

AHRE



ALLISON HALL
REPORTING
EDUCATION, INC.

17081 S. 141ST WEST AVENUE
SAPULPA, OK 74066

Training for the motivated and dedicated student.



2026 Catalog (Effective 2/23/26) Classes:

Magnum Steno Theory; \$2,000
Computer Technology; \$375
Introduction to Speed Building; \$375
Speed Building; \$250/month
Punctuation and Grammar; \$375
Medical and Legal Terminology; \$375
Court Reporting Procedures; \$375
Transcript Class; \$375

Owners: Allison M. Hall, Owner

Michael T. Hall, Owner

School Officials: Allison M. Hall, Director

Monette Benoit, Instructor

Contact Info:

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AHRE Court Reporting Program Description

This program is offered online. This program will fully train students on how to become a certified court reporter. The skills that will be taught online include building sufficient hand speed to write literary, jury charge, and question and answer dictation at exit speeds with a minimum of 95 percent accuracy, along with other necessary proofreading, transcription, and procedures. Graduates of the program will be thoroughly prepared to obtain employment in a court reporting position.

Enrollment Prerequisites – No felony convictions. A felony conviction will render a person ineligible to become certified and work as a stenographic court reporter. A high school diploma or its equivalent is not required. A minimum age of 18 is required to sit for the court reporter certification test administered through the CSR Board by the Oklahoma Supreme Court. Prior credit for completion of courses from a similar program may be given and is at the discretion of the director. An interview will be scheduled with the director to provide proof of completion/prior school transcripts. If a student is deemed to have completed a course at a similar program, there will be no cost for that course and the student will be given credit for having completed it.

Course No.	Course Title	Contact Hours
MST	Theory	100
CPT	Computer Technology	48
ISB	Introduction to Speed Building	48
SB	Speed Building	208
PG	Punctuation and Grammar	48
MLT	Medical and Legal Terminology	48
CRP	Court Reporting Procedures	48
TC	Transcript Class	48
CRI	Court Reporting Internship (lab only)	
CP	Certification Preparation (lab only)	
TOTAL HOURS:		596

Order of Classes: Because court reporting training is skill building with a national high drop-out rate, students will enroll in theory class first. Upon completion of theory class, students will enroll in introduction to speed building, and then speed building, and then individual academic courses. AHRE wants to ensure that a student is fully sure that this is the career path for them before they enroll in and take the required academics.

COURSE DESCRIPTION	HOURS
<p>Theory - MST - Introductory course in conflict-free, realtime stenographic machine shorthand writing. Chapters 1 to 96 of Mark Kislingbury's theory book. Magnum Steno: Beginning Theory will be covered. Students will learn brief forms for writing thousands of the most common words and phrases and a phonetic-based system for writing all words. They will learn all keys on the stenographic machine, proper writing posture and form, readback and transcription of notes, and dictionary building. Concepts covered include: Philadelphia Shift, Finger Spelling, Numbers and Number Bar, prefixes and suffixes, contractions, and Right-Hand Phrase Enders.</p>	<p>TOTAL: 100</p>
<p>Computer Technology - CPT - In this course the students learn how to use the highly specialized court reporting software so that they can more quickly and efficiently edit transcripts; among the dozens of commands learned are search, replace, hyphenate, word or character deletion, insertion of punctuation, capitalization, changing paragraphs to Q., A., or colloquy, seeking computer help in deciphering slightly off stenographic notes, as well as the use of macros launched from the steno machine for the purpose of automatically fixing mistakes. This course helps the students to more efficiently edit their numerous speed tests that must be taken.</p>	<p>TOTAL: 48</p>
<p>Introduction to Speed Building - ISB - In this course students begin to develop speed in machine shorthand writing, with particular emphasis on Allison Hall's speedbuilding methods. Students are given question and answer, literary, and jury charge dictation material at speeds of 80 to 120 words per minute. Students will be taught to apply the rules of grammar, spelling, and punctuation to produce quality transcripts. For successful completion of this course, 95% accuracy on 5 minutes of unfamiliar dictation at 120 words per minute is required.</p>	<p>TOTAL: 48</p>
<p>Speed Building - SB - In this course students continue to develop speed in machine shorthand writing, with particular emphasis on Allison Hall's speedbuilding methods. Students are given question and answer, literary, and jury charge dictation material at speeds of 140 to 225 words per minute. Students will continue to apply the rules of grammar, spelling, and punctuation to produce quality transcripts. For successful completion of this course, 95% accuracy at exit speeds on 5 minutes of unfamiliar dictation is required.</p> <p>Course Prerequisites: Completion of Theory.</p>	<p>TOTAL: 208</p>
<p>Punctuation and Grammar - PG - In this course students will learn how to punctuate spoken language according to the rules of English. Special consideration is given to punctuation for the spoken word, versus the written word, given how spoken language can deviate from standard English sentence construction. Students explore difficult punctuation scenarios from actual transcripts, including broken, layered, and incoherent speech; and discuss proper punctuation. Concepts covered include: proper placement of periods, commas, dashes, semicolons, quotation marks, etc.</p>	<p>TOTAL: 48</p>
<p>Medical and Legal Terminology - MLT - In this course students are given an overview of basic legal terminology as well as medical terminology. Students study word structure, word roots, prefixes, and suffixes to learn proper pronunciation, spelling, and usage of medical terms. Knowledge of both legal and medical terms will aid in quality transcript production and certification testing.</p>	<p>TOTAL: 48</p>

