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# MARK KISLINGBURY ACADEMY OF COURT REPORTING

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Program Information



2022  
MKACR

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### **Fall 2022 Quarter: Theory & Speed Building: Onsite, Online Live, Online Non-live**

Entrance Application Due: August 1<sup>st</sup>, by 12:00 pm Central Standard Time

Non- Refundable Registration Fee Due: August 1<sup>st</sup>, by 11:59 pm CST

Entrance Exam Completion: Last day to submit August 2<sup>nd</sup>

Enrollment documents & payment of 1<sup>st</sup> month's tuition due: August 15<sup>th</sup>

First Day of Class: September 7<sup>th</sup>

### **Winter 2022 Quarter: Theory: Online Non-live ONLY, Speed Building: All Student Status**

Entrance Application Due: October 31<sup>st</sup>, by 12:00 pm Central Standard Time

Non- Refundable Registration Fee Due: October 31<sup>st</sup>, by 11:59 pm CST

Entrance Exam Completion: Last day to submit November 1<sup>st</sup>

Enrollment documents & payment of 1<sup>st</sup> month's tuition due: November 15<sup>th</sup>

First Day of Class: December 5<sup>th</sup>

### **Spring 2023 Quarter: Theory: Online Non-live ONLY, Speed Building: All Student Status**

Entrance Application Due: January 31<sup>st</sup>, by 12:00 pm Central Standard Time

Non- Refundable Registration Fee Due: January 31<sup>st</sup>, by 11:59 pm CST

Entrance Exam Completion: Last day to submit February 1<sup>st</sup>

Enrollment documents & payment of 1<sup>st</sup> month's tuition due: February 15<sup>th</sup>

First Day of Class: March 20<sup>th</sup>

### **Summer 2023 Quarter: Theory: Online Non-live ONLY, Speed Building: All Student Status**

Entrance Application Due: May 1<sup>st</sup>, by 12:00 pm Central Standard Time

Non- Refundable Registration Fee Due: May 1<sup>st</sup>, by 11:59 pm CST

Entrance Exam Completion: Last day to submit May 2<sup>nd</sup>

Enrollment documents & payment of 1<sup>st</sup> month's tuition due: May 15<sup>th</sup>

First Day of Class: June 19<sup>th</sup>

## **Student Enrollment Types and what they mean:**

### **Onsite:**

This student status attends class in the traditional, in-classroom way, and must adhere to the onsite student attendance policy. These classes are Monday – Friday, AM classes and you must attend all classes (Theory, Academics, Speed Building) as this student status when classes meet.

If you choose to be an onsite student, you have three options:

1. To attend class at our Houston, TX location.
2. To attend class at our satellite classroom in Midland, TX located in Permian Court Reporters, Inc. Under this option, you will live stream the Houston class at the Midland location but have the support of being in a classroom setting versus being online live at home.
3. To attend class at our satellite classroom in Salt Lake City, UT located in Q&A Reporting, Inc. Under this option, you will live stream the Houston class at the SLC location but have the support of being in a classroom setting versus being online live at home.

**Theory students:** **Only** can enroll for a **Fall Quarter start, which is September.**

**Speed Building Transfer:** You may enroll for any quarter start

### **Online Live:**

An online live student is one that does not live near any of our onsite location options to attend, and tunes in via online live stream during scheduled class days/times at a location of their choice not associated with the school, i.e. home, public library, etc.

If you choose to be an online live student starting in Theory, you have two options:

1. Monday through Friday, Morning Classes (AM Schedule)
2. Monday and Tuesday, Afternoon Classes\* (PM Schedule)

\*Please note this afternoon class option requires attendance to the Monday/Tuesday live class, AND student self-scheduled non-live class/video watching time.

Speed Building Online Live students do not have a PM schedule option and must

attend the morning Speed Building class schedule as listed on our Schedule page for each quarter, Monday – Friday.

Theory students: **Only** can enroll for a **Fall Quarter start, which is every September.**

Speed Building Transfer: You may enroll for any quarter start.

