



# MECRA COURSES

2025

*Note: Some classes may have different start times.*  
Go to [www.mecra.info](http://www.mecra.info) homepage for updated dates and assignment deadlines.

MECRA is proud to announce our enhanced pre-certification program for CERs, CEOs, and Video Operators approved by SCAO

The following course material will be offered:

- Review of entire Manual for Court Reporters and Recorders published by the Michigan State Courts Administrators Office
- On-demand access to the MECRA student portal and pre-recorded classes up to 18 months of the course completion
- Hybrid course instruction in-person and Zoom
- Hands on typing lab and how to operate a foot pedal
- Hands on logging lab
- Enhanced samples of title pages, table of contents, and transcription pages for multiple courts and case types
- Enhanced grammar and punctuation
- Access to designated instructors via Zoom to answer your questions
- Access to all course material through the MECRA website for written exam, logging exam, and transcription exam
- Access to additional MECRA partnerships in education for grammar and punctuation with Davenport University

The course is offered several times during the year and prior to examinations set by SCAO. You may register for the CER and CEO course by visiting [www.mecra.info](http://www.mecra.info).

### Required supplies:

- Microsoft Word application (desktop version - not Microsoft Office 365)
- Laptop or desktop computer
- Camera on laptop or desktop computer
- Earbuds or headset (NOTE: Do not use bluetooth at the testing site)
- Foot pedal (CERs only) [click here](#)
- Internet access
- All course material is available for download from the student portal.
- Highlighters, pens, and tabs
- Private area during course time with no distractions.
- Dual Screen is preferred or able to split your screen to view Zoom and Microsoft Word for logging sessions (Split Screen option)
  - Use keyboard shortcuts like Windows key + Left/Right arrow for faster snapping.
  - To snap four windows, drag each to the screen's corners.
  - Press Windows key + Up/Down arrow to maximize or minimize apps within the split screen.
  - If you have multiple monitors, you can split the screen on each one separately.
  - Use Task View (Windows key + Tab) to easily manage and switch between multiple apps.
- Recommended skills: 1. Proficient in Microsoft Word (See the video for beginner link below) [click here](#) 2. typing Speed: Proficient, accurate, and speed of approximately 55 w.m.p. 3. Proficient in grammar and punctuation.

The course fees are cost effective and reasonable at \$210 for CERs and \$110 for CEOs.

## Course Schedule

### CER and CEO - Date announced in course registration

7:00 pm - Class Orientation (Access our Zoom at 212 158 4850)

Please review how to access and navigate Zoom prior to course (scroll to the Zoom Meeting section): [click here](#)

Before attending the classes:

- Participants are required to review all pre-recorded videos in the student portal. [click here](#)
- Print out the manual for the course and studies. [click here](#)
- CERs - *Print out and type* the Bubble Transcript [click here](#) sample for formatting practice (*This is a self-paced assignment and does not need to be turned in.*)
- CERs - Download the Express Scribe [click here](#)
  - Instructional video on Express Scribe [click here](#)
  - Instructional video on Infinity Foot Pedal [click here](#)  
(Set foot pedal as follows: Rewind - Play - Fast Forward)
- CERs and CEOs - Print three copies of the practice log prior to the class.
- CERs and CEOs:
  - Use the practice log that is provided in the student portal. [click here \(Logging Template\)](#) - See videos links below.

### Day 1: CER and CEO - Online Students (Access our Zoom at 212 158 4850)

8:00 am - Introductions

8:15 am - Section 1 - 3 (Review Annotations)

10:00 am - Section 1 - 3 (Online Test)

*\*\*15 Minute break before next section*

10:45 am - Section 4 (Review Annotations)

11:45 am - Section 4 (Online Test)

Noon - Lunch Break

1:00 pm - How to use the logging template for testing

1:15 pm - Review Log format and movements for the Marlin Mitchell Log

1:45 pm - Video of Logging Session 1 (Anderson) [click here](#)

- Information Sheet [click here](#)

2:15 pm - Video of Logging Session 2 (Zander) [click here](#)

- Information Sheet [click here](#)

2:30 pm - Video of Logging of Session 3 (Marlin Mitchell) [click here](#)

- Information Sheet [click here](#)

