

CARTWheel's CHECKLIST FOR CART PROVIDERS:

CART is defined as: Communication Access Realtime Translation

Criteria for CARTWheel Professional Membership

1. Write realtime at 99% on 180 wpm literary**. Minimum.
This requirement does not include students who have passed five-minute literary tests at 180.
**This 99% reflects an ability to write 180 wpm and above, for sustained periods of time.
2. Have no conflicts.
3. Have prefixes and suffixes defined in main dictionary.
4. Can quickly and correctly realtime spell words that are not in dictionary.
5. Can paraphrase in realtime.
6. Know differences among deaf, late-deaf, early-deaf, oral deaf, hard-of-hearing consumers' needs.
Have great respect for sign language interpreters and know we do not take their place.
Work as a team with sign interpreters and oral interpreters.
7. Know common acronyms and terms, lingo, for the ADA, human services, ear anatomy and communication (technology) devices.
8. Know at least some conversational sign language:
Thank you, Fine, Okay, Can you read this ... How, where, when, why, who, what;
My name is ... (be able to fingerspell your name);
Know the signs for: break, bathroom, teacher, student, class, e-mail, disk, and more.
9. Know ethics governing CART Providers/Reporters, respecting confidentiality of the consumer's business and whereabouts; how to be in role of interpreter and not a participant.
10. Have text enlargement software and a separate CART computer directory with fewer characters per line, so that when text is enlarged and scroll lock is hit, text remains on screen and doesn't roll off.
11. Have phonetics table modified to writing style and invoked, so that each consumer can read English, rather than steno strokes.
Keep steno keys adjusted, so that what you hit is what you get!
12. Each member has knowledge how hook up to projection equipment and each knows their computer's method of displaying via LCD to projector/screen and TV monitor.
Have or know someone who has LCD projector or video projector or 'key' to project to a TV.
Have tray table, tripod and extension cords, additional equipment where necessary.
13. Have outlines/tokens for the following:
PROFESSOR: STUDENT: NARRATOR:
AUDIENCE MEMBER: MAN: WOMAN: CHILD:
(APPLAUSE) (LAUGHTER) (INAUDIBLE)
(PHONE RINGING) (SIREN SOUND), and more.
14. Can quickly prepare job dictionary and add 'defines' in realtime.
15. Have back-up reporter for CART jobs;
Have made extra copy of job dictionary for back-up.
16. Have in place clearly written and agreed-upon billing, payment and confidentiality-of-disk arrangements before performing the CART work.
17. Keep striving for the CRR, and join CARTWheel! :))
18. Most of all, love being a professional CART Provider!

TO BE A PROFESSIONAL MEMBER OF **CARTWHEEL**, YOU MUST BE ENDORSED BY A PROFESSIONAL MEMBER OF CARTWHEEL AND BY A CONSUMER WHO HAS USED YOUR SERVICES.
(Apprentice qualifications are listed below.)

Application for Professional Membership in CARTWheel, Referral Network of CART Providers:

BECAUSE we recognize the need
to provide a meaningful system of referral of qualified CART Providers,

each with deaf and hard-of-hearing sensitivity training towards consumers' and CART issues, to broadcasters, corporations, educational and other non-profit institutions, and especially late-deafened, early-deafened, oral deaf, deaf, and hard-of-hearing persons; to establish a network of co-professionals for assistance with technical tips, scheduling help and referrals through a directory, newsletter, and, for camaraderie, through meeting and socializing at the NCRA and CARTWheel Seminars and Conventions; to promote the dissemination of accurate and helpful information to potential CART Providers and consumers of CART services,

We hereby establish this network, calling it **CARTWheel**, and promote its symbol, 'the wheel', as a symbol of progress, cooperation, interdependence; each part giving strength to the whole.

We propose that rules of membership be as follows:

That each Professional Member within the United States

Be endorsed by (1) a professional member of CARTWheel and (2) a deaf or hard-of-hearing consumer
Pay a \$ 100.00 yearly dues, each October 15th, which covers cost of administration expenses, newsletter, database, domain registration, web host, answering e-mails from consumers and businesses; referring CART to members listed in CARTWheel directory and further to develop, monitor the CARTWheel website, www.CARTWheel.cc (linked to NCRA's website and additional sites now included on our site's home page); and commit to professional member criteria.

That each International Professional Member of CARTWheel

Be endorsed by (1) a professional member of CARTWheel and (2) a deaf or hard-of-hearing consumer
Pay a \$ 75.00 yearly dues, each October 15th, which covers cost of administration expenses, newsletter, database, domain registration, web host, answering e-mails from consumers and businesses; referring CART to members listed in CARTWheel directory and further to develop, monitor the CARTWheel website, www.CARTWheel.cc (linked to NCRA's website and additional sites now included on our site's home page); and commit to professional member criteria.

That each Apprentice Member....