### **Online Non Live:**

This student status watches the recorded class videos that begin in each new academic year start (Fall Quarter).

Theory Students: You may enroll for any quarter start. If you begin in Winter, Spring, or Summer Quarters, you will be watching the class videos from the most recent September that has passed. You can not switch from non live to onsite or online live until you get to Speed Building because you will be in a different spot in Theory than our onsite students if you begin in Winter, Spring, or Summer Quarters. As an online non live student, you also receive four months to complete each Theory/Academic course as opposed to the three months we complete each course in onsite/online live.

Speed Building: You may enroll for any quarter start

## **Schedule of Classes: All classes are in CENTRAL STANDARD TIME**

### **Onsite/Online Live Schedule of Classes**

**\*\*\*PM THEORY CLASSES ARE ONLINE LIVE ONLY\*\*\***

#### **Fall Quarter:**

##### **Theory:**

###### **Monday-Friday, AM Classes (ONSITE AND ONLINE LIVE)**

8:00 am CST – 9:20 am CST: Theory, Class 1

10:00 am CST – 10:50 am CST: Theory, Class 2

11:00 am CST – 11:50 am CST: Theory, Class 3

###### **Monday/Tuesday, PM Classes (ONLINE LIVE)**

4:00 pm CST – 7:15 pm CST: Theory, Class 1

PM students must watch the recorded videos of Classes 2 and 3

##### **Speed Building:**

###### **Monday – Friday (ONSITE AND ONLINE LIVE)**

8:00 am CST – 8:50 am CST: High Speed, Low Speed

9:00 am CST – 9:50 am CST: High Speed, Low Speed

10:00 am CST – 10:50 am CST: Live Test/Drills

#### **Winter Quarter:**

##### **Theory and Academics:**

###### **Monday-Friday, AM Classes (ONSITE AND ONLINE LIVE)**

8:00 am CST – 9:20 am CST: Theory, Class 1

10:00 am CST – 10:50 am CST: Theory, Class 2

11:00 am CST – 11:50 am CST: Theory, Class 3

###### **Monday – Thursday, AM Classes (ONSITE AND ONLINE LIVE)**

12:00 pm CST – 12:50 pm CST: Medical Terminology

###### **Monday/Tuesday, PM Classes (ONLINE LIVE)**

4:00 pm CST – 7:15 pm CST: Theory, Class 1

PM students must watch the recorded videos of Classes 2 and 3, and Medical Terminology

##### **Speed Building and Academics:**

Monday – Friday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: High Speed, Low Speed

9:00 am CST – 9:50 am CST: High Speed, Low Speed

10:00 am CST – 10:50 am CST: Live Test/Drills

Monday/Wednesday (ONSITE AND ONLINE LIVE)

2:10 pm CST – 3:00 pm CST: Court Reporting Procedures

**Spring Quarter:**

**Theory and Academics:**

Monday-Friday, AM Classes (ONSITE AND ONLINE LIVE)

8:00 am CST – 9:20 am CST: Theory, Class 1

10:00 am CST – 10:50 am CST: Theory, Class 2

11:00 am CST – 11:50 am CST: Theory, Class 3

Monday – Thursday, AM Classes (ONSITE AND ONLINE LIVE)

12:00 pm CST – 12:50 pm CST: English and Legal Terminology

Monday/Tuesday, PM Classes (ONLINE LIVE)

4:00 pm CST – 7:15 pm CST: Theory, Class 1

PM students must watch the recorded videos of Classes 2 and 3, and English and Legal Terminology

**Speed Building:**

Monday – Friday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: High Speed, Low Speed

9:00 am CST – 9:50 am CST: High Speed, Low Speed

10:00 am CST – 10:50 am CST: Live Test/Drills

**Summer Quarter:**

**Academics:**

Monday – Thursday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: M/W – Court Reporting Punctuation

8:00 am CST – 8:50 am CST: T/H – Court Reporting Technology/C.A.T. Software

**Speed Building:**

Monday – Friday (ONSITE AND ONLINE LIVE)

8:00 am CST – 8:50 am CST: High Speed

9:00 am CST – 9:50 am CST: Low Speed, High Speed

10:00 am CST – 10:50 am CST: High Speed Live Test/Drills, Low Speed

11:00 pm CST – 11:50 pm CST: Low Speed Live Test/Drills

12:00 pm CST – 12:50 pm CST: Tutoring/ Office Hours



## **General Information/Frequently Asked Questions:**

Q: Are you accredited and do you participate in FAFSA or federal funding?