*\*\*15 Minute break before next section*

3:15 pm - Review logs

4:00 pm - Review SCAO Study Guide and Annotated Manual

4:45 pm - Q & A

### Day 2 - CER Only - Online Students (Access our Zoom at 212 158 4850)

8:00 am - Introductions

8:15 am - Section 5

10:00 am - Section 6 - 7

11:00 am - Section 8 - Part 1

Noon - Lunch Break

1:00 pm - Section 8 - Part 2

2:00 pm - Type transcript for final [click here \(Transcription Audio and Word Template\)](#)

4:30 pm - Submit final transcript to instructor

5:00 pm - 5:30 pm - Group review of the final transcript

**\*\*Section 9 - 10 is available on the website.**

## Day 3 - CER and CEO - Pre-exam meeting

Go to [www.mecra.info](http://www.mecra.info) for future dates. Please attend the dates prior to your scheduled exam.

6:00 pm - Pre-Exam Review ([Access our Zoom at 212 158 4850](#))

\*\*Participants will receive their evaluation of the course shortly after submission of the above assignments. Your instructor will provide the evaluation of your final submissions to you, your Court Administrator/Supervisor along with advising SCAO that you completed your course of study.

**MECRA DOES NOT PROVIDE A CERTIFICATE OF COMPLETION - THE EVALUATION IS YOUR PROOF OF COMPLETION. WE ALSO PROVIDE YOUR COMPLETION STATUS TO ROBIN WOLFERT WITH SCAO IN ORDER FOR YOU TO BE ALLOWED TO TAKE THE EXAMINATION.** Video operators are not required to turn in assignments, will not be assigned an instructor, or required to turn in the logging assignments.

After the course: Quick list of assignments due

***NOTE: Students scheduled for the next exam will be evaluated first.***

- CERs and CEOs - Practice written material quizzes: [click here](#)
- CEOs
  - Submit the final Log Sheet of Preston
  - Submit the survey at the following link: [click here](#)
  - Review FAQs: [click here](#)
  - Review "Redline" items on the CEO Fast Track on student portal
  - Review CEO Fast Track on student portal
  - Continue practicing all four logging samples
  - Review videos in Section 4 including medical, latin, and legal videos
- CERs
  - Submit the final Log Sheet of Preston
  - Submit the final Transcript of Preston
  - Submit the results for Margie Holds Court
    - CERs - Margie Holds Court session [click here](#)
  - Submit the results for Typing Speed Test
    - CERs - Typing speed test [click here](#).
  - Review FAQs: [click here](#)
  - Review "Redline" items on the CEO Fast Track on student portal
  - Review CER Fast Track on student portal
  - Continue practicing all four logging and transcription samples
  - Review all grammar material and presentations in the CER Fast Track
  - Review videos for Section 4, 5, and 8 including medical, latin, and legal videos

# Outline of Subjects

## CEO

- Review and training on all sections in the Court Reporters and Recorders Manual
- Elements of Logging "Red Line Items"
- Hand logging and typing into a fillable form
- Various recording equipment and software
- Zoom and virtual hearing process
- Managing duties as a CEO and clerk
- Courtroom procedure

## CER

- Review and training on all sections in the Court Reporters and Recorders Manual
- Advanced training on Transcript Format
- Elements of Logging "Red Line Items"
- Legal, Latin, and Medical terms
- Discussion on various recording equipment and software
- Zoom and virtual hearing process
- Proofreading
- Improving typing speed
- Preparing a transcript template from scratch
- Grammar and Punctuation including Margie Holds Court course
- Synonyms and homonyms
- Slang words and commonly misspelled words
- Hand logging and typing into a fillable form
- Managing duties as a CER and clerk
- Courtroom procedure

Each student is required to submit their final assignment on last day of class:

CEO - Final Log Sheet

CER - Typing speed test, Final Log Sheet, Margie Holds Court - Commas Course completed, and Final Transcript

## **Special links:**

Register for the CEO and CER Exam - [click here](#)

To contact Robin Wolfert, email [CtRec-Info@courts.mi.gov](mailto:CtRec-Info@courts.mi.gov)

*(Visit our website at [www.mecra.info](http://www.mecra.info) for the updated calendar)*

**\*\*All course material has been produced for the purpose of participants enrolled with MECRA's courses for CERs and CEOs and should not be reproduced.**