



State of Nevada
Certified Court Reporters Board

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DAN WAITE, ESQ., - Chairman
LORI JUDD - Vice Chairperson
PEGGY ELIAS - Board Member
HEIDI KONSTEN - Board Member

EXAM COMMITTEE MEETING MINUTES

Date: Tuesday, April 30, 2019

Start Time: 5:34pm

End Time: 6:55pm

Location: Litigation Services, LLC
3770 Howard Hughes Parkway, Suite 300
Las Vegas, Vegas, NV 89169

Present: Lori Judd Gina Shrader Robin Ravize Debbie Uehara
Don Fritsch

Present via TelCon: April Chandler

ITEM #1: Meeting Called to Order:

Without motion, Lori Judd called the committee meeting to order.

Committee Members:

Present: Lori Judd

Present: Gina Shrader

Present: Robin Ravize

Not Present: Cheryl Gardner

ITEM #2: Public Comments: No public comments.

ITEM #3: Approval of the Agenda:

MOTION made by Gina Shrader: That the Exam Committee approve the agenda in its entirety. Motion seconded by Robin Ravize, all in favor, motion moves forward.

ITEM #4: Discussion to Modify the Certification Exam Study List: A discussion ensued per Debbie Uehara's proposal to revise the list of study materials for exam applicants to prepare for the certification exam. It was determined to divide the list into 2 parts; part 1 focusing on essential studies and part 2 serves as beneficial support materials. Ms. Uehara will also research the exam practices in other states. A copy of the revised study list is attached. No further comment.

MOTION by Gina Shrader: That the Exam Committee will revise the study material list for certification exam applicants and divide the list into 2 sections; part 1 will focus on essential studies and part 2 serves as additional support materials. Motion seconded by Robin Ravize, all in favor, motion moves forward.

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ITEM #5: **Discussion to Amend the Exam Study List for the Firm Exam:** A discussion ensued per Debbie Uehara's proposal to revise the list of study materials for exam applicants to prepare for the designated representative of a court reporting firm exam (firm exam). It was determined to add all subject matters related to the exam questions. Upon reviewing the study material list, as a future agenda item, the Committee proposed to review the current firm exam to determine if updates are needed. A copy of the revised study list is attached. No further comments.

MOTION by Robin Ravize: That the Exam Committee will revise the study material list for the firm exam and add all related subject matters to the study list. Motion seconded by Gina Shrader, all in favor, motion moves forward.

ITEM #6: **Discussion to Provide Certification Exam Applicants an Analysis of their Test Results:** Lori Judd proposed to provide certification examinees the ability to request an analysis of their test results to help them gauge their strengths and weaknesses by subject matter. This service will be made available to the applicant by written request for a fee. The committee will present this proposal to the Board at the next open meeting for further discussion. No further comments.

MOTION by Lori Judd: That the Exam Committee will present their recommendation to the Board that will allow certification examinees the ability to submit a request to receive an analysis of their test results. Motion seconded by Robin Ravize, all in favor, motion moves forward.

ITEM #7: **Public Comments:** Don Fritsch shared his comments on the applicability of continuing education requirements for firm owners and designated representatives of a firm and questioned how these programs can be applied to court reporting firms to safe guard the public. No further comments.

ITEM #8: **Next Committee Meeting and Future Agenda Items:** The next Exam Committee Meeting will be determined at a later date. Future agenda items will include but are not limited to:

1. Review test questions from the firm exam to determine if updates are needed.
2. Review the test questions from the Technology section of the certification exam to determine if updates are needed and/or create new questions.
3. Review study booklet to determine if updates are needed.
4. Study booklet production and distribution.

MOTION by Lori Judd to adjourn the meeting at 6:55pm. Motion seconded by Robin Ravize.