A: No, we are not accredited. We are recognized by TWC (Texas Workforce Commission) as a vocational college, and meet the standards and requirements set forth by that organization. No, we do not participate in FAFSA or any federal funding.

Q: Do you meet my state's requirements for CSR schools?

A: You will need to contact your state CSR board or look up that information individually. There is not national reciprocity for CSR's, which means each state develops and enforces their own standards and requirements. We teach to meet the Texas CSR exam and the RPR (National Court Reporters Organization) exam requirements. Usually, this is satisfactory in most states, but some states do have specific school requirements for their CSR's.

Q: Do you teach captioning or CART?

A: We do not teach the courses for certification in those specific career fields. Court reporting and stenography is, however, the foundation on which you will build the skills for those certifications, and our graduates who have wanted to go into realtime or captioning/CART have been able to do so within one to two years of graduation our program.

Q: How much time will I need to devote to this?

A: You will spend approximately four hours a day, five days out of the week on class and homework, and two hours on the other two days- at the required minimum. It is highly possible that you might find that you require more study and practice time than what we require at the minimum.

## **MKACR Program Courses**

### THQ1: Theory, Quarter 1

This course is designed to introduce machine shorthand writing. Students will learn how to use all of the keys and form words, phrases, and punctuation at increasing speeds from live dictation. Prerequisite: none

### THQ2: Theory, Quarter 2

This course is designed to complete the basics of machine shorthand writing. Emphasis is on memorization of one-stroke words, dates, numbers, punctuation, prefixes, suffixes, and increased vocabulary. Students will apply these skills in increasing speed and accuracy in live dictation. Prerequisite: 80 or above in Theory, Quarter 1

### MT: Medical Terminology (Quarter 2)

Students will learn the meanings and spellings of medical words and combining forms so as to be able to correctly transcribe medical testimony. Prerequisite: none

### THQ3: Theory, Quarter 3

Advanced theory principles are completed and include the memorization and use of briefs to increase speed and accuracy. Prerequisite: 80 or above in Theory, Quarter 2

### ELT: English and Legal Terminology (Quarter 3)

In this course, students will learn the basic principles of English structure, grammar and usage with an emphasis on punctuation, spelling and vocabulary, increase their vocabulary in general English with an emphasis on homophones and pseudo-homophones. Law and legal terminology will also be a strong component of this course. Prerequisite: none

### CRPU: Court Reporting Punctuation (Quarter 4)

Students will learn how to punctuate spoken English in a judicial environment.

### CRT: Court Reporting Technologies/C.A.T. Software (Quarter 4)

Students will learn how to use DigitalCAT court reporting software, including but not limited to: writing realtime, creating, building, and maintaining, dictionaries, editing, formatting, using keyboard macros, using, making, and launching macros from the steno machine. A basic computer skills review is included in this course.

SB: Speed Building (Quarters 4-8)

Students will develop machine shorthand skills and increasing speeds in literary, jury charge and testimony transcription. This class involves dictation in literary, jury charge, two-voice and multi-voice testimony, and medical/technical dictation. Students may advance through speeds at their own pace and within multiple quarters until the student passes out of their test out speeds.

