



State of California
Court Reporters Board of California



Disciplinary and Denial
Guidelines

New [OAL insert effective date]

Table of Contents

CHAPTER	Page #
I. Introduction	1
II. Substantially Related Criteria and Factors to be Considered in Determining Penalties	2
Denial of a License.....	2
Suspension or Revocation of a License.....	2
Additional Factors and Types of Evidence.....	2
III. Definition of Penalties	4
IV. Penalty Guidelines for Violations	4
Penalty Guidelines for Violations Table	4
APPLICANTS.....	4
BPC Section 496.....	4
BPC Section 8016.....	5
BPC Section 8018.....	5
BPC Section 8025(a) / 480(a).....	5
BPC Section 8025(c) / 480(e).....	5
BPC Section 8025(i) / 480(a)(2).....	5
BPC Section 8025.1(a)(1).....	5
BPC Section 8025.1(a)(2).....	5
LICENSEES.....	6
BPC Section 496.....	6
BPC Section 8016.....	6
BPC Section 8018.....	6
BPC Section 8019.....	6
BPC Section 8025(a) / 490.....	6
BPC Section 8025(b).....	6
BPC Section 8025(c) / 498 / 499.....	7
BPC Section 8025(d) – Fraud, Dishonesty, Corruption, etc.....	7
BPC Section 8025(d) – Gross Negligence, Incompetence.....	7
BPC Section 8025(d) – Unprofessional Conduct.....	7
BPC Section 8025(e).....	7
BPC Section 8025(f).....	8
BPC Section 8025(g).....	8
BPC Section 8025(h).....	8
BPC Section 8025(i) / 141.....	8
BPC Section 8025(j).....	8
BPC Section 8025.1(a)(1).....	9
BPC Section 8025.1(a)(2).....	9
V. Probation Conditions.....	9
A. Standard Conditions of Probation.....	9
B. Optional Conditions of Probation.....	16
VI. Model Orders	22

I. Introduction

The Court Reporters Board of California (Board) is responsible for the enforcement of statutes and regulations related to the practice of shorthand reporting, more commonly known as court reporting. The Board serves the consumers of California by:

- Developing and administering the licensing examination, ensuring that newly licensed court reporters possess the basic skills needed and meet the minimum requirements for the profession;
- Overseeing the curriculum of court reporting schools;
- Disciplining licensees in the event of a violation of law or regulation; and
- Administering the Transcript Reimbursement Fund, which provides reimbursement for transcripts to qualified indigent litigants.

Business and Professions Code (BPC) sections 8005.1 and 8015 mandate that protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount.

To foster uniformity of penalties and to ensure applicants and licensees understand the consequences of violating laws or regulations governing court reporting, the Board has established these Disciplinary and Denial Guidelines (Guidelines). These Guidelines are intended to guide everyone involved in and affected by the disciplinary and denial processes, including applicants, licensees, the public, attorneys, courts, administrative law judges, Board staff, Board members who review and vote on proposed decisions and stipulations, and other interested parties.

The violations for which the Board may take disciplinary action or deny a license are specified within the Board's laws and regulations, as well as general provisions of the BPC. These Guidelines provide a range of penalties for each violation of law or regulation and recommend appropriate conditions of probation for these violations. The terms "license" and "certificate" are used interchangeably herein to refer to a court reporter's license.

The Board recognizes there are often aggravating or mitigating factors that may necessitate deviation from the Guidelines. The Board respectfully requests that the administrative law judge consider, apply, and analyze these factors in proposed decisions when deciding upon the severity of the penalty within the suggested range. Of utmost importance is the effect the applicant's or licensee's conduct had or can have on the consumer.

In all disciplinary cases, the Board shall seek recovery of the reasonable costs of the investigation and enforcement of the case in accordance with BPC section 125.3. This includes all fees and costs incurred by the Board from the Office of the Attorney General, the Division of Investigation, and Board services, including fees charged by expert consultants before and through the conclusion of the administrative hearing. The Board seeks reimbursement of these costs because the burden for payment of the costs of investigation and prosecution of disciplinary cases should fall upon those

whose proven conduct required investigation and prosecution, not upon the profession as a whole. Cost recovery payment serves an important rehabilitative function by making licensees who have been disciplined confront the impacts of their actions and deterring future misconduct thereby further promoting public protection. However, cost recovery cannot be ordered for an applicant who is denied a license because it is not authorized per BPC section 125.3.

If a proposed decision orders a probationary period, the Board requests the imposition of the appropriate conditions of probation as outlined in these Guidelines. These conditions are intended to protect the public from the probationer without being unduly burdensome or anti-competitive.

II. Substantially Related Criteria and Factors to be Considered in Determining Penalties

The Board may deny, suspend, or revoke a license if the applicant or licensee has been convicted of a crime, professional misconduct, or act that is substantially related to the qualifications, functions, or duties of a shorthand reporter based on the criteria specified in California Code of Regulations, title 16 (CCR), section 2470, as applicable.

Causes for discipline and license denial and the recommended penalty ranges are covered in Chapter IV – Penalty Guidelines for Violations. However, in addition to the causes for discipline and license denial and recommended penalty ranges listed in Chapter IV of these Guidelines, the following criteria and factors shall be considered in determining the penalty.

Denial of a License

When considering the denial of a court reporter's certificate under BPC sections 480, 8025, or 8025.1, the Board shall apply the rehabilitation criteria set forth in CCR section 2471(a).

Suspension or Revocation of a License

When considering the suspension or revocation of a court reporter's certificate under BPC sections 141, 490, 8025, or 8025.1, the Board shall apply the rehabilitation criteria set forth in CCR section 2471(b).

Additional Factors and Types of Evidence

The following factors are for determining whether the minimum or maximum penalty, or an intermediate penalty, should be imposed in a given case:

1. Actual or potential harm to the consumer.
2. Actual or potential harm to the public.
3. Prior disciplinary record, including level of compliance with disciplinary order(s).
4. Number or nature of current violations, or both.
5. Aggravating evidence.

