

# CERTIFICATE *of* ACHIEVEMENT

THIS ACKNOWLEDGES THAT

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Sandi Niehoff

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HAS SUCCESSFULLY COMPLETED

GENERAL TRANSCRIPTION: THEORY  
& PRACTICE

with proven proficiency in English grammar and punctuation, speed and accuracy in transcription, and the ability to use resources effectively.

JUNE 18, 2021

*Janet Shaughnessy*, Instructor

**transcribe**anywhere