



AMERICAN
ASSOCIATION OF
ELECTRONIC
REPORTERS AND
TRANSCRIBERS

TABLE OF SPECIFICATIONS (BLUEPRINT) FOR THE CERTIFIED ELECTRONIC TRANSCRIBER (CET) EXAMINATION

The Certified Electronic Transcriber captures the record by transcribing digitally recorded court and non-court proceedings verbatim.

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	15%
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This category may include questions on:

10100. Knowledge of 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

10200. Knowledge of 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 legal transcripts

10300. Knowledge of Professional Behavior

- 10301. Describe the role of a transcriptionist as an impartial non-party to the case
- 10302. Define the importance of an accurate and verbatim record and how it impacts judicial system
- 10303. Define punctuality as it relates to transcription assignments
- 10304. Discuss how to provide excellent client/customer service
- 10305. Describe how to actively maintain a high level of concentration and attentiveness

10400. Knowledge of Software and Equipment

- 10401. Define multi-channel recording
- 10402. Describe how to properly play channels
- 10403. Discuss how to troubleshoot equipment and software issues
- 10404. Identify proper technical escalation assistance
- 10405. Describe proper transcription equipment maintenance (headphones, foot pedals, keyboards, monitors, etc.)



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KNOWLEDGE DOMAIN 2 - GRAMMAR AND PUNCTUATION _____ 30%

This category may include questions on:

20100. Knowledge of Editing and Grammar Standards

- 20101. Describe the difference between Proofreading Versus Literary Editing
- 20102. Discuss how spelling is important in a transcript
- 20103. Discuss how capitalization is used in a transcript
- 20104. Properly transcribe numbers in a transcript
- 20105. Describe what [sic] means in a transcript and how it is used
- 20106. Identify clauses and properly punctuate a clause
- 20107. Define how abbreviations are used in a transcript and how to research them

20200. Knowledge of Punctuation Standards

- 20201. Identify the correct usage of a period in a sentence
- 20202. Identify the correct usage of a question mark in a sentence
- 20203. Define the correct usage of an exclamation point in a sentence
- 20204. Identify the correct usage of a colon in a sentence
- 20205. Identify the correct usage of a semicolon in a sentence
- 20206. Identify the correct usage of a comma in a sentence
- 20207. Define how quotation marks are used in a transcript and identify their use in a sentence
- 20208. Identify the correct usage of an apostrophe in a sentence
- 20209. Identify the correct usage of dashes in a sentence
- 20210. Define the correct usage of an ellipsis in a transcript and identify the correct usage of ellipsis in a sentence
- 20211. Identify the correct usage of a slash/slant in a sentence
- 20212. Define how parentheses are used in a transcript and identify their use in a sentence
- 20213. Identify the correct usage of a hyphen in a sentence



KNOWLEDGE DOMAIN 3 - TRANSCRIPT FORMAT _____ 25%

This category may include questions on:

30100. Knowledge of Transcript Parts

- 30101. Identify Federal District Court formatting standards
- 30102. Identify correct title page formatting
- 30103. Identify correct index page formatting
- 30104. Identify correct first transcript page (Proceedings page) formatting
- 30105. Identify correct formatting of calls to order
- 30106. Identify correct formatting of certificate/transcript certification
- 30107. Describe how to correctly format page headers
- 30108. Identify correct page specifications, such as line numbers and font
- 30109. Describe correct use of colloquy
- 30110. Describe correct use of question and answer mode
- 30111. Identify correct formatting of swearing/affirming witnesses
- 30112. Identify correct formatting of paragraphs
- 30113. Identify correct formatting of parenthetical notations
- 30114. Identify correct formatting of exhibits, whether marked, received, rejected, etc.
- 30115. Identify correct formatting of quoted materials

