

IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

IDAHO CERTIFIED SHORTHAND REPORTERS BOARD

24.29.01 – Rules of Procedure of the Idaho Certified Shorthand Reporters Board

Who does this rule apply to?

This rule applies to applicants, temporary permit holders, and license holders for certified shorthand reporters.

What is the purpose of this rule?

This rule governs the practice of shorthand reporting in Idaho to protect the public health, safety, and welfare. This rule establishes:

- Minimum standards of competency and qualifications for applicants;
- Fees related to licensure; and
- Standards of practice

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statute passed by the Idaho Legislature:

Professions, Vocations, and Businesses -

- [54-3101 through 54-3118, Idaho Code](#) – Certified Shorthand Reporters Act

Who do I contact for more information on this rule?

Idaho Certified Shorthand Reporters Board

Division of Occupational and Professional Licenses

8 a.m. to 5 p.m., Mountain Time (except Saturdays, Sundays and holidays)

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**24.29.01 – RULES OF PROCEDURE OF THE IDAHO CERTIFIED
SHORTHAND REPORTERS BOARD**

000. LEGAL AUTHORITY.

These rules are adopted under the authority of Section 54-3107, Idaho Code. (3-28-23)

001. SCOPE.

These rules govern the practice of shorthand reporting in Idaho. (3-28-23)

002. -- 099. (RESERVED)

100. LICENSURE.

01. Written Statement of Suitability for Licensure or Permit. An applicant or licensee who has a conviction, finding of guilt, withheld judgement, or suspended sentence for any crime other than a minor traffic offense must submit with their application a written statement and any supplemental information establishing their current suitability for licensure. (7-1-25)

02. Registered Professional Reporter. An endorsement applicant who holds a Registered Professional Reporter certificate from The Association for Court Reporters and Captioners will be deemed to have met the endorsement requirements set forth in Section 54-3109A(1), Idaho Code. (7-1-25)

101. -- 299. (RESERVED)

300. DISCIPLINE.

01. Costs and Fees. The Board may order anyone licensed under Title 54, Chapter 31, Idaho Code, who is found by the Board to be in violation of the provisions of Title 54, Chapter 31, Idaho Code, to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee. (7-1-25)

301. -- 399. (RESERVED)

400. FEES.

All fees are non-refundable.

FEE TYPE	AMOUNT (Not to Exceed)
Application	\$50
Renewal	\$75

(7-1-25)

401. -- 999. (RESERVED)