6. Mitigating evidence, including whether the licensee has demonstrated an ongoing commitment to completing continuing education.
7. Whether the conduct was intentional or negligent or demonstrated incompetence, or both.
8. Acceptance of the Board's suggested resolution to the consumer complaint.
9. Any attempts to intimidate the consumer.
10. Evidence that the unlawful act was part of a pattern or practice.
11. Financial benefit to the applicant or licensee (Respondent) from the misconduct.
12. If applicable, evidence of expungement proceedings pursuant to Penal Code section 1203.4.

The following are examples of types of evidence that the Respondent may submit to the Board to demonstrate their rehabilitative efforts and competency, and the Board will review the evidence submitted:

- Recent¹, dated letters from persons in positions of authority who have on-the-job knowledge of Respondent's work as a shorthand reporter that include the period of time and capacity in which the person worked with Respondent. Such reports must be signed under penalty of perjury and will be subject to verification by Board staff.
- Recent, dated letters from counselors regarding Respondent's participation in a rehabilitation or recovery program that include at least a description and requirements of the program, a therapist or mental health professional's diagnosis of the condition and current state of recovery, and the therapist or mental health professional's basis for determining rehabilitation. Such letters and reports will be subject to verification by Board staff.
- Recent, dated letters describing Respondent's participation in support groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, professional support groups, etc.). Such letters and reports will be subject to verification by Board staff.
- Recent, dated letters from probation or parole officers regarding Respondent's participation in or compliance with terms and conditions of probation or parole, or both, that include at least a description of the terms and conditions and the officer's basis for determining compliance. Such letters and reports will be subject to verification by Board staff.
- Recent, dated letters from persons familiar with Respondent in either a personal or professional capacity regarding their knowledge of: Respondent's rehabilitation, if any; the conduct of which Respondent is accused; or any other pertinent facts that would enable the Board to better decide the case. Such letters must be signed under penalty of perjury and will be subject to verification by Board staff.

¹ For the purposes of these guidelines, "recent" means within 60 calendar days, preferably within 30 calendar days.

III. Definition of Penalties

Denial of license: Denial of the issuance of a license as the result of any one or more violations of the Shorthand Reporters Practice Act and other relevant laws. Denial of a license is permanent unless Respondent subsequently reapplies for a license. For violations of BPC sections 480-489 and 496, Respondent may reapply for licensure after a minimum of one (1) year from the effective date of the decision per BPC section 486 unless the Board prescribes a different date, and the applicant must demonstrate to the Board's satisfaction that they are rehabilitated.

Revocation: Loss of a license as the result of any one or more violations of the Shorthand Reporters Practice Act and other relevant laws. Revocation of a license is permanent unless Respondent takes affirmative action to petition the Board for reinstatement of their license within three (3) years after the license expiration date and demonstrates to the Board's satisfaction that they are rehabilitated (see Item B – Petition for Reinstatement under Chapter VI – Model Orders).

Suspension: Invalidation of a license for a fixed period of time, not to exceed a period of one (1) year.

Stayed Revocation: Revocation of a license, held in abeyance (stayed) pending Respondent's compliance with the terms and conditions of their probation.

Stayed Suspension: Suspension of a license, stayed pending Respondent's compliance with the terms and conditions of their probation.

Probation: A period during which Respondent's sentence is stayed in return for Respondent's agreement to comply with specified conditions relating to improving their conduct or preventing the likelihood of a reoccurrence of the violation.

IV. Penalty Guidelines for Violations

The following minimum and maximum penalty recommendations shall be considered in determining the penalty for the corresponding violation of the BPC:

Penalty Guidelines for Violations Table

BPC SECTION(S)	VIOLATION DESCRIPTION	MINIMUM PENALTY	MAXIMUM PENALTY
APPLICANTS			
496	Examination Subversion	Denial of License <ul style="list-style-type: none">Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486.	Denial of License <ul style="list-style-type: none">Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486.

8016	Certificate Required for Shorthand Reporting Practice	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision. 	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision.
8018	Title and Abbreviation	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision. 	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision.
8025(a) / 480(a)	Substantially Related Criminal Conviction	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486. 	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486.
8025(c) / 480(e)	False Statement of Fact on Application	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486. 	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486.
8025(i) / 480(a)(2)	Formal Discipline by Another Licensing Board	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486. 	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486.
8025.1(a)(1)	Physical or Mental Infirmary or Incapacity	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision. 	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision.
8025.1(a)(2)	Abuse of Chemical Substances or Alcohol	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision. 	Denial of License <ul style="list-style-type: none"> Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision.

LICENSEES			
496	Examination Subversion	Revocation <ul style="list-style-type: none"> • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8016	Certificate Required for Shorthand Reporting Practice	Stayed Revocation <ul style="list-style-type: none"> • Four (4) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Maximum penalty should be imposed in cases where the Board notified the licensee in writing of an expired license, and the licensee failed to renew the license. • Cost Recovery
8018	Title and Abbreviation	Stayed Suspension – 90 calendar days <ul style="list-style-type: none"> • Four (4) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Maximum penalty should be imposed in cases where the Board has previously educated Respondent on the requirements of section 8018 in writing. • Cost Recovery
8019	Aiding and Abetting	Stayed Revocation <ul style="list-style-type: none"> • Four (4) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(a) / 490	Conviction of a Substantially Related Crime	Stayed Revocation <ul style="list-style-type: none"> • Three (3) years' probation • Standard Conditions 1-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(b)	Failure to Notify Board of Conviction	Stayed Revocation <ul style="list-style-type: none"> • Three (3) years' probation • Standard Conditions 1-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery

8025(c) / 498 / 499	Fraud, Deceit, or Misrepresentation in Obtaining Certificate, or Securing Certificate by Knowingly Omitting to State a Material Fact	Revocation <ul style="list-style-type: none"> • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(d)	Fraud, Dishonesty, Corruption, Willful Violation of Duty	Stayed Revocation <ul style="list-style-type: none"> • Four (4) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(d)	Gross Negligence or Incompetence	Stayed Revocation <ul style="list-style-type: none"> • Four (4) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(d)	Unprofessional Conduct	Stayed Revocation <ul style="list-style-type: none"> • Four (4) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(e)	Repeated Unexcused Failure to Transcribe Notes of Cases Pending Appeal and to Timely File Transcripts of those Notes, or Transcribe or File Notes of Other Proceedings	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery

