: Completion of Technology 101 and all academic and speedbuilding coursework.		
This 12-lecture course demonstrates elements of transcript production and software utilization used in producing deposition transcripts.		
<u>Speedbuilding I (100-140 wpm)</u>	LAB HOURS:	(144)
Prerequisites: Completion of Technology 101.		
The purpose of this course is to progress a student from 100 wpm to 160 wpm in their voice writing skills.		
<u>Speedbuilding II (160-180 wpm)</u>	LAB HOURS:	(144)
Prerequisites: Completion of Speedbuilding I course.		
The purpose of this course is to progress a student from 160 wpm to 180 wpm in their voice writing skills.		

Speedbuilding III (180-225+ wpm)	LAB HOURS:	(144)
Prerequisites: Completion of Speedbuilding II course.		
The purpose of this course is to progress students from 180 wpm to 225+ wpm in their voice writing skills.		

III. Grading

Speedbuilding:
Students shall pass two 5-minute dictations at 120 and 140 wpm in each of three disciplines (Jury Charge, Literary, and Testimony) with 96% accuracy while enrolled in Speedbuilding I Course.
Students shall pass two 5-minute dictations at 160 wpm in each of three disciplines (Jury Charge, Literary, and Testimony) with 96% accuracy while enrolled in Speedbuilding II Course.
Students shall pass three 5-minute dictations at 180 wpm in Literary; 200 wpm in Jury Charge; and 200 and 225 wpm in Q&A with 95% accuracy while enrolled in Speedbuilding III Course.
Testing will be administered per course syllabus in each course.
Academic/Professional Development:
All academic and professional development courses require a cumulative grade of 70% for successful completion. <i>(Please see Course Description for individual course testing requirements and procedures.)</i>

IV. Graduation

A student who has successfully completed all academic and professional development coursework and the highest speed testing requirements for the three disciplines of Literary, Jury Charge, and Q&A will receive a Certificate of Completion in Voice Court Reporting and shall be considered a graduate of the Baton Rouge School of Court Reporting, LLC.
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SCOPIST TRAINING PROGRAM (C302)

I. Projected Length of Program

This program is self-paced, with a recommended six-month curriculum designed to prepare a student to perform computer-aided transcription from a court reporter's notes and audio files, creating a marketable, finished transcript. Maximum program availability for completion of each course: 3 months. Extended completion time may be available at the discretion of the director for an additional fee.

Program Requirements: Laptop computer with Microsoft Word, and theory and academic textbooks as needed. Internet and e-mail access required. Student software required.

II. Curriculum and Clock Hours

(72 Clock Hours)

Overview: This curriculum consists of the following six (6) academic courses:

Coursework:

English I	Practical Applications
Medical Terminology	Technology
Legal Terminology	English II

Academic Courses:

A. <u>English I</u> (12)	LECTURE HOURS:
Prerequisites: (none)	
This course will cover basic grammar: parts of a sentence, possessives, capitalization, quotations, homonyms, quotes, etc.	
B. <u>Medical Terminology</u> (12)	LECTURE HOURS:
Prerequisites: Successful completion of English I.	
This course introduces the student to a broad-based medical vocabulary.	
C. <u>Legal Terminology/Case Law</u> (12)	LECTURE HOURS:
Prerequisites: Successful completion of English I and Medical Terminology.	
This course introduces the student to a broad-based legal vocabulary, as well as how to research and correctly cite case law.	
D. <u>Practical Applications</u>	LECTURE HOURS: (12)
Prerequisites: Successful completion of English I, Medical Terminology, and Legal Terminology.	
This course covers a scopist's role in the court reporting field, including elements of a transcript, objections to testimony, and marketing strategies.	
E. <u>Technology</u>	LECTURE HOURS: (6)
	LAB HOURS: (6)

Prerequisites: Successful completion of English I, Medical and Legal Terminology, and Practical Applications.		
This 12-hour course teaches basic computer skills and maintenance, file transfer modalities, CAT software, transcription peripherals, and ergonomics in the workplace.		
F. <u>English II</u>	LECTURE HOURS:	(6)
	LAB HOURS:	(6)
Prerequisites: Completion of all other academic coursework.		
This applied course incorporates scoping and editing assignments using all prior academic training.		

III. **Grading**

All academic courses require a cumulative grade of 70% for successful completion. Applied courses have a sliding scale. (Please see the Course Description for individual course testing requirements and procedures.)

IV. **Graduation**

A student who has successfully completed all academic courses with a passing grade and passed a cumulative exit exam will receive a Certificate of Completion in Scapist Training and shall be considered a graduate of the Baton Rouge School of Court Reporting, LLC.
