

# **THE CERTIFIED CART PROVIDER (CCP)**

## **A JOB ANALYSIS**

This job analysis was prepared by the National Court Reporters Association Task Force. In January 2003, a panel of experts in the realtime reporting field revised this job analysis originally produced in December 2000. The resulting document describes the overall professional practice domains and associated tasks as well as the underlying knowledge, skills, and abilities that are essential for a Certified CART Provider.

The Certified CART Provider abides by all rules and regulations affecting the communication access realtime profession and is in compliance with the NCRA Code of Professional Ethics and Sections III and IV of the General Guidelines for Professional Practice at all times.

A Certified CART Provider possesses the knowledge, skill, and ability to produce complete, accurate, simultaneous translation and display of live proceedings utilizing computer-aided translation.

# The Certified CART Provider

## A Job Analysis

An entry-level CART Provider possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of live proceedings utilizing computer-aided translation. The following job analysis was initially prepared by NCRA's CRR Certifications Task Force, and consists of four "Job Domains."

### **I WRITING REALTIME**

Writes spoken words and environmental cues, with punctuation, by means of a conflict-free reporting system to provide complete and simultaneous translation.

#### *Knowledge of:*

- K-1 Realtime translation system
- K-2 Role of the CART Provider in live proceedings
- K-3 Speaker identification
- K-4 Composition, style, and format for realtime translation
- K-5 Dictionary development and maintenance
- K-6 Appropriate environmental cues

#### *Skills:*

- S-1 Writing realtime at 180 words per minute on literary matter for five minutes at 96% accuracy
- S-2 Writing conflict-free theory
- S-3 Writing numbers: Roman, cardinal, ordinal
- S-4 Fingerspelling alphabets
- S-5 Writing punctuation

#### *Abilities:*

- A-1 Conceptualize translation prior to input (to control output)
- A-2 Quality control

### **II RESEARCH**

Utilizes all available resources to prepare for writing realtime in the CART environment.

#### *Knowledge of:*

- K-1 Locating appropriate research material
- K-2 Extracting appropriate information
- K-3 Entering information into computer dictionary
- K-4 Using information while writing realtime

#### *Skills:*

- S-1 Organizing and utilizing prepped material

*Abilities:*

A-1 Retain and recall information while writing realtime

**III LANGUAGE SKILLS**

Possesses comprehensive knowledge of the English language in order to detect and correct mishearings during realtime translation and anticipate and prevent mistranslations.

*Knowledge of:*

K-1 English, including grammar, punctuation, sentence structure, spelling and vocabulary

K-2 Applicable terminology of subject matter

*Skills:*

S-1 Listening and writing for continuity, sense and detail of the proceedings

S-2 Recognizing and preventing potential errors in translation

*Abilities:*

A-1 Incorporate knowledge of the English language while writing realtime

**IV COMMUNICATION ACCESS REALTIME TRANSLATION (CART)**

Possesses the knowledge and procedures applicable to this specific Realtime environment.

*Knowledge of:*

K-1 Available hardware and software

K-2 Equipment set-up and room layout

K-3 Consumers' needs

K-4 Public relations

K-5 Interacting with consumers and participants

K-6 Role of sign language and the sign language interpreter

K-7 Deaf culture

K-8 Diversity and sensitivity issues

K-9 Need to coordinate with support staff (including audio/visual)

K-10 NCRA's Guidelines for Professional Practice and the Code of Professional Ethics

K-11 File production, retention/deletion

K-12 Remote CART

K-13 CART Provider's Manual

K-14 Confidentiality

K-15 Assistive Listening Devices

*Skills:*

S-1 Planning, organization and recordkeeping

S-2 Marketing

*Abilities:*

A-1 Troubleshooting

A-2 Communicating effectively with consumers, participants, and support staff

A-3 Telecommunicating