Prerequisite: 80 or above in Theory, Quarter 3

CRPR: Court Reporting Procedures (Quarter 7)

This course teaches students, in simulated courtroom scenarios, how to swear in a witness, how to mark exhibits, receive evidence, proper courtroom and deposition room etiquette, the professional rules, duties, and ethics pertaining to court reporters, and more. Prerequisite: CRT

INT: Internship (Quarter 8)

The Internship shall include a minimum of 40 hours of participation under the supervision of a practicing court reporter using machine shorthand technology, verified by the reporter(s) under whom the internship is being completed and the production of a 40-page salable transcript based on testimony written. Prerequisite: CRPR

## **Program Completion**

The program is designed to be completed in 24 months (2 years), but can be completed faster dependent on how fast a student tests out of their speeds. Below is a recommended completion plan to finish the program in 2 years. Please keep in mind that it can take longer depending on each individual student (withdrawal, leave of absence, building finger speed, etc.).

### **MKA Program 2 Year Completion Plan Guideline**

#### **Quarter 1**

- Theory, Quarter 1

#### **Quarter 2**

- Theory, Quarter 2
- Medical Terminology

#### **Quarter 3**

- Theory, Quarter 3
- English and Legal Terminology

#### **Quarter 4**

- Speed Building (100 Literary/120 Jury Charge/140 Testimony)\*
- Court Reporting Punctuation
- Court Reporting Technologies/C.A.T. Software

## **Quarter 5**

- Speed Building (120 Lit./140 JC/160 Test.)

## **Quarter 6**

- Speed Building (140 Lit./160 JC/180 Test.)

## **Quarter 7**

- Court Reporting Procedures
- Speed Building (160 Lit./180 JC/200 Test.)

## **Quarter 8**

- Internship
- Speed Building (180 Lit./200 JC/225 Test.)

## **Quarter 9 (optional)**

- Speed Building (200 Lit./220 JC/250 Test.)
- Speed Building (220 Lit./240 JC/280 Test.)

\*please note that those are the speeds you need to test out of, not start at.

**Please keep in mind that this course plan is for finishing this program in 24 months (2 years), with Theory taking nine months.**

**\*\*Online non live students have four months to complete the Theory/Eng/Med courses versus the three months online live/onsite students do it in. If you take a year to complete Theory (vs. the nine months onsite and online live students finish it in), and would like to complete the program in two years, you would need to get through Speed Building in a year.**

**\*\*\*In calculating hours for attendance, EVERYONE is on a three month quarter.**

## **Transferring, Waiving, or Testing Out of Courses:**

### **Testing Out:**

If you would like to test out of English or Medical Terminology courses we have a test for each subject that you may request to take.

### **Waiving:**

The only time we will waive English or Medical is if:

1. You have a Bachelor's degree in English or Biology-Physiology/Anatomy related
2. You have worked in either field extensively.
3. You have taught extensively in the education field (applicable for English or if you were a high school anatomy teacher for Medical)

### **Transferring:**

If you would like to transfer any courses from another **court reporting** program, I will need your transcript showing your completion and grade of at least C or above.

## **Tuition and Scholarships**

Tuition is the same across the board regardless of the type of student (online and onsite) you choose to be. Tuition also remains the same throughout enrollment, and is paid on a monthly basis. (Due on the 1<sup>st</sup>, late by the 5<sup>th</sup> of each month.)

### **Beginning Students**

\$575/month for beginning students new to court reporting and students who have not spent \$10,000 or more at another court reporting program.

### **Transfer Students (Have spent \$10,000 or more at another court reporting school)**

\$345/month for students who have attended another court reporting school and have spent at least \$10,000 (you are required to provide documentation to obtain this pricing).

### **Professional Court Reporters**

\$285/month for professional court reporters only who would like to relearn only Theory using Mr. Kislingbury's method.

### **Auditing Students – Theory only**

\$175/month for students who would like to audit the Theory course. Auditing means that you will not turn in homework, tests for grading, or be held to an academic standard. You will progress at completely your own pace. You may still do onsite, online live, or online non live as an auditing student and you will receive the same study resources. This option is mainly for working court reporters looking to integrate the Magnum Steno Theory with their own.