8025(f)	Negligent Loss or Destruction of Stenographic Notes Preventing Transcript Production	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(g)	Failure to Comply with or Pay Monetary Sanction by Court for Failure to Provide Timely Transcripts	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(h)	Failure to Pay Civil Penalty Relating to Provision of Court Reporting Services or Products	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(i) / 141	Revocation, Suspension, or Other Disciplinary Action by Another State, Agency of the Federal Government, or Another Country	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025(j)	Violation of the Chapter or the Statutes, Rules, and Regulations Pertaining to Certified Shorthand Reporters	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery

8025.1(a)(1)	Physical or Mental Infirmary or Incapacity	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery
8025.1(a)(2)	Abuse of Chemical Substances or Alcohol	Stayed Revocation <ul style="list-style-type: none"> • Two (2) years' probation • Standard Conditions 1-11 and 13-15, as applicable • Optional Conditions, as applicable • Cost Recovery 	Revocation <ul style="list-style-type: none"> • Cost Recovery

V. Probation Conditions

Probation conditions, detailed on the following pages, are divided into two (2) categories: **(A) STANDARD CONDITIONS**, which are those conditions of probation that shall appear in all cases involving probation as a standard term and condition, and **(B) OPTIONAL CONDITIONS**, which are those conditions to be imposed, if warranted, based upon the nature and circumstances of an individual case.

All cases that include probation as a penalty shall include the following conditions of probation:

1. Include Standard Conditions A1 through A11 in all cases.
 - If the Respondent is on criminal probation, add A12.
 - If the Respondent is a reporting corporation/firm, add A13 through A15.
2. Include Optional Conditions B1 through B14, as appropriate, based on the nature and circumstances of an individual case.

A. Standard Conditions of Probation

*Terms and conditions to be included in **all** orders of probation.*

During the period of probation:

1. **OBEY ALL LAWS** – Respondent shall obey all federal, state, and local laws and regulations governing shorthand reporters and remain in full compliance with any court-ordered criminal probation, criminal court-ordered payments (fines and fees), and other requirements. A full and detailed account of all misdemeanor and felony arrests and convictions occurring during the period of probation shall be reported by Respondent to the Board or its designee in writing by mail, email, or in person within seven (7) calendar days after occurrence. A “full and detailed account” shall include charges, dates of arrest and conviction(s), title and case number of the criminal case, name and

location of the criminal court, and disposition of the case(s). To permit monitoring of compliance with this term and condition, Respondent shall submit a completed California Department of Justice state and federal Live Scan fingerprint form unless previously submitted as part of the licensure application process. Fingerprints shall be submitted through Live Scan fingerprinting services within 15 calendar days after the effective date of this Decision and Order. Respondent shall pay the cost associated with the fingerprint process.

2. **COMPLY WITH THE BOARD'S PROBATION PROGRAM** – Respondent shall fully comply with the conditions of the probation program established by the Board and cooperate with the Board and its designee in its monitoring and investigation of Respondent's compliance with the Board's probation program. Respondent shall provide the Board or its designee with unrestricted access to inspect shorthand reporting records, transcriptions, and notes required to be maintained by the licensee pursuant to CCR section 2403(a)(8) and (b)(4), California Code of Civil Procedure section 2025.510(e), Government Code section 69955(e), and Local Rules of Court. Respondent shall inform the Board of any address change in writing by mail, email, or in person and shall claim all certified mail issued by the Board or its designee within 15 calendar days after the date of the address change or attempted delivery of the certified mail. Respondent shall timely respond to all notices of requests for information and shall submit reports, remedial education documentation, verification of employment, or other similar reports by mail, email, or in person within 15 calendar days after requested and directed by the Board or its designee in writing by mail or email. Failure to appear for any scheduled meeting or cooperate with the requirements of the probation program or failure to timely submit requested information as specified herein or otherwise specified in this order within 15 calendar days shall constitute a violation of probation.

Unless specified otherwise in the Board's order or by written notice to the Respondent from the Board or its designee by mail or email, all correspondence from the Respondent to the Board or its designee, or from an outside party regarding the Respondent, including notices, information, documents, reports, and other submissions, shall be made by mail or in person to the Board's headquarters address or by email to the Board's Enforcement or general email address, as listed under the "Contact Us" page on the Board's website.

3. **QUARTERLY REPORTS OF COMPLIANCE** – Respondent shall submit written quarterly reports of compliance with all probation conditions to the Board or its designee by mail, email, or in person in accordance with this section. Quarterly reports shall be completed and signed under penalty of perjury that Respondent is complying with all conditions of probation. These reports or declarations shall contain statements relative to Respondent's compliance with all the conditions of the Board's probation program, including (A) written disclosures regarding whether Respondent has complied with each term and condition of probation contained in this Decision and, if

applicable, (B) if Respondent discloses that they are not in compliance with any term or condition, a written statement regarding why Respondent is not in compliance with any term or condition of probation (“complete quarterly report”).

Complete quarterly reports are due for each year of probation and the entire length of probation as follows:

- For the period covering January 1 through March 31, reports shall be completed and submitted between April 1 and April 10.
- For the period covering April 1 through June 30, reports shall be completed and submitted between July 1 and July 10.
- For the period covering July 1 through September 30, reports shall be completed and submitted between October 1 and October 10.
- For the period covering October 1 through December 31, reports shall be completed and submitted between January 1 and January 10.

Incomplete written reports or reports submitted or postmarked after the reporting dates listed above shall be considered late and not in compliance with this condition. Omission or falsification of any information in any manner on these reports shall constitute a violation of probation.

4. **MAINTAIN CURRENT AND ACTIVE LICENSE** – Respondent shall maintain a current and active license for the length of the probation period, including any period of suspension. Failure to pay all fees prior to the license expiration date shall constitute a violation of probation.
5. **RESIDENCY OUTSIDE OF THE STATE (TOLLING)** – Respondent shall notify the Board or its designee of any and all address changes as specified in this section in writing by mail, email, or in person within five (5) calendar days of the address change. If Respondent travels outside of California for a contiguous period greater than 60 calendar days, Respondent shall notify the Board or its designee of the dates of departure and return in writing by mail, email, or in person within five (5) calendar days of the date of the departure or return. Respondent shall submit a written document annually verifying Respondent’s out-of-state residency to the Board or its designee by mail, email, or in person within 30 calendar days after requested by the Board or its designee that includes the following:
 - A. Respondent’s Full Legal Name,
 - B. Respondent’s Board License Number,
 - C. Physical Address,
 - D. Telephone Number,
 - E. Email Address,
 - F. Beginning Date of Residency Outside of California, and
 - G. Ending Date of Residency Outside of California (if applicable).

