AHRE

ALLISON HALL REPORTING EDUCATION, INC.

17081 S. 141ST WEST AVENUE
SAPULPA, OK 74066

Training for the motivated and dedicated student.



2027 Catalog (Effective 9/25/26)

Classes:

Machine Theory; $2,000
Voice Theory; $1,400
Computer Technology; $375
Introduction to Speed Building; $500
Speed Building; $250/month
Punctuation and Grammar; $375
Medical and Legal Terminology; $375
Court Reporting Procedures; $375

Owners: Allison M. Hall, Owner

Michael T. Hall, Owner

School Officials: Allison M. Hall, Director

Contact Info:

E-Mail: ahall@ahredu.com
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Description of AHRE Programs

This program is offered online and may be accomplished using the machine or voice program. This program will fully train students on how to become a certified court reporter. The skills that will be taught online include building sufficient 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, academics, and procedures. Graduates of the program will be thoroughly prepared to obtain employment in a court reporting position.

What can I expect from court reporting school?

Court reporting is a course of non-traditional study that requires a performance-based outcome. Because of this, the length of the program is largely determined by the individual, based on progression through speed building. Challenges that arise during the skill-building portion of the training where repeated failure is typically prevalent are the ability to not let the failure deter your effort and to choose to practice despite the failure. Skill-building training requires the ability to push through failure to find success. Although requirements for certification vary from state to state, this program will prepare you for certification and employment in the field. Some of the characteristics that make a successful student in skill building are the following: organization, self-motivation, attention to detail, enhanced vocabulary, and the ability to focus. Successful students commit to practicing 20-25 hours per week (combined classroom and self-study).

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. While students shall not be actively enrolled in another court reporting/speed building program, 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 similar course at a comparable program, there will be no cost for that course and the student will be given credit for having completed it.

Course No.	Course Title	Machine	Voice	Contact/Lab Hours
MST	Machine Theory	X		100
VT	Voice Theory		X	48
CPT	Computer Technology	X	X	48
ISB	Introduction to Speed Building	X	X	48

SB	Speed Building	X	X	208
PG	Punctuation and Grammar	X	X	48
MLT	Medical and Legal Terminology	X	X	48
CRP	Court Reporting Procedures	X	X	48
CRI	Court Reporting Internship (lab only)	X	X	40
CP	Certification Preparation (lab only)	X	X	
TOTAL HOURS:				**588 machine 536 voice**

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
Machine 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.	**TOTAL: 100**
Voice Theory – VT – Introductory course in a computer-compatible voice writing theory utilizing specialized voice writing principles. Students will learn how to use a stenomask and will be taught shortforms to be able to repeat verbatim testimony, along with how to incorporate punctuation, speaker identification, and voice codes. Voice writing programs and/or CAT software will be utilized.	**TOTAL: 48**
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.	**TOTAL: 48**
Introduction to Speed Building – ISB – In this course students begin to develop speed in 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. **Course Prerequisites:** Completion of Theory.	**TOTAL: 48**

Speed Building – SB - In this course students continue to develop speed in 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. **Course Prerequisites:** Completion of Theory.	**TOTAL: 208**
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.	**TOTAL: 48**
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.	**TOTAL: 48**
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.	**TOTAL: 48**
Court Reporting Internship – CRI (lab only) Students in high speeds (in the 200wpm QA 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 and a minimum one-page narrative report. Students will benefit greatly from this interaction with professional court reporters through exposure to real-world scenarios and life on the job. **Course Prerequisites:** Court Reporting Procedures	**TOTAL: 40**
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.	
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.**	**TOTAL:** **Machine 588** **Voice 536**

Attendance Policy – Students are required to attend class or watch the recorded lecture. As this is a very fast-paced curriculum, there will be required make-up work for any absences. 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 **A = 90-100%**	**B = 80-89%**	**C = 70-79%**	**D = 59-69%**	**F = 58 or below**

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. Students are expected to comport themselves with academic integrity. 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. Deception and dishonesty can also include misrepresentation of self and the unauthorized use/access/sharing of another's intellectual property or materials. Academic dishonesty or misconduct is not condoned or tolerated at AHRE. AHRE adopts a policy delegating certain

forms of authority for disciplinary action due to violations of any part of the Conduct Policy 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;
 Dismissal of disrespectful or disorderly students from classes;
 Suspension from the class at issue;
 Expulsion from AHRE.

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 two 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, Spring Break, 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:

CATEGORY	APPLIES TO	COST
BOOKS: (at current pricing) **Access to specific books needed per course given after enrollment.** 1. Theory Book (listed below) 2. English/Grammar/Legal Terminology (needed later for academics)	Machine and Voice	$500
CAT SOFTWARE: (at current pricing) (average)	Machine and Voice	$10-$25/month (to rent software with first 90 days free)
MACHINE RENTAL: (average cost to rent a student machine)	Machine	$75/month
VOICE STENOMASK: (average cost to purchase)	Voice	$300
TUITION: *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 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.	Machine Voice	$7,000 $6,400

Needed to Start Program:

1. Windows-based computer with the following minimum specifications:

- **processor speed of 3.5GHz or higher; (an Intel i7 or AMD equivalent is recommended.)**
- **40 GB hard drive with at least 24 GB of RAM; (an 80 GB hard drive is recommended), and a solid-state hard disk drive (SSD).**

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

Voice Theory Students: Stenomask; muffle mitt for mask. sound card; digital recorder. Your instructor will go over which sound card and digital recorder to purchase in class.

3. Machine Theory: Theory Book $249 at current price.

Voice Theory Students: Theory Book $299 at current price.

4. Machine: CAT student software.

Voice: CAT student software; Speechmatics at student rate. Your instructor will go over purchase of Speechmatics in class.

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 withing 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.

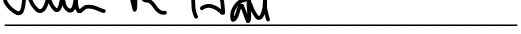
After 50 percent: A student completing more than 50 percent of the course is not entitled to a refund of any tuition.

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