<p>Court Reporting Procedures - CRP This course addresses the role of the court reporter on the job. Students will learn how to properly perform features of a court reporting job, including how to mark and handle exhibits, identify multiple speakers, swear in witnesses, and format transcripts. Attorney-court reporter interaction is covered, and absolute professionalism in dress and action is emphasized.</p>	TOTAL: 48
<p>Transcript Class - TC This class teaches students how to put together and format a transcript and the differences between court transcripts and deposition transcripts.</p>	TOTAL: 48
<p>Court Reporting Internship - CRI (lab only) Students in high speeds (generally in the 200wpm range) will benefit from going out on the job with actual court reporters. The internship requires a total of 40 hours as well as production of a 40-page transcript. Students will benefit greatly from this interaction with professional court reporters through exposure to real-world scenarios and life on the job.</p>	
<p>Certification Preparation - CP (lab only, self-study) Students are given materials to study on their own, including materials on state laws regarding court reporting practice, as well as material on legal Latin terminology, in order to maximize their success on official certification testing for becoming a professional court reporter.</p>	
<p>TOTAL PROGRAM HOURS: ***In addition to the total program hours, students need an option for continued speed building upon completion of the academic portion of the program to continue to build speed until they are eligible to take their court reporting certification examination.</p>	TOTAL: 596

Attendance Policy – Students are allowed to miss a maximum of four classes per total course. As this is a very fast-paced curriculum, there will be required make-up work. The student will need to reach out to the instructor to ensure they receive the make-up work. Should a student have more than four absences per course, a meeting with the instructor is required to designate the student's best course moving forward. A student shall be considered tardy for class 10 minutes after the start of class. Four tardies of 10 minutes or more constitute an absence.

Grading System – Theory and Academic Classes are graded on numerical system as explained below; Speed Building Classes are graded on pass/fail basis based on standards of speed as outlined in course description.

A+ = 101 plus	B = 80-89%	C = 70-79%	D = 59-69%	F = 58 or below
A = 90-100%				

Failing Grade – If a student receives a failing grade (F) in a required course, the student must pay the full price of the course each time and repeat the course until a passing grade is received in order to graduate.

Pass – A passing (P) grade is used in Speed Building courses to indicate successful completion of the requirements for that course.

Satisfactory Progress – Satisfactory progress is evaluated by the total class timeframe (length of class) and assignment completion progress. Satisfactory progress will be evaluated halfway through each course. Progress is considered satisfactory if the student is progressing through the course at a rate necessary to complete the coursework within the full class timeframe. A student will be placed on probation if the evaluation requirements are not met.

Probation – Twice annually, mid-year and year-end, each student's progress and attendance will be reviewed. If the student's progress and/or attendance record are not satisfactory, the student will be placed on probation. Students on probation will be required to participate in academic advising with the director of the school to monitor their academic progress. Any notification of academic dismissal will be in writing. Please see the conduct policy below for other circumstances that could lead to student dismissal for non-academic reasons.

Conduct Policy – Students are expected to treat all members of the school community – faculty, staff, peers, and visitors – with courtesy and respect at all times. Disrespectful language, gestures, or actions that undermine the dignity, authority, or well-being of others will not be tolerated. Violations of this standard may result in suspension. Academic dishonesty or cheating is defined as the deception of others about one's work or the work of another. Academic dishonesty or misconduct is not condoned or tolerated at AHRE. AHRE adopts a policy delegating certain forms of authority for disciplinary action to the director, including, but not limited to: the dismissal of disrespectful or disorderly students from classes. In the case of academic dishonesty, the director may:

- Require the student to redo an assignment or test or require the student to complete a substitute assignment or test;
- Record a "zero" for the assignment or test in question;
- Require the student to be withdrawn from the class.

