



# Director of State Courts Wisconsin Court Interpreter Training and Certification Program 2009 Schedule

The Wisconsin Director of State Courts Office announces its 2009 schedule for court interpreter training and certification testing.

## 2009 ORIENTATION TRAINING SCHEDULE & CURRICULUM OVERVIEW

Location	Proposed Date	Application & Fee Due Date
Appleton	Friday, March 27 & Saturday, March 28	Friday, March 13
Milwaukee	Saturday, June 6 & Sunday, June 7	Friday, May 22
Eau Claire	Saturday, August 15 & Sunday, August 16	Friday, July 31
Madison	Saturday, November 7 & Sunday, November 8	Friday, October 23

This program covers the fundamentals of court interpreting. It is designed to give participants an overview of the needs and expectations of the court, with emphasis on ethical conduct, legal terminology, court procedure, and basic legal interpreting skills. It includes small group practice exercises to develop interpreter skills. It is appropriate for both spoken language and sign language interpreters. American Sign Language (ASL) interpreters who wish to attend orientation must hold at least a Certificate of Interpretation (CI) and a Certificate of Transliteration (CT) or National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID).

Our training faculty consists of judges, court commissioners, attorneys, and certified court interpreters. Attending orientation is the first requirement towards certification. Certification is conferred only after a candidate passes the written test, passes the oral certification exam, and meets character and fitness requirements established by the Director of State Courts office, which includes completion of a criminal background check. A sample agenda and application form are enclosed. No special educational degree is required to participate, however, you must be at least 18 years to attend orientation trainings.

### FEE

The registration fee for attending our two-day training is **\$160** per person. This fee includes all training materials, lunch and refreshments for both days. Participants are responsible for their own lodging and transportation. Please send the **orientation application form** with a **\$160** check or money order payable to the **Wisconsin Supreme Court** to the address below. You will receive a confirmation letter and logistical information in the mail approximately two weeks before the training. Orientation materials will be distributed at the training. The registration fee **must** be received prior to the training in order to hold your slot and no walk-ins will be allowed. Complete fee refunds may be allowed as long as you notify our office in writing at least **2 weeks** prior to the training date. All other exceptions will be determined on an individual basis.

### REFUGEE LANGUAGE SCHOLARSHIPS

Scholarships for speakers of refugee languages may be available, so please inquire with our office to determine eligibility requirements.

## COURT INTERPRETER ROSTER

The Director of State Courts maintains a roster of trained interpreters available to work in the courts. This roster is used by state and municipal courts, attorneys, law enforcement agencies, private attorneys, and other organizations and individuals who need interpreters with legal training. To be listed on the roster as a spoken language interpreter, you must: 1) Attend and complete the two-day orientation; 2) Take the written examination and score at a minimum level on the multiple choice test and/or written translation test; 3) Sign an oath form to abide by the Interpreter Code of Ethics which is filed with the Director of State Courts; 4) Meet the character and fitness requirements; and 5) Keep a current address on file.

If you are an interpreter of ASL, in order to appear on the roster, you must possess RID or National Association of the Deaf (NAD) certification, in addition to the requirements listed above. (You may contact our office for more details regarding this issue). The roster can be found at: <http://wicourts.gov/services/interpreter/search.htm>

## WRITTEN TEST

Generally, the written test is offered 4-5 weeks after orientation training. The test is in English and consists of a two-part multiple choice portion and a written translation exercise. The multiple choice section is comprised of a 135 questions covering General Language Proficiency (Part I) and Court related Terms and Usage and Ethics/Professional Conduct (Part II). **You must attend and complete orientation training before signing up for the written test.** The application form for the written test is available at <http://wicourts.gov/services/interpreter/written.htm> In 2009, the written test will be offered:

LOCATION	DATE & TIME
Appleton	Friday, April 24 at 12:45 pm – 4:00 pm
Milwaukee	Friday, July 3 at 12:45 pm – 4:00 pm
Eau Claire	Friday, September 11 at 12:45 pm – 4:00 pm
Madison	Friday, December 4 at 8:45 am – 12:00 pm

## ORAL CERTIFICATION TEST

The oral certification test was developed by the National Center for State Courts and is the most important requirement for becoming a certified court interpreter. **To be eligible to take this test, you must have attended the orientation training and passed either the multiple choice or translation exercise of the written examination.** This oral exam consists of three sections: Sight Translation, Consecutive, and Simultaneous. The complete exam takes one hour and is not offered in all languages. Please view the NCSC (National Center for State Courts) website for the list of test languages at:

[http://www.ncsconline.org/wc/publications/Res\\_CtInte\\_ConsortCertTestsPub.pdf](http://www.ncsconline.org/wc/publications/Res_CtInte_ConsortCertTestsPub.pdf). You may sign up for the oral test either by calling or emailing our office. The fee for taking the complete oral exam is \$225. **Slots are held on a first come first serve basis provided the testing fee is received two weeks prior to the test date.** In 2009, the oral test will be offered for the languages listed below on the following dates:

Location	Date & Time
Madison	Tuesday, March 10 <sup>th</sup> & Wednesday, March 11 <sup>th</sup> (Spanish only)
Madison	Tuesday, June 23 <sup>rd</sup> & Wednesday, June 24 <sup>th</sup> (Spanish only)
Madison	Tuesday, September 8 <sup>th</sup> & Wednesday, September 9 <sup>th</sup> (Spanish and LOTS*)

\* LOTS = "languages other than Spanish."

