



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

Application for \$1,000 Merit Award

140-in-1 and 225-in-2 Incentive Programs

Your Name: _____ Application Date: _____

Email: _____ Cell phone: _____

Street: _____ City/State/Zip: _____

School/Program: _____ Instructor: _____

Which award are you applying for?

____ 140-in-1 Merit Award granted to a stenographic student who attains 140 wpm in one year*

____ 225-in-2 Merit Award granted to a stenographic student who attains 225 wpm in two years*

*start date is from the student's first day in a machine shorthand class (intro courses do not count)

Application must be submitted no later than 30 days after passing the qualifying speed test.

Student must submit all documents to Project Steno *at the same time*. Incomplete applications will not be considered. Please attach the following items to your application:

- Your court reporting school transcript from enrollment to today.
- A letter from your instructor certifying your start date and date you passed your speed test. It shall also specify which dictation type (Testimony, Literary, Jury Charge), duration of test in minutes, that the test was on unfamiliar material, and your accuracy percentage. (95% accuracy on a five-minute test is the minimum requirement.) *Written confirmation of your achievement by your school/instructor is mandatory. The letter from your instructor must be signed, dated, and contain his/her contact information (name, phone, email).*

This merit award is made at the discretion of Project Steno for students enrolled at a Project Steno Partner Program (complete list found at www.ProjectSteno.org). A member of the Project Steno team will confirm receipt of your application. You may be requested to attend a telephonic interview.

I hereby certify that I have passed a steno speed test at _____ wpm for five minutes with at least 95% accuracy and that this test was on unfamiliar material. I further certify that all information provided to Project Steno is true and accurate. If I am a recipient of this award, I give Project Steno permission to use my name and my photograph in its publications and on social media. I will respond to all inquiries from Project Steno in a timely fashion.

Signature: _____

Date: _____

Return this completed form and required documents by mail to Project Steno at the above address, or by email to Nancy@ProjectSteno.org, or by fax to 508-753-9284.