\*\* If you are looking to audit for Speed Building, we do **not** offer that option as Mark has Magnum Steno ([www.magnumsteno.com](http://www.magnumsteno.com)), which is a Speed Building resource for people looking to build their speeds at their own pace. In combination with that, you can also purchase EV360 through the College of Court Reporting, which is what our Speed Building students use, to track your progress with your speed. (<https://ultimate.ev360es.com/>) As an auditing student, we would not offer EV360 to you because you will not be paying for our instructors to grade your tests via the software.

**There is a non refundable \$100.00 registration fee.**

Payment Options: We accept: check, money order, cashier's check, and card (credit/debit)

### **Scholarships:**

Scholarships from the school are given on a case by case, need basis and only after completion of an interview scheduled with school administration.

Project Steno: We are a partner school with Project Steno, who sometimes has a tuition assistance program or other scholarship opportunities. Please see their website, [www.projectsteno.org](http://www.projectsteno.org), for more information.



# Student Books and Equipment Purchase List

## Books:

- **Course: Theory**
  - **You will need this for the first day of class.**
  - **Magnum Steno Theory book \* Students enrolling for Fall 2022 and beyond need the edited FOURTH EDITION. It will not be available for purchase until August 2022. If you purchase a prior edition, Magnum Steno will NOT exchange or refund for an incorrect purchase, you will have to purchase the edited 4<sup>th</sup> edition.**
    - You can purchase this at [www.magnumsteno.com](http://www.magnumsteno.com), Store
    - You will receive a student discount code in your instructional enrollment email.
- **Course: Medical Terminology**
  - **You will need this in your second quarter.**
  - Medical Terminology: A Short Course (5th edition) by Davi-Ellen Chabner. \*MUST BE THE 5th Edition
    - You can purchase this on Amazon, Ebay, or any online book retailer that you can find that carries this edition of the book. Price can vary depending on if you buy it new or used.
- **Course: English Terminology**
  - This is an optional purchase and not required for the course. If you would like to use it to supplement the course, you will not use it until your third quarter of Theory.
  - How to Say It and Write It Correctly NOW (2<sup>nd</sup> Edition) by Dr. Santo J. Aurelio. \*\*MUST BE THE 2nd Edition
    - You can search the same online retailers for copies of this book. Price may vary.

**Equipment: (You will need these for your first day of class.)**

- **Laptop:**
  - 1. Must **NOT** be a Mac, a netbook or chromebook. **MUST** run on Windows, Vista, 7,8, or 10
  - 2. Should have at least one USB port, 8 GB or more of RAM, at least a 256 GB SSD drive, and a 2.0+ GHz processor.
  - 3. Microsoft Office and PDF reader required.
- **CAT Software:**
  - DigitalCAT student software can be purchased at [www.stenovations.com](http://www.stenovations.com)
- **Writer:** (You may use any make/model of writer as long as it has the required features below; whether it is a professional/student writer and/or new/used, is your preference choice.)

Required features:

- 1. Extended asterisk key to the right;
- 2. Extended -DZ keys;
- 3. Realtime cable.

**Recommend Writer models and purchasing sites:**

**Recommended models:** Luminex/Luminex CSE, Wave, Diamante

**Recommended purchasing sites:**

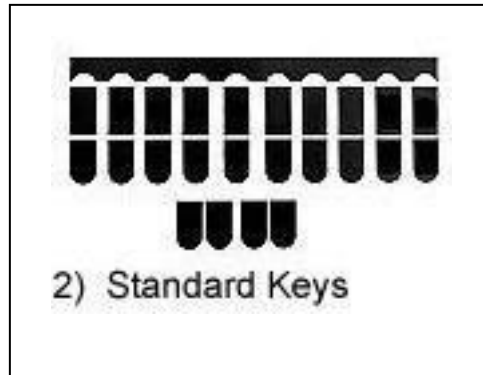
[www.stenograph.com](http://www.stenograph.com)

[www.acculaw.com](http://www.acculaw.com)

[www.stenoworks.com](http://www.stenoworks.com)

Kimi's Court Reporter Thrift Shop – Facebook Group

Below, you will see what a standard steno writer keyboard looks like:



The extended keys we ask for can be seen below. What we ask for is keyboard #6 in our writer requirements, but keyboard #4 will also work just as well.



