



Project Steno
9 Hammond Street
Worcester, MA 01610
508-438-0314

Participating Court Reporting Program Application to Project Steno

Project Steno is the tradename of Project to Advance Stenographic Reporting, Inc.
Project Steno's purpose is, in part, to provide tuition assistance to select students who wish to learn stenographic reporting.

School or Program Name: _____

Program web address: _____ **Application Date:** _____

Contact name/phone/email: _____

Program mailing address: _____

Schools interested in participating with Project Steno should meet the following criteria:

- Curriculum designed for two-year completion
- Systematic speed building and required online practice utilizing Realtime Coach (or similar program)
- Regular monitoring and coaching of students by instructors utilizing data from RTC (or similar program)

Please attach the following items to this application. Incomplete applications will not be considered.

- Curriculum or course outline designed for two-year completion
- A description of how your program utilizes Realtime Coach or similar program
- Next start date/future start dates
- Letter of reference from a local court reporter (with contact information)
- Letter of reference from a current student/recent graduate of your program (with contact information)

The performance and progress of all students receiving Project Steno tuition assistance shall be monitored by a member of the Project Steno team. Failure to meet established benchmarks will jeopardize their future tuition assistance. Selected candidates will be required to sign a Memorandum of Understanding acknowledging monitoring, performance, and progress requirements. All court reporting programs agree to provide access to individual student progress data through Realtime Coach (or similar program) plus student's grade, attendance, and graduation reports.

A member of the Project Steno team will contact you to confirm receipt of your application and to schedule an interview with you. Interviews may be in person, by phone, or by video (Skype, etc.).

I hereby certify that all of the information in this application and the attachments is accurate and complete. I understand that all of the information contained in this form will be treated confidentially by Project Steno. If I am selected as a participating program with Project Steno, I understand that Project Steno may use our program name in its publications.

Signature: _____

Date: _____

Please return completed form and required documents by mail to the address on this letterhead, by email to Nancy@ProjectSteno.org, or by fax to 508-753-9284. All delivery methods are acceptable.