

# Texas Certified Shorthand Reporter (CSR) - JBCC Rules Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

**Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.**

**ALL RIGHTS RESERVED.**

**No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.**

**Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.**

**SAMPLE**

# Table of Contents

<b>Copyright</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>How to Use This Guide</b> .....	<b>4</b>
<b>Questions</b> .....	<b>5</b>
<b>Answers</b> .....	<b>8</b>
<b>Explanations</b> .....	<b>10</b>
<b>Next Steps</b> .....	<b>16</b>

SAMPLE

# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

SAMPLE

- 1. A provisional certification may be extended if the applicant is awaiting results from which part?**
  - A. Part A**
  - B. Part B**
  - C. Part C**
  - D. Part D**
  
- 2. A regulated person must notify the Commission of contact information changes within how many days of the change?**
  - A. 15 days**
  - B. 30 days**
  - C. 60 days**
  - D. No specific timeframe**
  
- 3. A person whose certification has been revoked may apply for what?**
  - A. Permanent reinstatement**
  - B. Reissuance**
  - C. Immediate certification**
  - D. Delayed application**
  
- 4. A CE course is designed to increase or maintain what aspect of the CSR's professional profile?**
  - A. Knowledge**
  - B. Connection**
  - C. Skills or competence**
  - D. Influence**
  
- 5. If an apprentice reporter does not become certified, who is responsible for preparing a transcript of their recorded records?**
  - A. Appellate court**
  - B. Supervising CSR**
  - C. Local court reporter association**
  - D. Client**

- 6. How many days before expiration will the Commission notify a CSR of their certification expiration?**
- A. 15 days**
  - B. 30 days**
  - C. 60 days**
  - D. 90 days**
- 7. What type of approval must a CE course have to be recognized?**
- A. State approval**
  - B. National accreditation**
  - C. Agency endorsement**
  - D. Reputable institution verification**
- 8. What must accompany a CSR's request for CE course approval?**
- A. A financial statement**
  - B. A letter of intent**
  - C. An outline and materials describing the course content**
  - D. A list of participants**
- 9. What action must a CSR take if their certification is revoked?**
- A. Continue supervising**
  - B. Notify the Commission**
  - C. Resign**
  - D. Transfer apprentices**
- 10. What can the Commission impose on a CSR who violates a rule?**
- A. Fine**
  - B. Administrative penalty**
  - C. Probation**
  - D. Reprimand**

## Answers

SAMPLE

1. A
2. B
3. B
4. C
5. B
6. B
7. A
8. C
9. B
10. B

SAMPLE

## **Explanations**

SAMPLE

**1. A provisional certification may be extended if the applicant is awaiting results from which part?**

- A. Part A**
- B. Part B**
- C. Part C**
- D. Part D**

A provisional certification can be extended if the applicant is awaiting results from Part A, which refers to the examination components that assess the fundamental skills and knowledge necessary for a Certified Shorthand Reporter. This often includes aspects like writing speed and accuracy, which are critical for the role. The allowance for extension indicates the importance of these foundational skills in ensuring that a candidate is adequately prepared for the profession. If an applicant is still waiting for results on their ability to demonstrate these essential skills, they may be granted additional time under provisional certification to foster their development and readiness before obtaining full certification. This extension ensures that the reviewing body can maintain a standard of competency necessary for reporters, thereby protecting the integrity of the reporting profession.

**2. A regulated person must notify the Commission of contact information changes within how many days of the change?**

- A. 15 days**
- B. 30 days**
- C. 60 days**
- D. No specific timeframe**

A regulated person is required to notify the Commission of any changes to their contact information within 30 days of the change. This requirement ensures that the Commission maintains accurate and up-to-date records for effective communication and regulatory compliance. Timely notification is crucial, as it allows the Commission to reach licensed professionals for matters such as investigations, compliance checks, or other official communications. Adhering to this timeframe not only complies with regulations but also promotes accountability within the profession.

**3. A person whose certification has been revoked may apply for what?**

- A. Permanent reinstatement**
- B. Reissuance**
- C. Immediate certification**
- D. Delayed application**

When a person's certification has been revoked, they may apply for reissuance of their certification after meeting certain requirements, which typically include a waiting period and possibly additional training or examination. The reissuance process allows the individual to demonstrate that they have addressed any issues that led to the revocation and are now in good standing to practice as a certified shorthand reporter again. This process is crucial for maintaining the integrity of the profession and ensuring that only qualified individuals engage in reporting activities. The other options do not accurately reflect the process outlined in the rules. For example, permanent reinstatement generally implies a status that may not be available following revocation, as it often requires a more stringent reapplication process. Immediate certification is not possible after revocation, as the individual must go through a reissuance process to regain their certification. Lastly, delayed application does not align with the standards and procedures established for revocation cases, as there are specific guidelines that detail how and when an individual may apply for reissuance.

**4. A CE course is designed to increase or maintain what aspect of the CSR's professional profile?**

- A. Knowledge**
- B. Connection**
- C. Skills or competence**
- D. Influence**

A continuing education (CE) course for a Certified Shorthand Reporter (CSR) is specifically designed to enhance or uphold the skills or competence of the professional. This focus on skills is essential because the legal field is ever-evolving, with changes in technology, terminology, and best practices. By engaging in these courses, CSRs ensure that they remain proficient and up-to-date with the standards required for their profession, thereby maintaining the quality of their work and ensuring accurate reporting. Enhancing skills or competence through CE courses directly impacts a CSR's ability to perform their duties effectively and meet the expectations of the legal profession. This ongoing development is crucial not just for personal growth but also for maintaining professional licensure and credibility in the field.