Readmission Policy – A student who wishes to seek readmission following a dismissal must schedule and attend an interview with the director. The student must submit in writing the reasons for consideration on readmittance. The school will evaluate the student's performance, including grades, attendance, and course participation/completion in order to make a determination.

Internal Grievance – A student who wishes to file a complaint or grievance shall file it in writing with the director. The grievance will be addressed within 30 days of the date filed.

Complaints – A student who wishes to file a complaint may file a complaint with the OBVPS, 3700 North Classen Boulevard, Suite 250, Oklahoma City, OK 73118, (405)528-3370.

<http://oklahoma.gov/obpvs.html>

Leave of Absence – A student who requests a leave of absence must submit a written request to the director. Upon good cause shown and with appropriate documentation, as needed, a leave of absence of 90 days will be granted and their spot will be held. Should a student require an extension to the initial 90-day leave, a request in writing must be submitted to the director for approval. If an extension is not obtained ahead of time and/or the student does not return on time from the originally-approved leave of absence, the student is at risk of losing their spot in the program. A meeting with the director is required to be scheduled to discuss why the extension was not requested and/or why the student was unable to return on time.

Graduation Requirements – For graduation, a student must have completed all required coursework, including passing three speed building tests in each category at exit speeds with a minimum of 95 percent accuracy. A student who completes all of the requirements of the court reporting program will earn a certificate of completion and will be eligible to sit for a state or national examination test.

Calendar – There will be no classes the week of Thanksgiving, the week of Christmas, the week of New Year's, and regularly-scheduled Federal holidays. A full year calendar is available at ahre.ev360es.com by January 2nd of each year.

Curriculum Information:

Tuition/Book Costs:

<p>BOOKS: (at current pricing) Access to specific books needed per course given after enrollment. 1. Magnum Steno Theory Book (listed below) 2. English/Grammar/Legal Terminology (needed later for academics)</p>	<p>\$500</p>
<p>CAT SOFTWARE: (at current pricing) (average)</p>	<p>\$16/month (to rent software with first 90 days free)</p>
<p>MACHINE RENTAL: (average cost to rent a student machine)</p>	<p>\$75/month (average cost to rent a student machine)</p>
<p>TUITION: <small>*total tuition price listed is for theory, academics, and 12 months of the speed building. **depending on how quickly the student progresses through the speed building portion of the course, there may be the need for additional speed building classes at the end of the program to gain sufficient hand speed to qualify to sit for the state test. These classes will be offered at a monthly rate of \$250 once all other courses are completed.</small></p>	<p>\$7,250</p>

Needed to Start Program:

- 1. Windows-based computer with the following minimum specifications:**
- **processor speed of 2GHz or higher; (an Intel i3, i5, i7 or AMD equivalent is recommended.)**
 - **40 GB hard drive with at least 20 GB of free space; (an 80 GB hard drive is recommended.)**

2. Realtime ready steno machine with wide asterisk and wide -DZ keys; (can be student or professional model.)

3. Mark Kislingbury's Magnum Steno: Beginning Theory Book at current pricing – \$249

(\$30 discount with code STU644) www.magnumsteno.com

4. Case CATalyst student software.

Refund Policy – Refunds will be processed within 30 days of date of request. The refund policy for school determined and student caused enrollment terminations is as follows:

Rejection: An applicant rejected by the school shall be entitled to a refund of all monies paid minus the application fee not to exceed \$25.

Three-day Cancellation: all monies paid by applicant shall be refunded if requested within three days after signing an enrollment agreement and making initial payment.

Other Cancellations: An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15 percent of the contract price of the course, but in no event may the school retain more than \$150.

First Week: For a student terminating training after entering school and starting the course of training but within the first week, the tuition retained by the school shall not exceed 10 percent of the contract price of the course plus \$150, but in no event more than \$350.

After First Week: For a student terminating training after one week but within the first 25 percent of the course, the tuition retained by the school shall not exceed 25 percent of the contract price of the course plus \$150.

After 25 percent: For a student terminating training after completing over 25 percent but within 50 percent of the course, the tuition retained by the school shall not exceed 50 percent of the contract price of the course plus \$150.

After 50 percent: A student completing more than 50 percent of the course is not entitled to a refund of any tuition.

Special Cases: In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.

Discontinued Class: If a class is discontinued by a school while students are still enrolled in that class and the school is still offering training in other areas, all monies paid the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund within 30 days.

The termination date for refund computation purposes is the last date of attendance by the student.

All information contained in this catalog is true and correct.

Allison M. Hall

Allison M. Hall, RDR, CRR, CRI, CSR
Owner and Director
Allison Hall Reporting Education, Inc.