Periods of residence outside of California shall not reduce the probation time period (known as “tolling” of the probationary period). Respondent’s probation is tolled if and when they reside, temporarily or permanently, outside of California for longer than 60 consecutive calendar days.

It shall be a violation of probation for Respondent’s probation to remain tolled pursuant to the provisions of this condition for a period of three (3) years (1,095 consecutive calendar days) or more. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board. However, Respondent shall not be considered in violation of probation as long as Respondent is residing and practicing in another state of the United States and is on active probation with the licensing authority of that state; in which case, the three-year tolling limitation period for out-of-state residency or practice shall begin on the date probation is completed or terminated in that state.

Periods of non-residency do not relieve Respondent of the responsibility to comply with the terms and conditions of probation. At all times during the probationary period and during any period of non-residency, Respondent shall continue to comply with all of the terms and conditions of probation, including the obligation to maintain an active and current license with the Board and to comply with the Board’s probation program, quarterly reports of compliance, and cost recovery.

6. FAILURE TO PRACTICE – CALIFORNIA RESIDENT (TOLLING) – In the event Respondent resides in California and for any reason they stop practicing in California, Respondent shall notify the Board or its designee of the dates of nonpractice and return to practice in writing by mail, email, or in person within 30 calendar days prior to the date of nonpractice or return to practice. Respondent shall submit a written document annually verifying Respondent’s California residency and nonpractice status to the Board or its designee by mail, email, or in person within 30 calendar days after requested by the Board or its designee that includes the following:

- A. Respondent’s Full Legal Name,
- B. Respondent’s Board License Number,
- C. Physical Address,
- D. Telephone Number,
- E. Email Address,
- F. Beginning Date of Nonpractice Status, and
- G. Ending Date of Nonpractice Status (if applicable).

Periods of California residency and nonpractice status shall not reduce the probation time period. Respondent’s probation is tolled if and when they reside in California and are, temporarily or permanently, not practicing court reporting for longer than 60 consecutive calendar days.

It shall be a violation of probation for Respondent’s probation to remain tolled pursuant to the provisions of this condition for a period of three (3) years

(1,095 consecutive calendar days) or more. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board.

Periods of California residency and nonpractice status do not relieve Respondent of the responsibility to comply with the terms and conditions of probation. At all times during the probationary period and during any period of nonpractice, Respondent shall continue to comply with all of the terms and conditions of probation, including the obligation to maintain an active and current license with the Board and to comply with the Board's probation program, quarterly reports of compliance, and cost recovery.

7. **RESTITUTION** – Respondent shall make restitution to _____ in the amount of \$_____ within _____ calendar days after the effective date of this Decision. Failure to make restitution by this deadline shall be considered a violation of probation. Respondent shall send proof of repayment, such as receipts or a copy of repayment, to the Board or its designee in writing by mail, email, or in person within 30 calendar days after repayment.

(**Note:** BPC section 143.5 prohibits the ordering of restitution in cases based on a complaint or report that has also been the subject of a civil action and that has been settled for monetary damages providing for full and final satisfaction of the parties.)

8. **COST RECOVERY** – Respondent shall pay the Board its costs and charges of investigating and enforcing this matter in the amount of \$_____ in _____ (insert number of payments here) equal, consecutive quarterly payments of \$_____ per payment by mail or in person unless otherwise agreed to by the Board or its designee. The first payment shall be due within 30 calendar days after the effective date of this Decision and Order. Each required quarterly payment shall be due within 90 calendar days after the prior quarterly payment. Any payment that is not received within those 90 calendar days shall be considered late. Any late payments shall be a violation of probation.

Failure to reimburse the Board's enforcement costs shall constitute a violation of probation unless the Board or its designee agrees to payment by an installment plan because of Respondent's financial hardship in writing by mail or email. Any and all requests for a payment plan shall be submitted by Respondent in writing by mail, email, or in person to the Board or its designee. The Board shall advise Respondent whether or not the payment plan is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval. If approved by the Board or its designee, Respondent shall make payments pursuant to a payment plan specified by the Board or its designee taking into consideration all of the following: (1) Respondent's ability to pay, (2) the total amount of cost recovery owed, and (3) the length of the probationary period. Respondent shall make the check or money order payable to the Court Reporters Board of California

and shall indicate on the check or money order the following: “Cost Recovery: Case Number _____.”

- 9. PROBATION VIOLATION** – If Respondent violates probation in any respect, including noncompliance with any Standard Condition or applicable Optional Condition of probation, after giving Respondent ten (10) calendar days’ written notice by mail or email and an opportunity to be heard at a formal hearing, it is recommended that the Board shall revoke probation and impose the disciplinary order that was stayed (suspension or revocation of Respondent’s license). If an Accusation or Petition to Revoke probation is filed against Respondent’s license or the Attorney General’s Office has been requested to prepare such Accusation or Petition during the period of probation, the Board shall have continuing jurisdiction until the matter is final, and the period of probation shall be automatically extended and shall not expire until the Accusation or Petition has been acted on by the Board and the matter is final.
- 10. LICENSE SURRENDER WHILE ON PROBATION** – Following the effective date of this probation, if Respondent ceases practicing due to retirement, health reasons, or is otherwise unable to satisfy the terms and conditions of probation, Respondent may request the voluntary surrender of their license to the Board in writing by mail, email, or in person. Respondent’s written request to surrender their license shall include the following: their name, license number, case number, address of record, and an explanation of the reason(s) why Respondent seeks to surrender their license.