Be endorsed by a professional member of CARTWheel and commit to apprentice criteria (below).
Pay a \$ 50.00 yearly dues, each October 15th, to cover above-same.
Agree that all net profits be distributed equally to SHHH and ALDA at year's end, with financial report to CARTWheel members, and any change in this distribution being voted on by a majority of its members at a yearly meeting.

Agree to work cooperatively with NCRA's CART Task Force to continue to promote professionalism in this continued developing arena and to give input to the Task Force;
Agree to have an e-mail address and to be able to send/receive communication in this venue.
Agree to share with others in the group, solutions to technical problems, information about new equipment, terms, lingo, RT-writing tips; funny or poignant stories (as long as no code of ethics of confidentiality is broken), words of encouragement, cries for help, and offers to help.

Signature of Applicant:

Date: _____

Printed Name and Signature of CARTWheel Professional Member:
Endorser:

Printed Name and Signature of CART Consumer:

Consumer:

Criteria for CARTWheel APPRENTICE

An Apprentice membership has been created to assist Court Reporters to advance their skills to become competent CART Providers; each advancing their knowledge of deaf sensitivity issues, projection of realtime and expanding knowledge within our growing fields of technology.

Apprentice Applicants, must be endorsed by a CARTWheel Professional Member and commit to working with the criteria listed above, numbers 1-18, and to receiving future endorsement of a CART Consumer to advance towards Professional Membership.

Each Apprentice commits to working with CART Providers, to attending NCRA and CARTWheel seminars and to studying the links on our home page, www.CARTWheel.cc.

TO BECOME A PROFESSIONAL MEMBER OF **CARTWHEEL**, YOU MUST BE ENDORSED BY A PROFESSIONAL MEMBER OF CARTWHEEL AND BY A CART CONSUMER WHO HAS USED YOUR SERVICES.

TO BE AN APPRENTICE LEVEL WITHIN **CARTWHEEL**, YOU MUST BE ENDORSED BY A PROFESSIONAL MEMBER OF CARTWHEEL, COMMITTING TO BECOME ENDORSED BY A CART CONSUMER WHO HAS USED YOUR SERVICES.

CARTWheel is a network of Professional CART Providers who offer mutual support, education, communication and referral.

Who needs information about our services?

Convention planners, businesses, post-production film houses, vocational rehabilitation counselors, schools, Internet event producers, and most especially, our consumers, who most often are deaf or hard-of-hearing.

This information is available on our website, www.CARTWheel.cc.

Again, the main thrust of CARTWheel is CART, but as some professional CART Providers also provide captioning, we will list it as an "additional service", like Sign Language or large-room display equipment or large staff.

To join as a professional member who qualifies with ALL of the above-listed checklist requirements, fill out this form, have it endorsed by a CARTWheel member and a CART consumer, return this page via a postal service, with your yearly dues, \$ 100.00 for Professional Membership within the U.S., \$ 75.00 for International Professional Membership, To join as an apprentice member who qualifies with ALL of the above apprentice requirements, fill out this form, have it endorsed by a CARTWheel member, return this page via a postal service, with your yearly dues, \$ 50.00 for Apprentice level.

Thank you for your trust and faith. Hey, Spokes, let's roll!

Please return this page, enclose a check payable to Monette Benoit, mark it "For CARTWheel" and send to:
Monette Benoit, 1244 Vista Bonita, Ste. 811, New Braunfels, TX 78130

CHOOSE A LEVEL:

- _____ \$ 100.00 U.S. PROFESSIONAL MEMBERSHIP (entitles you to e-mails and Full Membership website listing)
- _____ \$ 75.00 INTERNATIONAL PROFESSIONAL MEMBERSHIP (entitles you to e-mails and Full Membership website listing)
- _____ \$ 50.00 APPRENTICE LEVEL (entitles you to e-mails, website 'Apprentice' listing)

Name: _____

Certifications: _____

E-mail address: _____

Fax No.: _____

Website, if any: _____

Business Name _____

Business mailing address: _____

City, State, Zip: _____

Work Phone: _____

Home address: _____

City, State, Zip _____

Home Phone: _____

Steno Software: _____

Steno Writer: _____

Notebook Computer: _____

CART Equipment: (please list brand names to be included in CARTWheel directory listing)

TV Display _____

Overhead Display _____

Enlarging Software (name) _____

Splitter Box _____

Assistive Listening Device _____

Speakerphone on second phone line? _____

Other CART Equipment: _____

Do you know ASL? _____ Other Sign Language? _____

Have you attended CART training on Deaf/HOH Culture and Sensitivity _____

Where, when? _____

****CART Experience: (# years)** _____

**** Will you CART to a large screen?** _____

****One-on-one projection** _____

****Large Group** _____

Broadcast Captioning _____

(Send application and check with yearly dues to: CARTWheel, 1244 Vista Bonita, Ste. 811, New Braunfels, TX 78130 to be listed in online Directory.)