



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)

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](http://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 first 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](mailto:Nancy@ProjectSteno.org), or by fax to 508-753-9284.