The Board reserves the right to evaluate the Respondent’s request and to exercise its discretion whether to grant the request or to take any other action deemed appropriate and reasonable under the circumstances. The Board will consider whether the request would compromise public protection under the following circumstances: when Respondent has (1) an unsatisfied cost recovery, fine, or restitution order; (2) an Accusation or Petition to Revoke probation that has been served on Respondent alleging violations of this probation; or (3) an unresolved complaint or investigation pending with the Board. Respondent shall not be relieved of the requirements of their probation unless the Board or its designee notifies Respondent that Respondent’s request to surrender their license has been accepted in writing by mail or email. Upon formal acceptance of the surrender, Respondent shall deliver their certificate(s) to the Board or its designee by mail or in person within 15 calendar days and shall no longer practice. Respondent will no longer be subject to the terms and conditions of probation, and the surrender of Respondent’s license shall be deemed disciplinary action.

If Respondent re-applies for a license with this Board, the application shall be treated as a petition for reinstatement of a revoked license provided the reinstatement petition is submitted to and approved by the Board within three (3) years after the license expiration date of the revoked license (see Item B – Petition for Reinstatement under Chapter VI – Model Orders).

11. **PROBATION COMPLETION** – Upon successful completion of probation, any revocation or suspension order that was stayed shall be removed and Respondent’s license shall be fully restored.
12. **CRIMINAL PROBATION** – If Respondent is on criminal probation or parole for the acts upon which disciplinary action is based, Respondent shall submit written reports from the criminal court probation officer or other similar supervisory officer assigned to Respondent regarding Respondent’s progress during criminal probation or parole to the Board or its designee by mail, email, or in person. Reports shall be filed quarterly and continue to be filed until Respondent is no longer on criminal probation or the Board’s probation is terminated, whichever occurs first. Quarterly reporting shall be consistent with the guidelines set forth in Standard Condition 3 to comply with the conditions of the probation program.

Respondent shall provide a copy of the conditions of any criminal probation/parole applicable to Respondent and the name and contact information of any probation, parole, or similar supervisory officer assigned to Respondent to the Board or its designee in writing by mail, email, or in person within ten (10) calendar days after the effective date of this Decision. Respondent shall provide a copy of all criminal probation/parole reports to the Board by mail, email, or in person within ten (10) calendar days after such report is issued. Failure to timely make any of the submissions required hereby within ten (10) calendar days shall be considered a violation of probation.

If on criminal probation or parole, Respondent shall provide their probation or parole officer with written notice of the Board’s decision in this case by mail or email within 15 calendar days after the effective date of this Decision, which shall include a copy of the Board’s Accusation or Statement of Issues, as applicable, and this Decision and Order. The notice to Respondent’s parole or probation officer shall also provide the parole or probation officer with the name, title, telephone number, and email address for the Board’s staff person who is Respondent’s probation monitor. Respondent shall provide a copy of this mailed written notification or email to the Board or its designee by mail, email, or in person within 15 calendar days after the mailed written notification or email is circulated. Failure to timely make any of the submissions required hereby within 15 calendar days shall be considered a violation of probation.

13. **NOTIFY EMPLOYEES** – (This condition only applies to licensees who operate reporting firms.) Respondent shall circulate a copy of the Accusation or Statement of Issues, as applicable, and this Decision and Order to all employees in writing by mail or email within 30 calendar days after the effective date of this Decision. “Employees” as used in this provision includes all full-time, part-time, temporary, and relief employees and independent contractors that Respondent employs or hires at any time during probation. Respondent shall provide a copy of this mailed written notification or email to the Board or its designee by mail, email, or in person within ten (10) calendar days after the mailed written notification or email is circulated.

14. **NOTIFY OWNERS, OFFICERS** – (This condition only applies to licensees who operate reporting firms.) Respondent shall submit a copy of the Board's Decision and Order with the Accusation or Statement of Issues, as applicable, to the owners, officers, or any owner or holder of 10% or more of the interest in Respondent or Respondent's stock in writing by mail or email within 30 calendar days after the effective date of this Decision. The notification to owners or officers shall also include the name, title, telephone number, and email address for the Board's staff person who is Respondent's probation monitor. Respondent shall provide a copy of this mailed written notification or email to the Board or its designee by mail, email, or in person within ten (10) calendar days after the mailed written notification or email is circulated.
15. **ADVERTISING APPROVAL** – (This condition only applies to licensees who operate reporting firms.) Respondent shall submit any proposed advertising copy, whether revised or new, and a written request for approval of such advertising to the Board or its designee by mail, email, or in person at least 30 calendar days prior to its intended use. Any such copy must comply with CCR section 2406 and contain Respondent's license number to be approved by the Board or its designee prior to use. The Board shall advise Respondent whether or not the proposed advertising is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval.

B. Optional Conditions of Probation

Terms and conditions to be included in orders of probation based upon the violation, circumstances of the case, or the Respondent.

During the period of probation:

1. **NOTIFY EMPLOYER/FIRM** – Respondent shall notify the employer or owner of any court reporting firm with which Respondent is associated or subcontracted of the decision in Case Number _____ and the terms, conditions, and restrictions imposed on Respondent by this Decision by mail, email, or in person within 30 calendar days after the effective date of this Decision. At a minimum, notification to the employer or firm shall be accomplished by providing each employer or firm with a copy of the Board's Decision and Order with the Accusation or Statement of Issues, as applicable. The notification to employers or firms shall also include the name, title, telephone number, and email address for the Board's staff person who is Respondent's probation monitor.

Respondent shall submit written proof, such as a copy of the written notice of their probationary status, to the Board or its designee by mail, email, or in person within 30 calendar days after Respondent provided written notice of their probationary status to their employer or court reporting firm with which they are associated or subcontracted and within 15 calendar days after Respondent has undertaken new employment or associated with a different court reporting firm during the term of probation. "Associated" shall mean employment of any kind, including any full-time, part-time, temporary, or relief

employment or any position for which a court reporter's license is a requirement or criterion for employment, whether the Respondent is an employee, independent contractor, or volunteer.

- 2. REHABILITATION PROGRAM** – Respondent shall submit the name, address, telephone number, and description of a rehabilitation program for the abuse of drugs or alcohol, or both, in which Respondent will participate to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after the effective date of this Decision. The Board shall advise Respondent whether or not the rehabilitation program is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval (the Board will verify that the program is legitimate and, for example, licensed with the California Board of Behavioral Sciences, if applicable). Respondent shall commence the rehabilitation program within 30 calendar days after the Board approved the program and provide a copy of certification of successful completion of the rehabilitation program to the Board or its designee by mail, email, or in person within 30 calendar days after completing the rehabilitation program. Respondent shall bear the costs for the rehabilitation program.