**5. If an apprentice reporter does not become certified, who is responsible for preparing a transcript of their recorded records?**

- A. Appellate court**
- B. Supervising CSR**
- C. Local court reporter association**
- D. Client**

The supervising Certified Shorthand Reporter (CSR) holds the responsibility of preparing a transcript from the recorded records if an apprentice reporter fails to become certified. This duty is typically governed by legal and ethical standards within the profession, which emphasize the importance of maintaining accuracy and professionalism in transcript production. The supervising CSR is accountable for ensuring that all recordings are transcribed accurately and in a timely manner, safeguarding the integrity of the court records. Their oversight is essential, especially since the apprentice has not yet achieved certification, which is required to independently undertake such tasks. This responsibility underscores the role of mentorship and supervision in the training process within the field of shorthand reporting. In contrast, the other choices do not fulfill the required role in this scenario. Appellate courts generally do not engage directly in transcript preparation, local court reporter associations provide support and resources but do not prepare transcripts, and clients usually have no obligation or ability to create official transcripts themselves. Thus, the supervising CSR plays a vital role in ensuring that court records are correctly documented, adhering to professional standards.

**6. How many days before expiration will the Commission notify a CSR of their certification expiration?**

- A. 15 days**
- B. 30 days**
- C. 60 days**
- D. 90 days**

The Commission notifies a Certified Shorthand Reporter (CSR) of their certification expiration 30 days before the expiration date. This advance notice is important as it helps the reporter to take necessary actions to renew their certification, ensuring that they remain compliant with state regulations and can continue their practice without interruption. It emphasizes the importance of maintaining up-to-date credentials in the field, given that certification is vital for legal and professional integrity in reporting services. The specific time frame, 30 days, is a standard practice that allows adequate time for preparation and adherence to any renewal processes that may be required.

**7. What type of approval must a CE course have to be recognized?**

- A. State approval**
- B. National accreditation**
- C. Agency endorsement**
- D. Reputable institution verification**

For continuing education (CE) courses to be recognized in the context of Texas Certified Shorthand Reporter (CSR) regulations, they must have state approval. This ensures that the course content meets specific standards set by the state regulatory authority and is pertinent to the professional development required for shorthand reporters. State approval implies that the course has gone through a rigorous evaluation process and complies with the guidelines established by the Texas Supreme Court and the Judicial Branch Certification Commission (JBCC). This is essential for maintaining the integrity and quality of continuing education in the field, ensuring that all certified shorthand reporters are receiving accurate and beneficial training relevant to their profession. National accreditation or agency endorsement could imply recognition from broader organizations but may not necessarily meet the specific requirements set by state regulations for Texas shorthand reporters. Similarly, verification from a reputable institution does not guarantee that the course aligns with the particular competencies and learning outcomes that the JBCC mandates. Therefore, state approval is the definitive requirement for CE courses to be officially recognized for Texas Certified Shorthand Reporters.

**8. What must accompany a CSR's request for CE course approval?**

- A. A financial statement**
- B. A letter of intent**
- C. An outline and materials describing the course content**
- D. A list of participants**

The requirement for a CSR (Certified Shorthand Reporter) to include an outline and materials describing the course content with their request for continuing education (CE) course approval is rooted in the need for clarity and structure in educational offerings. This allows the approving body to assess the relevance and appropriateness of the course in relation to the professional growth and competencies needed for shorthand reporters. The course outline provides a roadmap of the topics covered, ensuring they align with the skills and knowledge that a CSR requires to maintain their certification. Additionally, accompanying materials help demonstrate the depth and Quality of the course, showing that it is well-prepared and meets educational standards. This process ultimately ensures that professional development activities are beneficial and applicable to maintaining quality in the reporting profession. By requiring this documentation, the certification board can ensure that the continuing education courses contribute meaningfully to the ongoing professional development of CSRs, fostering a higher standard of practice within the profession.

**9. What action must a CSR take if their certification is revoked?**

- A. Continue supervising**
- B. Notify the Commission**
- C. Resign**
- D. Transfer apprentices**

When a Certified Shorthand Reporter (CSR) has their certification revoked, it is mandatory for them to notify the Commission. This obligation is important as it ensures that the regulatory body is aware of the change in the status of the reporter's certification. Notifying the Commission provides the necessary documentation and helps maintain the integrity of the reporting profession. The requirement to notify the Commission also reflects the accountability and ethical standards expected of professionals in this field. Reporting the revocation aids in ensuring that only certified individuals are performing shorthand reporting, thus protecting the public and the legal system as a whole. Continuing to supervise or transfer apprentices without valid certification would not only be inappropriate but could also lead to further legal repercussions. Resigning might be a personal choice, but the immediate action mandated by the rules is to inform the Commission of the certification status change.

**10. What can the Commission impose on a CSR who violates a rule?**

- A. Fine**
- B. Administrative penalty**
- C. Probation**
- D. Reprimand**

The Commission has the authority to impose an administrative penalty on a Certified Shorthand Reporter (CSR) who violates a rule. This type of penalty serves as a formal consequence for non-compliance with established regulations and standards of practice governing shorthand reporting in Texas. An administrative penalty can vary in amount and is intended to hold the CSR accountable for their actions while also serving as a deterrent against future violations. The use of administrative penalties underscores the importance of adherence to professional standards in the field, promoting both accountability and public trust in the reporting profession. While other disciplinary actions such as fines, probation, or reprimands exist within regulatory frameworks, they may not encapsulate the specific intent and structured process associated with administrative penalties. Each form of discipline has its place within the regulatory environment, but administrative penalties are particularly tailored to address violations of the rules set forth by the Commission.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://txcsrjbccrules.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

SAMPLE