

DEPARTMENT OF HUMAN RESOURCES

County of Hawai'i

Aupuni Center

101 Pauahi Street, Suite 2

Hilo, HI 96720-4224

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SHORTHAND CERTIFICATE OF PROFICIENCY

CERTIFYING OFFICIALS: PLEASE READ INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING THIS FORM.

Name of Applicant: _____ Bus. Tel. _____
Res. Tel. _____
(Please print or type)

Address: _____

Title of Position(s) Applying For: _____

This certifies that the above-named person has demonstrated proficiency in shorthand as indicated below in accordance with the Department of Human Resources' requirements and that the test information provided is true and accurate:

	Date Proficiency Demonstrated	Length of Test	Rate of Dictation	No. of Errors
Dictation		min.	wpm	

Indicate the content of the material used by circling the appropriate letter:

- (A) Standard 3-minute test
- (B) Legal – 5 minute test
- (C) Court/hearings reporting (two-voice testimony) 5 minute test
- (D) Other – please specify: _____

Date _____

Signature of Certifying Official

Name of Certifying Agency

Name of Certifying Official (Typed or printed)

Address

Title

Telephone _____

GENERAL INSTRUCTIONS TO CERTIFYING OFFICIALS

1. The Department of Human Resources will accept certificates from the following teachers or authorized examiners in:
 - a. Public and accredited private high schools
 - b. State Department of Education adult education classes
 - c. Accredited colleges, business, commercial and secretarial schools
 - d. Employment training programs affiliated with the University of Hawai`i
 - e. Department of Human Resources of the Counties of Honolulu, Maui, Kauai and the Judiciary.
2. The certificate must be based upon the applicant's proficiency in dictation, which meet the requirements set forth by the Department of Human Resources. Test material must be of reasonable level of difficulty and must be unfamiliar to the applicant. The applicant should NOT be allowed to practice on the material before testing begins.
3. The certificate will be valid for two (2) years from the date the proficiency was demonstrated.
4. The Department of Human Resources reserves the right to reject any certificate on the basis of incorrect, incomplete, or questionable information and the right to verify any information contained on the certificate. Any erasures or corrections on the form should be initialed by the certifying official.
5. When filed, this certificate becomes the official property of the Department of Human Resources and part of the person's application.
6. If you have any questions, please call the Department of Human Resources at (808) 961-8361.

Dictation Test Requirements:

1. The rate of dictation must be at least 80 words per minute.
2. The minimum length of the dictation test must be 3 minute for standard content and 5 minutes for legal, court/hearings content.
3. Note content of the material dictated.
4. Indicate number of errors in transcription.
5. 95% accuracy in transcription is required.