



AMERICAN
ASSOCIATION OF
ELECTRONIC
REPORTERS AND
TRANSCRIBERS

TABLE OF SPECIFICATIONS (BLUEPRINT) FOR THE CERTIFIED ELECTRONIC REPORTER (CER) EXAMINATION

The Certified Electronic Reporter (CER) captures the record by digitally recording court and non-court proceedings, including trials, hearings, depositions, EUOs, statements on the record, aids of execution, meetings, arbitrations, etc. The role of the CER is to capture and preserve the verbatim record by creating a clear and complete quality audio recording of the proceeding; administering oaths; creating accurate and detailed time-synced notes of case events and terminology to serve as a guide for the creation of the transcript; performing live playback of the proceedings as requested; marking and managing exhibits and managing the proceedings as a neutral party to the case.

REFERENCES: AAERT's Best Practices Guide | Black's Law Dictionary | Merriam-Webster Dictionary | The Bluebook: A Uniform System of Citation | NCRA Advisory Opinions | Federal Rules of Civil Procedure | Guide to Judiciary Policy

KNOWLEDGE DOMAIN	PERCENT OF QUESTIONS ON THE EXAM
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KNOWLEDGE DOMAIN 1 - WORKING AS A LEGAL PROFESSIONAL	20%
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This category may include questions on:

10100. Knowledge of Court Reporting Ethical Obligations

- 10101. Compare and contrast ethical and unethical behavior
- 10102. Describe what constitutes a conflict of interest
- 10103. Discuss how to handle a conflict-of-interest situation
- 10104. Describe how to avoid the appearance of impropriety
- 10105. Discuss the ethics around gift-giving

10200. Knowledge of Court Reporting Confidentiality Obligations

- 10201. Discuss maintaining confidentiality
- 10202. Describe non-disclosure agreements
- 10203. Discuss how to protect and secure job files and equipment from tampering, loss, or theft
- 10204. Explain how HIPAA applies to digital reporting
- 10205. Describe the protocol for audio requests



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10300. Knowledge of Professional Behavior

- 10301. Describe the role and importance of digital reporters as impartial, non-parties to the case
- 10302. Discuss etiquette in various in-person proceedings and settings
- 10303. Explain etiquette for remote proceedings
- 10304. Compare and contrast necessary and unnecessary disruptions
- 10305. Discuss maintaining a neutral, calm, and professional demeanor
- 10306. Define professional appearance
- 10307. Define punctuality as it relates to digital reporting
- 10308. Discuss how to provide excellent client/customer service
- 10309. Explain why sustained concentration and attentiveness throughout all proceedings matter and how to actively maintain both

KNOWLEDGE DOMAIN 2 - DIGITAL REPORTING

40%

This category may include questions on:

20100. Knowledge of Recording Digital Audio

- 20101. Describe digital mixers/ASIO/audio interfaces
- 20102. Identify types of power sources
- 20103. Discuss equipment needed for all types of audio recording setups (courtroom, conference room, meeting, remote, etc.)
- 20104. Explain preparedness as it relates to equipment

20200. Knowledge of Digital Reporting Software

- 20201. Discuss the basic functions of digital recording software
- 20202. Discuss confidence monitoring
- 20203. Describe why readback or playback of requested testimony is requested and how to execute it properly.
- 20204. Describe real-time services
- 20205. Identify how ASR is used as a tool by digital reporters



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20300. Knowledge of Annotations

- 20301. Describe how to manage speaker changes
- 20302. Compare and contrast proper and improper abbreviations
- 20303. Define the purpose of timestamps
- 20304. Describe the order of importance for annotations
- 20305. Identify and describe the purpose of essential annotations
- 20306. Identify nonessential annotations

20400. Knowledge of Microphones

- 20401. Identify microphone types and sizes
- 20402. Describe microphone pickup patterns
- 20403. Compare and contrast microphone cost versus quality
- 20404. Identify microphone cables and connectors

20500. Knowledge of Assigning Channels

- 20501. Define multi-channel recording
- 20502. Describe how to properly assign channels

20600. Knowledge of Other Components of Digital Audio Recording

- 20601. Describe how to adjust audio tracks to maintain proper gain levels
- 20602. Identify peripherals

20700. Knowledge of Setting Up Equipment

- 20701. Describe how to effectively set up equipment in various environments
- 20702. Describe how to effectively identify live and dead rooms

20800. Knowledge of Testing Equipment

- 20801. Identify permanently installed equipment versus portable equipment
- 20802. Describe the purpose of an audio/microphone test and how to perform it



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20900. Knowledge of Basic Troubleshooting

- 20901. Discuss how to troubleshoot equipment and software issues
- 20902. Identify proper technical escalation assistance

21000. Knowledge of Equipment Maintenance

- 21001. Describe proper audio recording equipment maintenance (cables, mics, mixers, etc.)
- 21002. Describe proper computer usage and maintenance (software/computer updates, etc.)

