



MECRA COURSES - 2025

Note: Some classes may have different start times.

Go to www.mecra.info homepage for updated dates and assignment deadlines.

MECRA is proud to announce our enhanced and safe 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.

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/Video Operators.

Before attending the live course

1. Review pre-course orientation on the MECRA student portal.
2. Please review how to access and navigate Zoom prior to course (scroll to the Zoom Meeting section); [click here](#)
3. Participants are required to review all pre-recorded videos in the student portal. [click here](#)
4. Print out the manual for the course and studies. [click here](#)
5. CERs - *Print out* the Bubble Transcript [click here](#)
6. CERs - Download the Express Scribe [click here](#)
 - o Instructional video on Express Scribe [click here](#)
 - o Instructional video on Infinity Foot Pedal [click here](#)**(Set foot pedal as follows: Rewind - Play - Fast Fast Forward)**
7. CERs and CEOs - Print three copies of the practice log prior to the class.
8. CERs and CEOs: **(Download and print practice sheet and and logging template)**
 - o Use the practice log that is provided in the student portal. [click here \(Practice Logging Template\)](#)

Live Sessions

Quick link: [click here \(Transcription Audio and Word Template\)](#)

Day 1: CER and CEO - Online Students

- 8:00 am - Introductions and Q & A
- 8:15 am - Section 1 - 3 (Review Annotations)
- 10:15 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 - 12:30 pm
- 12:30 pm - Section 9 - 10 (Review Annotations) - Online test can be completed on your own
- 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 - and Annotated Manual, FAQs, and Blog
- 4:45 pm - Q & A

Day 2 - CER Only - Online Students

8:00 am - Section 6 - 7 (Review Annotations)

9:00 am - Section 6 - 7 (Online Test)

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

9:15 am - Section 8

11:30 pm - Section 8 (Online Test) - Including homonyms

Review SCAO Study Guide

Noon - 12:30 pm - Lunch Break

12:30 pm - Section 5 (Review Annotations)

1:15 pm - Prepare samples from the manual (title page, table of content, 1st page of transcript, swearing a witness, proofreading, and Q & A)

2:00 pm - Type Marlin Mitchell directly from the Bubble Transcript

3:30 pm - Review Marlin Mitchell Transcripts with students

4:45 pm - Final Q & A and review of requirements for final assignments

After the course:

1. Submit your final to your instructor **all in one email** before the due date listed on www.mecra.info. (Click the course dates under the Education tab.)

Quick list of assignments due:

(Be sure to submit your documents in the Word format. DO NOT SAVE IN A PDF.)

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](#)
 - [Review MECRA student blog for education updates: 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](#)
 - [Review MECRAs One Stop on the student portal](#)
- 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 MECRA student blog for education updates: 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](#)
 - [Review MECRAs One Stop on the student portal](#)

2. Complete the following submission link to prepare for the examination and retrieve additional material: [CLICK HERE](#)

Pre-exam Video

1. Review the pre-exam video after you have submitted your final assignments. We strongly encourage you to review all videos and study material provided by your instructors. Please direct all of your questions about the study material to your designated instructors email.

**Participants will receive their evaluation of the course of the above assignments. You will also be provided proofing material to review your work independently.

**MECRA DOES NOT PROVIDE A CERTIFICATE OF COMPLETION.
WE WILL PROVIDE YOUR COURSE 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 and will not be assigned an instructor. You will receive an email from Kris Fuller from MECRA as proof of completing the course.

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
- Review case types, FAQs, etc.

Special links:

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

To contact Robin Wolfert, email CtRec-Info@courts.mi.gov

(Visit our website at 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.***

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