- 3. MEDICAL EVALUATION/TREATMENT** – After receiving a written notice containing a list of approved physicians from the Board by mail or email, Respondent shall undergo a medical evaluation by a Board-approved physician within 30 calendar days after the effective date of this Decision and on a periodic basis thereafter. The evaluating physician shall furnish a written medical report to the Board or its designee by mail, email, or in person within 30 calendar days after the evaluation and on a periodic basis thereafter, no less than quarterly, or as may be required by the Board or its designee. Respondent shall execute a release authorizing the evaluator to furnish the Board or its designee with a current diagnosis and a written report regarding the Respondent's ability to function independently with safety to the public by mail, email, or in person. The Board and its designee shall treat the evaluation as confidential. Respondent shall bear the cost of the evaluation. Failure to undergo a medical evaluation by a Board-approved physician within 30 calendar days after the effective date of this Decision and on a periodic basis thereafter shall result in violation of probation.

If Respondent is required by the Board to undergo physical or mental treatment, Respondent shall submit the name and qualifications of a physician or psychotherapist of Respondent's choice to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after written notice from the Board or its designee by mail or email. The Board shall advise Respondent whether or not the physician or psychotherapist is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval (the Board will verify that the treating physician or psychotherapist is actively licensed in good standing [i.e., no disciplinary action within the last five (5) years] with the applicable professional state licensing agency and does not have a current or prior personal relationship with Respondent). Respondent shall undergo and

continue medical treatment within 30 calendar days after the Board's written approval of the treating physician or psychotherapist until further written notice from the Board or its designee by mail or email. Respondent shall have the treating physician submit written quarterly reports regarding treatment progress to the Board or its designee by mail, email, or in person. Quarterly reporting shall be consistent with the guidelines set forth in Standard Condition 3 to comply with the conditions of the probation program. Respondent shall execute a release authorizing the treating physician or psychotherapist to furnish the Board or its designee with a current diagnosis and a written report regarding the Respondent's treatment progress by mail, email, or in person. The Board and its designee shall treat the treatment information as confidential. Respondent shall bear the cost of the treatment. Failure to timely submit a request for approval of a physician or psychotherapist to the Board within 30 calendar days after written notice from the Board or its designee or to schedule physical or mental treatment within 30 calendar days after the Board's written approval of the treating physician or psychotherapist shall result in violation of probation.

If Respondent is determined to be unable to practice safely, the licensed physician or psychotherapist making this determination shall notify the Board or its designee and Respondent by telephone within five (5) calendar days, and the Board shall request that the Attorney General's Office prepare an Accusation or Petition to Revoke probation. Respondent shall immediately cease practice upon written notice by the Board or its designee by mail or email and shall not resume practice until notified in writing by the Board or its designee by mail or email. During this period of nonpractice, Respondent shall not engage in any practice for which a license issued by the Board is required until the Board or its designee has notified Respondent in writing by mail or email that a medical determination permits Respondent to resume practice. This period of nonpractice shall not apply to the reduction of this probationary time period.

- 4. PSYCHOLOGICAL EVALUATION** – (To be used in cases involving a crime for which sex offender registration is required pursuant to Penal Code section 290, a serious felony as defined in Penal Code section 1192.7, or a history of drug/alcohol abuse or violence. For the purposes of these Guidelines, a history of drug/alcohol abuse or violence shall be based on an evaluation by the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Respondent shall undergo psychological evaluation by a licensed psychologist or psychiatrist, or both, as approved by the Board within 30 calendar days after written notice from the Board or its designee by mail or email and on a periodic basis thereafter or as required by the Board or its designee. Respondent shall submit the name and qualifications of a licensed psychologist or psychiatrist, or both, of Respondent's choice to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after the effective date of this Decision. The Board shall determine if the psychologist or psychiatrist is actively licensed in good

standing (i.e., no disciplinary action within the last five (5) years) with the applicable professional state licensing agency and does not have a current or prior personal relationship with Respondent. The Board shall advise Respondent whether or not the evaluating psychologist or psychiatrist is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval. The evaluator shall furnish a written report regarding Respondent's judgment, ability to function independently and safely, and whether they pose a threat to the public to the Board or its designee by mail, email, or in person within 30 calendar days after the psychological evaluation. Respondent shall execute a release authorizing the evaluator to furnish the Board or its designee with a current diagnosis and a written report regarding the Respondent's ability to function independently with safety to the public by mail, email, or in person. The Board and its designee shall treat the evaluation as confidential. Respondent shall bear the cost of the evaluation. Failure to timely submit a request for approval of a licensed psychologist or psychiatrist, or both, to the Board within 30 calendar days after the effective date of this Decision or to schedule a mental examination within 30 calendar days after the Board's written approval of the evaluating psychologist or psychiatrist shall result in violation of probation.

If the licensed mental health care practitioner determines the Respondent to be unable to practice safely, the licensed mental health care practitioner making this determination shall notify the Board or its designee and Respondent by telephone within five (5) calendar days, and the Board shall request that the Attorney General's Office prepare an Accusation or Petition to Revoke probation. Respondent shall immediately cease practice upon written notice by the Board or its designee by mail or email and shall not resume practice until notified in writing by the Board or its designee by mail or email. During this period of nonpractice, Respondent shall not engage in any practice for which a license issued by the Board is required until the Board or its designee has notified Respondent in writing by mail or email that a mental health determination permits Respondent to resume practice. This period of nonpractice shall not apply to the reduction of this probationary time period.