## **Admission Requirements and How to Apply**

### **Admission Eligibility Requirements:**

- Prospective student must have a high school diploma or GED
- Earn a 70 or above on the Entrance Exam
- Meet all deadlines for each step of the application/enrollment process

### **How to Apply:**

Please see the Enrollment Deadlines Calendar found by clicking the School Information page on the homepage of [www.mkcourtreporting.com](http://www.mkcourtreporting.com) to see deadline dates and times for your chosen quarter of application.

**Please make sure you are checking your email spam/junk folder in case any communication is accidentally bounced there. We will not extend any deadlines due to unread or bounced emails.**

**Step 1:** Request Entrance Application from [info@mkcourtreporting.com](mailto:info@mkcourtreporting.com) OR download from the School Information page on our website. Complete and return by application deadline time and date.

- You will need to download a PDF reader on your computer if you do not have one to fill out the Entrance Application. (Adobe Reader is free- just google “Adobe Reader Free Download”.)
- Please enter the email address you would like ALL correspondence regarding MKA to go to.

**Step 2:** Payment of Non- Refundable Registration Fee (\$100.00) by deadline.

- You will receive an invoice AFTER turning in your application.

**Step 3:** Complete and Submit the Entrance Exam by the deadline. You must make a 70 or above in order to be accepted to the program for enrollment.

- After we receive and process your payment, you will then receive an email invitation to take the Entrance Exam.

**Please allow 24-48 business hours to receive this email invitation.**

- Read the information in the email and follow all directions included to take the Entrance Exam. The exam is timed and proctored.
- You must make a 70 or above on this exam to be eligible for enrollment. It covers grammar, spelling, homophones, some history and geography, and reasoning skills. It is 100 multiple choice questions and should not take longer than an hour to complete. These questions are general knowledge and reasoning based on the educational level of a high school graduate or GED equivalent.
- After you have taken the entrance exam, please give us 2-5 business days to get back to you regarding the next steps.

Please allow 24- 48 business hours of processing time at each step as we complete work during school business hours which are Monday – Friday, 7 am – 4 pm Central Standard Time. (Not including holidays and Quarter Breaks.)

### **Frequently Asked Questions Regarding Admissions**

1. What if I fail the entrance exam?
  - a. You are not eligible for enrollment for that quarter.
2. If I fail is the registration fee refundable?
  - a. No, it is non-refundable.
3. If I fail the entrance exam, can I take it again?
  - a. Yes, you may take it again, but not for that quarter enrollment period. You may try again for the next quarter enrollment after the enrollment for the current quarter is closed. For example, if I fail the entrance exam for Winter Quarter entry, I can take the exam again

after the enrollment period for Winter Quarter is over for a Spring Quarter enrollment. You will need to contact [info@mkcourtreporting.com](mailto:info@mkcourtreporting.com) to request being put on the next quarter's enrollment list- we will not automatically assume you want to be put on another list.

4. Do I have to pay the registration fee again if I fail the test?
  - a. Yes, the registration fee is non-refundable and you must pay it with each application to enroll.
  
5. What if I miss the testing and/or registration fee deadline?
  - a. You will not receive enrollment documents or be able to enroll for that quarter. You may email [info@mkcourtreporting.com](mailto:info@mkcourtreporting.com) to request placement on the next quarter's enrollment list.

# Mark Kislingbury Academy of Court Reporting

## 2022-2023 Academic Calendar

September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

	First Day of Class for Respective Quarter		Winter Holiday – School/Office Closed
	Last Day of Class for Respective Quarter		Entrance Application due by 12pm CST; Registration fee (\$100.00) due by end of day
	School/Office Closed - Holiday		Last day to take and submit Entrance Exam (only if you have met entrance application and registration fee payment deadline)
	Quarter Break- Onsite/Online Live Students: No Class/School		All enrollment documents and 1 <sup>st</sup> month's tuition payment due for next Quarter start

2023 NCRA Convention in Houston, TX