21100. Knowledge of Reporter Responsibilities

- 21101. Describe instructions to participants and remind as necessary (speak clearly, avoid cross-talk, etc.)
- 21102. Describe how and when to go on and off the record
- 21103. Identify appropriate interruptions/clarifications
- 21104. Conduct the oath or affirmation of the witnesses
- 21105. Describe the different types of oaths (e.g., witness, interpreter, children, mentally disabled).
- 21106. Discuss conduct during in-person proceedings
- 21107. Discuss conduct during remote/virtual proceedings

21200. Knowledge of Covering Remote and Hybrid Proceedings

- 21201. Discuss how to effectively set up equipment and software for remote and hybrid proceedings
- 21202. Describe basic troubleshooting steps during videoconferences and telephonic proceedings
- 21203. Describe the basic operation of remote platforms (Zoom, WebEx, Teams, etc.)

21300. Knowledge of Interpreters

- 21301. Identify the role of the interpreter
- 21302. Describe how to work with an interpreter effectively



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21400. Knowledge of Legal Videographers

- 21401. Identify the role of the videographer
- 21402. Describe how to work with a videographer effectively

21500. Knowledge of Exhibit Management

- 21501. Describe how to properly mark physical and electronic exhibits
- 21502. Describe the chain of custody of the digital reporter's audio, job information, and exhibits
- 21503. Discuss how to submit physical and electronic exhibits when retained by the reporter
- 21504. Describe how to properly manage exhibits

21600. Knowledge of Transcript Order Rules

- 21601. Describe the transcript order protocol for each type of proceeding
- 21602. Discuss rough and expedited transcripts
- 21603. Compare and contrast original versus copy
- 21604. Describe how to calculate an estimated page count

21700. Knowledge of Transcript Production

- 21701. Define the importance of an accurate and verbatim record and how it impacts the judicial system
- 21702. Identify and compile everything necessary to create an accurate transcript
- 21703. Identify which participants need to be identified within the transcript
- 21704. Describe the procedure when an attorney certifies a question
- 21705. Describe the procedure when an attorney strikes something from the record
- 21706. Describe the procedure when an attorney redacts something from the record
- 21707. Describe the procedure when an attorney marks something confidential (i.e., a portion of testimony or an exhibit)



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21800. Knowledge of Pre-Proceeding Tasks

- 21801. Discuss how to properly meet participants
- 21802. Identify parties present for the proceeding and gather relevant information
- 21803. Identify read-ons and digital reporter stipulations

21900. Knowledge of Post-Proceeding Tasks

- 21901. Describe how to request and/or research proper nouns to verify spellings for transcription, including names, places, case law, and other case-specific terminology
- 21902. Discuss the information required for the case information and appearance sheet, including a summary of witnesses, spellings, and exhibits
- 21903. Describe how to securely and timely distribute audio and job information
- 21904. Describe proper archival
- 21905. Define retention of all notes and records of proceedings as stipulated by applicable laws, rules, and regulations

KNOWLEDGE DOMAIN 3 - LEGAL SYSTEM _____ **25%**

This category may include questions on:

30100. Knowledge of Federal Rules of Procedure

- 30101. Identify who can order the transcript for court and non-court proceedings
- 30102. Define the federal read and sign protocol

30200. Knowledge of Judicial and Quasi-Judicial Processes

- 30201. Differentiate between each type of proceeding (trials, hearings, depositions, examinations under oath, aid of executions, arbitrations, mediations, meetings, statements, etc.)
- 30202. Describe the different types of cases
- 30203. Identify the order of court and non-court proceedings
- 30204. Define the role of the reporter for court and non-court proceedings



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30300. Knowledge of Life Cycle of a Case and Who is Involved

- 30301. Describe each phase during the life cycle of a case
- 30302. Identify the roles of the various parties involved in a proceeding (e.g., state, plaintiff, petitioner, defendant, respondent, employee, employer, etc.)
- 30303. Identify the roles of the various people involved in a proceeding (e.g., judge, clerk, bailiff, attorney, witness, also present, etc.)
- 30304. Identify the different types of witnesses
- 30305. Read and interpret legal documents applicable to reporters
- 30306. Describe the use, key elements, and benefits of a docket/court calendar
- 30307. Identify the role of the reporter in the appellate process

30400. Knowledge of Jurisdiction

- 30401. Define venue and why it may affect the duties of the reporter (federal case vs state case)
- 30402. Compare and contrast the differences between civil and criminal proceedings

30500. Knowledge of Case Law

- 30501. Discuss how case law is used and how it relates to a case
- 30502. Identify the elements of a case citation

30600. Knowledge of Components of a Trial

- 30601. Describe the reporter's role as it relates to capturing jury selection/voir dire
- 30602. Discuss how to capture sidebar/bench conferences and in-camera discussions
- 30603. Compare and contrast a bench trial versus a jury trial



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KNOWLEDGE DOMAIN 4 - TERMINOLOGY _____ 15%

This category may include questions on:

40100 Knowledge of Legal Terminology

40101. Define basic legal terminology commonly heard in judicial proceedings

40200 Knowledge of Latin Terminology

40201. Define basic Latin terminology commonly heard in judicial proceedings

40300 Knowledge of Medical Terminology

40301. Define basic medical terminology commonly heard in judicial proceedings