- 5. PSYCHOTHERAPY** – (To be used in cases involving a crime for which sex offender registration is required pursuant to Penal Code section 290, a serious felony as defined in Penal Code section 1192.7, or a history of drug/alcohol abuse or violence. For the purposes of these Guidelines, a history of drug/alcohol abuse or violence shall be based on an evaluation by the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Respondent shall submit the name and qualifications of one or more therapists of Respondent's choice to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after the effective date of this Decision. The therapist shall possess a valid California license in good standing (i.e., no disciplinary action within the last five (5) years) with the applicable professional state licensing agency and shall have had no prior business, professional, or personal

relationship with Respondent. The Board shall advise Respondent whether or not the therapist is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval. Respondent shall undergo and continue treatment within 30 calendar days after the Board's written approval of the treating therapist until the Board determines that no further psychotherapy is necessary and notifies Respondent of such in writing by mail or email. Respondent shall have the treating therapist submit quarterly written reports regarding Respondent's judgment, ability to function independently and safely, and whether they pose a threat to the public to the Board or its designee by mail, email, or in person. Quarterly reporting shall be consistent with the guidelines set forth in Standard Condition 3 to comply with the conditions of the probation program. Respondent shall execute a release authorizing the therapist to furnish the Board or its designee with a current diagnosis and a written report regarding the Respondent's ability to function independently with safety to the public by mail, email, or in person. The Board and its designee shall treat the therapy information as confidential. Respondent shall bear all costs of therapy. Failure to undergo and continue treatment within 30 calendar days after the Board's written approval of the treating therapist shall result in violation of probation.

If the treating therapist determines the Respondent to be unable to practice safely, the licensed mental health care practitioner making this determination shall notify the Board or its designee and Respondent by telephone within five (5) calendar days, and the Board shall request that the Attorney General's Office prepare an Accusation or Petition to Revoke probation. Respondent shall immediately cease practice upon written notice by the Board or its designee by mail or email and shall not resume practice until notified in writing by the Board or its designee by mail or email. During this period of nonpractice, Respondent shall not engage in any practice for which a license issued by the Board is required until the Board or its designee has notified Respondent in writing by mail or email that a mental health determination permits Respondent to resume practice. This period of nonpractice shall not apply to the reduction of this probationary time period.

6. **ATTEND COURSES** – Respondent shall attend a court reporting school recognized by the Board pursuant to CCR section 2411 and successfully complete a final examination in one or more specified courses as determined in this Decision, for example, deposition procedures or ethics, depending on the nature of the violation(s). Respondent shall provide the Board or its designee with proof of successful completion, such as a copy of a certification of completion or transcript, by mail, email, or in person within 30 calendar days after completing the specified course(s). Respondent shall bear the costs of the course(s).
7. **RETAKE LICENSING EXAMINATION** – Respondent shall pass the (name of examination part(s)) part(s) of the next regularly scheduled licensing examination administration after the effective date of this Decision. The Board shall order and notify Respondent in writing by mail or email to cease practice upon any written notice of failure of the examination until Respondent takes

and passes the same (name of examination part(s)) part(s) at a subsequent examination administration. Respondent shall bear the costs of the examination(s).

8. **PROOF OF ADVERTISING CORRECTION** – Respondent shall correct any advertisement not compliant with CCR section 2406 within 30 calendar days after the effective date of this Decision. Respondent shall not practice until proof of correction, for example, a screenshot of website or print copy, has been submitted to the Board or its designee by mail, email, or in person, and the Board or its designee has notified Respondent that they may resume practice in writing by mail or email within 30 calendar days after the date of Respondent’s submission of proof.
9. **REIMBURSEMENT OF PROBATION PROGRAM** – Respondent shall reimburse the Board for the hourly costs it incurs in monitoring the probation to ensure compliance for the duration of the probation period by mail or in person. Reimbursement costs shall be \$_____ per year/\$_____ per month. Respondent shall make the check or money order payable to the Court Reporters Board of California and shall indicate on the check or money order the following: “Probation Program Reimbursement: Case Number _____.”
10. **ABSTAIN FROM DRUGS / SUBMIT TO BIOLOGICAL FLUID TESTING** – (To be used in cases involving a history of drug abuse or based on an evaluation by the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Respondent shall completely abstain from the use or possession of controlled substances as defined in the California Uniform Controlled Substances Act (Health and Safety Code, Division 10, commencing with section 11000) and dangerous drugs as defined in BPC section 4022 during the period of probation except when lawfully prescribed or ordered by a licensed practitioner for a bona fide illness or medical condition. Respondent shall submit to biological fluid testing or other required drug screening, or both, at Respondent’s cost within five (5) calendar days after written request by the Board or its designee by mail or email. The length of time and frequency of testing shall be determined by the Board. Respondent shall ensure that written reports are submitted directly by the testing agency to the Board or its designee by mail, email, or in person within 30 calendar days after the date of testing. There shall be no confidentiality in test results. Any confirmed positive finding shall constitute a violation of probation.

[Note: If this Optional Condition is included in the probationary order, then Optional Condition 11 “Abstain from Use of Alcohol/Submit to Biological Fluid Testing” should also be included to ensure abstention occurs from all addictive substances during the period of probation when a history of drug abuse is found.]

- 11. ABSTAIN FROM USE OF ALCOHOL / SUBMIT TO BIOLOGICAL FLUID TESTING** – (To be used in cases involving a history of alcohol abuse or based on an evaluation by the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Respondent shall completely abstain from the use of alcoholic beverages during the period of probation. Respondent shall submit to biological fluid testing at Respondent's cost within five (5) calendar days after written request by the Board or its designee by mail or email. The length of time and frequency of testing shall be determined by the Board. Respondent shall ensure that written reports are submitted directly by the testing agency to the Board or its designee by mail, email, or in person within 30 calendar days after the date of testing. There shall be no confidentiality in test results. Any confirmed positive finding shall constitute a violation of probation.

[**Note:** If this Optional Condition is included in the probationary order, then Optional Condition 10 “Abstain from Drugs/Submit to Biological Fluid Testing” should also be included to ensure abstention occurs from all addictive substances during the period of probation when a history of alcohol abuse is found.]

- 12. PROVISION OF RECORDS** – Respondent shall provide specific records for inspection by the Board or its designee by mail, email, or in person within 30 calendar days after directed in writing by the Board or its designee by mail or email.
- 13. “Actual Revocation”** – To be included in “Stayed Revocation” cases as an Optional Condition in the event of probation violation.
- 14. “Actual Suspension”** – To be included in “Stayed Suspension” cases as an Optional Condition in the event of probation violation.

