



COURT INTERPRETER CERTIFICATION PROCEDURE

INSTRUCTIONS FOR WRITTEN EXAM

Amendments to Rules 80 through 87 and Appendix H of the Rules of Superintendence for the Courts of Ohio, which relate to the certification of court interpreters, were adopted by the Supreme Court of Ohio on November 2, 2009 and became effective January 1, 2010.

Since the certification process is described in these rules, candidates are encouraged to be familiar with the content and are required to abide by the Code of Professional Conduct for Court Interpreters and Translators. Candidates who wish to apply for certification must successfully pass the written exam offered by the Supreme Court or a Consortium for Language Access in the Courts' member state.

For an overview of the written exam, please visit the following link:

http://www.ncsconline.org/D_Research/CourtInterp/Web%2010%20Overview%20of%20the%20Written%20Exam.pdf

The interpreter certification procedure in Ohio generally consists of the following:

- Submission of a formal application and payment for the written examination
- Attendance to an orientation training
- Completion and successful score of the written exam
- Submission of a formal application, payment and background information for the oral examination
- Attendance to skill-building training and
- Completion and successful score of the oral exam.

If the candidate passes the written exam, then the candidate may apply for the oral examination. To learn more about the oral examination, see the Court Interpreter Oral Exam instructions and visit the following link:

http://www.ncsconline.org/D_Research/CourtInterp/Web%207%20Overview%20of%20the%20Oral%20Exam.pdf

Information for the entire certification process can be found on the Interpreter Services Program Web page on the Supreme Court's Web site at www.supremecourt.ohio.gov.

Candidates who wish to apply for the written exam must complete an application for Court Interpreter Written Examination and submit the form on or before the **deadline: April 30, 2010**. Applicants may indicate preference dates to attend the orientation training. However, seating is limited and each training date is filled on a first-come, first-served basis.



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COURT INTERPRETER WRITTEN EXAMINATION REGISTRATION APPLICATION

Please complete the entire application. Do not leave any fields blank. **INCOMPLETE APPLICATIONS WILL BE RETURNED. DEADLINE FOR THE APPLICATION IS APRIL 30, 2010.**

APPLICANT INFORMATION (type or print):

Mr./Mrs./Ms./Dr.: _____
(circle preferred) Last Name First Name Middle Name

Mailing Address: _____

City

State

County

Zip

Home Phone: (_____) _____ Cell Phone: (_____) _____

Social Security No.: _____ Driver's License No.: _____

E-Mail Address: _____ Date of Birth: _____

Language(s) of Expertise: _____

EDUCATION:

School	Name & Location (City, State, Country)	Primary Language of Instruction	Major or Studies Completed	Degrees Received	Year
High School					
College or University (Undergraduate)					
College or University (Advanced)					
Other					

RELEVANT COURT INTERPRETER TRAINING:

Name of Training	Sponsor	Dates	Number of Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

PAYMENT INFORMATION:

A \$175.00 fee (\$225 for non-residents) is assessed to take the written exam and attend a two-day Orientation Training Session (see the training and exam schedule). Application and payment must be received by the application deadline date (no exceptions). Faxed applications and applications without payment will not be accepted. Make payments to: The Supreme Court of Ohio.

Mail to: Supreme Court of Ohio
 Interpreter Services Program
 65 S. Front Street, 6th Floor
 Columbus, Ohio 43215-3431

Acceptable forms of payment: money order, personal or company check and bank check. A \$25 return check fee will be charged.

BACKGROUND INFORMATION:

Have you ever taken a court interpreter written examination in another state: If yes, State: _____, Year: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been certified or licensed as an interpreter in another state? If yes, where? _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have ever been convicted of a felony? If yes, explain: _____ _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a misdemeanor other than a traffic violation? If yes, explain: _____ _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a legal right to live and work in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Certification

I certify that the answers I provided to the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it may not be processed and it will be returned to me at the address on the form. I also understand that a background check will be required prior to the oral examination.

Applicant Signature	Date
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You will receive confirmation of your application form within two weeks of the deadline. Please contact the Interpreter Services Program at 614.387.9404 if you do not receive a confirmation.



COURT INTERPRETER TRAINING & EXAMINATION 2010 SCHEDULE

Court interpreter certification currently is limited to 17 languages (see below). Therefore, the Supreme Court of Ohio can only offer certification in these languages. During 2010, the Court will begin the certification of interpreters in the Spanish language only. Exams for the other languages will be offered in 2011 and 2012. Spanish-speaking interpreters who pass the written exam will be invited to attend additional training and sit for the oral exam in September. The Skill-Building Training series is reserved for interpreters who pass the written examination only. Fees include one training session and one exam.

Attend	Date	Workshop or Exam	Location	Fee
	May 21 – 22, 2010	Orientation Training	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	
	May 28, 2010	Written Examination	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	Residents - \$175.00 Non-residents - \$225.00
	June 11 – 12, 2010	Orientation Training	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	
	June 26, 2010	Written Examination	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	Residents - \$175.00 Non-residents - \$225.00
	July 16 -17, 2010	Skill-Building Training I	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	
	August 6 – 7, 2010	Skill-Building Training II	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	
	August 27 – 28, 2010	Skill-Building Training III	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	
	September 23 – 24, 2010	Oral Examination Spanish ONLY	Supreme Court of Ohio 65 S. Front Street Columbus, Ohio 43215	Residents - \$300.00 Non-residents - \$350.00

The Supreme Court of Ohio, through its membership in the Consortium for Language Access in the Court, has access to certification exams for the following languages:

Arabic (Egyptian Colloquial or Levantine)
Bosnian/Croatian/Serbian
Cantonese
French
Haitian-Creole

Hmong
Ilocano
Korean
Laotian
Mandarin
Polish

Portuguese
Russian
Somali
Spanish
Turkish
Vietnamese

http://www.ncsconline.org/D_Research/CourtInterp/OralExamReadyforAdministration.pdf

Feel free to contact the Interpreter Services Program at 614.387.9404 if you have questions or concerns.