30200. Knowledge of Formatting Standards

- 30201. Describe procedure when an attorney strikes from the record
- 30202. Describe procedure when a playback occurs and how to format
- 30203. Describe procedure when another recording or video is played on the record
- 30204. Describe procedure when handling private communications/inadvertently recorded remarks (asides)
- 30205. Identify correct formatting of sidebars or bench conferences
- 30206. Identify correct formatting of words spelled on the record
- 30207. Identify correct usage of italics in non-English words and phrases
- 30208. Describe procedure when an attorney certifies a question
- 30209. Describe procedure when an attorney redacts something from the record
- 30210. Describe procedure when an attorney marks something confidential (i.e., portion of testimony or an exhibit)
- 30211. Describe correct formatting procedure when an interpreter/translator is present
- 30212. Describe correct formatting procedure when a videographer is present
- 30213. Describe correct formatting procedure when a job is held remotely



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30300. Knowledge of Verbal Content

- 30301. Describe procedure in the event of chopped-down/slurred speech
- 30302. Identify correct formatting of interruptions and correct use of double-dashes
- 30303. Discuss best practices in the event of tics and mannerisms vs. substantive words
- 30304. Describe procedure when handling indiscernible speech
- 30305. Describe procedure when handling nonverbal responses
- 30306. Describe importance of transcribing verbatim

30400. Knowledge of Transcriber Responsibilities

- 30401. Describe the use of annotations
- 30402. Describe the use of a case information/appearance sheet
- 30403. Discuss the transcriber's role in interacting with the court reporter
- 30404. Discuss transcriber judgment calls in regards to proper name spellings and speaker identifications
- 30405. Discuss transcriber judgment calls in regards to (phonetic) and (indiscernible)
- 30406. Describe how to calculate an estimated page count
- 30407. Compare and contrast original vs. copy
- 30408. Discuss rough and expedited transcripts
- 30409. Define best practice for standard references/research materials
- 30410. Discuss how transcribers can effectively use the Internet for research purposes
- 30411. Discuss the importance of comprehending the case as a transcriber



KNOWLEDGE DOMAIN 4 - LEGAL SYSTEM _____ 15%

This category may include questions on:

40100. Knowledge of Judicial and Quasi-Judicial Processes

- 40201. Differentiate between each type of proceeding (trials, hearings, depositions, Examination Under Oaths, Aid of Executions, arbitrations, mediations, meetings, statements, etc.)
- 40202. Describe the different types of cases
- 40203. Identify the order of court and non-court proceedings
- 40204. Define Federal Read and Sign protocol

40300. Knowledge of Life Cycle of a Case and Who is Involved

- 40301. Describe each phase during the life cycle of a case
- 40302. Identify the roles of the various parties involved in a proceeding (e.g., state, plaintiff, petitioner, defendant, respondent)
- 40303. Identify the roles of the various people involved in a proceeding (e.g. judge, clerk, bailiff, attorney, witness, also present, etc.)
- 40304. Identify the different types of witnesses
- 40305. Read and interpret legal documents applicable to transcriptionists
- 40306. Describe the use, key elements, and benefits of a docket/court calendar

40400. Knowledge of Jurisdiction

- 40401. Define venue and why venue may affect the duties of the reporter (federal case vs state case)
- 40402. Compare and contrast the differences between civil and criminal proceedings

40500. Knowledge of Case Law

- 40501. Discuss how case law is used and how it relates to a case
- 40502. Identify the elements of a case citation

40600. Knowledge of Components of a Trial

- 40601. Describe the reporter's and transcriptionist's role as it relates to capturing jury selection/voir dire
- 40602. Compare and contrast a bench trial versus a jury trial.



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KNOWLEDGE DOMAIN 5 - TERMINOLOGY _____ **15%**

This category may include questions on:

50100. Knowledge of Legal Terminology

50101. Define basic legal terminology commonly heard in judicial proceedings

50200. Knowledge of Latin Terminology

50201. Define basic Latin terminology commonly heard in judicial proceedings

50300. Knowledge of Medical Terminology

50301. Define basic Medical terminology commonly heard in judicial proceedings