VI. Model Orders

A. Licensee

Revocation of License

License Number _____, issued to Respondent _____, is revoked.

Respondent shall relinquish and forward or deliver their pocket license(s) to practice and wall certificate(s) to the Board by mail or in person within ten (10) calendar days after the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of their revoked license or reduction of penalty for one (1) year after the effective date of this Decision pursuant to Government Code section 11522 and may not petition the Board for reinstatement of their revoked license after three (3) or more years after the license expiration date of the revoked license pursuant to BPC section 8024.5. Respondent shall pay the Board its costs of investigation and prosecution in the amount of \$_____ by mail or in person within 30 calendar days after the effective date of this Decision.

Option: As a condition precedent to reinstatement of their revoked license, Respondent shall reimburse the Board for its costs of investigation and prosecution in the amount of \$_____ and pay the reinstatement fee required by BPC section 8024.4. Said amount shall be paid in full by mail or in person prior to the reinstatement of Respondent's license unless otherwise ordered by the Board.

Suspension of License

License Number _____, issued to Respondent _____, is suspended for a period of _____ calendar days.

Respondent shall relinquish and forward or deliver their pocket license(s) to practice and wall certificate(s) to the Board by mail or in person within ten (10) calendar days after the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of their suspended license or reduction of penalty for one (1) year after the effective date of this Decision pursuant to Government Code section 11522. Respondent shall pay the Board its costs of investigation and prosecution in the amount of \$_____ by mail or in person within 30 calendar days after the effective date of this Decision.

Revocation Stayed and Licensee Placed on Probation

License Number _____, issued to Respondent _____, is revoked; however, the revocation is stayed, and Respondent is placed on probation for _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

If a licensee violates the order of probation, the stay is lifted, and it is recommended that an actual revocation be imposed.

Suspension Stayed and Licensee Placed on Probation

License Number _____, issued to Respondent _____, is suspended for a period of _____ calendar days; however, the suspension is stayed, and Respondent is placed on probation for _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

If a licensee violates the order of probation, the stay is lifted, and it is recommended that a one-year actual suspension be imposed.

Public Reprimand

License Number _____, issued to Respondent _____, is publicly reprimanded. This reprimand constitutes disciplinary action by the Board and shall become a part of Respondent's license history with the Board.

Surrender of License in Lieu of Revocation

Respondent _____ surrenders License Number _____ as of the effective date of this Decision. Respondent shall relinquish and forward or deliver their pocket license(s) to practice and wall certificate(s) to the Board by mail or in person within ten (10) calendar days after the effective date of this Decision. The surrender of

Respondent's license and the acceptance of the surrendered license by the Board shall constitute the imposition of discipline against Respondent. This Decision constitutes disciplinary action by the Board and shall become a part of Respondent's license history with the Board.

B. Petition for Reinstatement

Respondent may petition the Board for reinstatement of their revoked license after not less than one (1) year has elapsed after the effective date of this Decision.

A license that is not renewed within three (3) years after its expiration date may not be renewed, restored, reinstated, or reissued thereafter. Therefore, Respondents whose revoked licenses have not been renewed for three (3) or more years are not eligible for license reinstatement and would have to apply, qualify, and meet all requirements for a new original license, including paying all fees and taking and passing the licensing examination.

Grant Petition with No Restrictions on License

The Petition for Reinstatement filed by Petitioner _____ is hereby granted, and Petitioner's License Number _____ shall be fully restored.

Grant Petition and Place Licensee on Probation

The Petition for Reinstatement filed by Petitioner _____ is hereby granted, and Petitioner's License Number _____ shall be reinstated and immediately revoked; however, the revocation shall be stayed, and the Petitioner shall be placed on probation for a period of _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

Grant Petition and Place Licensee on Probation After Completion of Conditions Precedent

The Petition for Reinstatement filed by Petitioner _____ is hereby granted, and Petitioner's License Number _____ shall be reinstated upon completion of the following conditions precedent: (examples would be paying restitution, cost reimbursement, completion of ethics course, physical examination, completion of rehabilitation program, take and pass licensing examination).

Upon completion of the conditions precedent above and satisfaction of all statutory and regulatory requirements for issuance of a license, Petitioner's License Number _____ shall be reinstated and immediately revoked; however, the revocation shall be stayed, and Petitioner shall be placed on probation for a period of _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

Deny Petition

The Petition for Reinstatement filed by Petitioner _____, for License Number _____, is hereby denied.

C. Petition to Revoke Probation/Revocation of Probation

License Number _____, issued to Respondent _____, is revoked. Petitioner is not eligible to apply for reinstatement for one (1) year after the effective date of this Decision pursuant to Government Code section 11522 and is not eligible for reinstatement of their revoked license after three (3) or more years after the license expiration date of the revoked license pursuant to BPC section 8024.5.

Extension of Probation

License Number _____, issued to Respondent _____, is revoked; however, the revocation is stayed, and Respondent is placed on probation for an additional _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

D. Applicant

(To be used in cases where a Statement of Issues has been filed.)

Grant Application with No Restrictions on License

The application filed by Respondent _____ for initial licensure is hereby granted, and a court reporter's license shall be issued to Respondent upon successful completion of all licensing requirements, including payment of all fees.

Grant Application and Place Licensee on Probation

The application filed by Respondent _____ for initial licensure is hereby granted, and a court reporter's license shall be issued to Respondent upon successful completion of all licensing requirements, including payment of all fees. However, the license shall be immediately revoked, the revocation shall be stayed, and Respondent shall be placed on probation for _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

Grant Application and Place Licensee on Probation After Completion of Conditions Precedent

The application filed by Respondent _____ for initial licensure is hereby granted, and a court reporter's license shall be issued to Respondent upon completion of the following conditions precedent: (examples would be paying restitution, cost recovery, completion of continuing education, completion of rehabilitation program, take and pass licensing examination).

Upon completion of the conditions precedent above and successful completion of all licensing requirements, including payment of all fees, Respondent shall be issued a court reporter's license. However, the license shall be immediately revoked, the revocation shall be stayed, and Respondent shall be placed on probation for _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

Deny Application

The application filed by Respondent _____ for initial licensure is hereby denied.