## ADVANCED TRAINING

None are planned at this time. Please visit our website below for future training opportunities.

## INFORMATION ON THE WEB

Detailed information on the Wisconsin Court Interpreter Program's testing and training can be found on the court's website at <http://wicourts.gov/services/interpreter/index.htm>.

**CONTACT INFORMATION:**

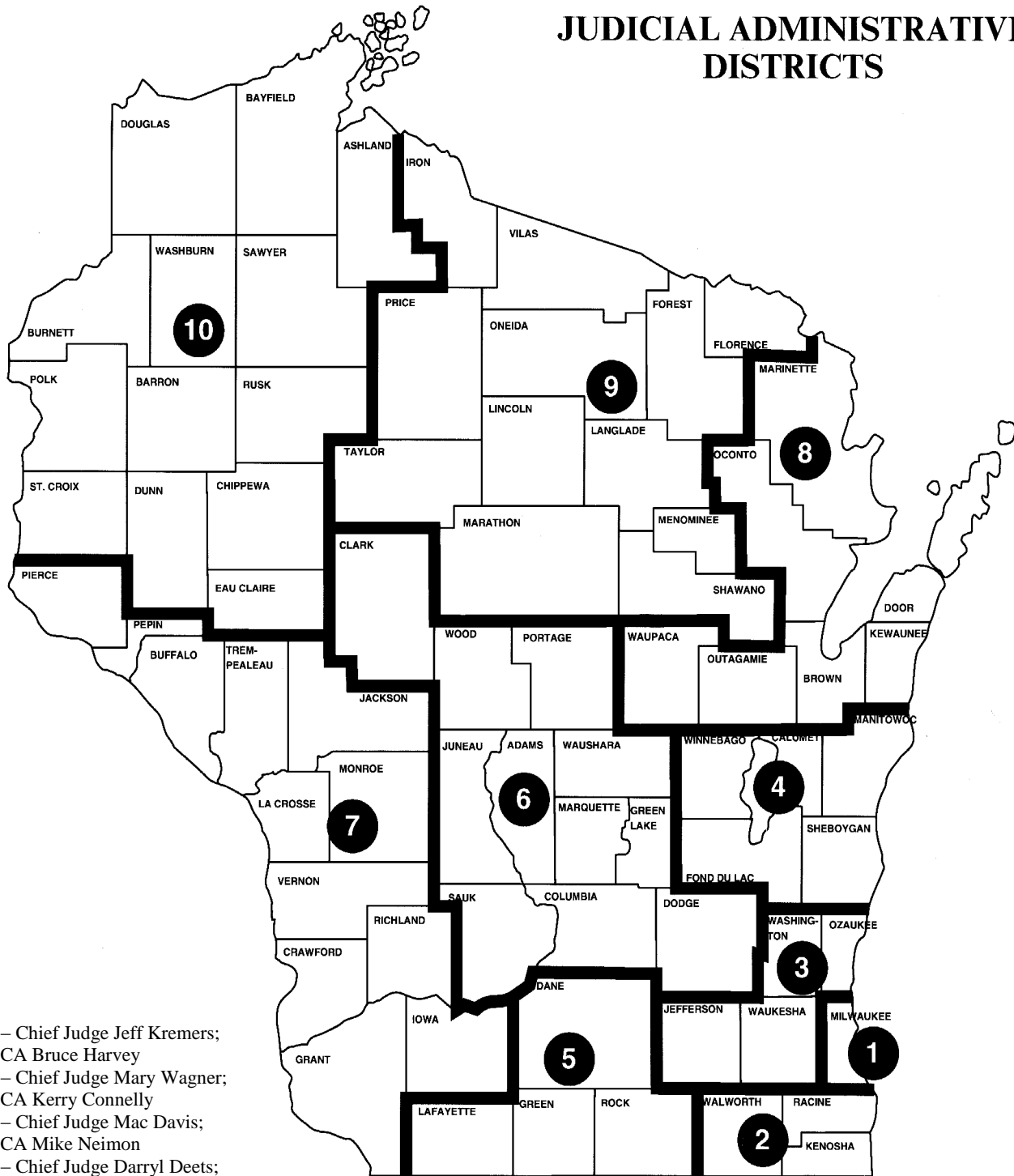
Carmel A. Capati: tel. 608.266.8635; e-mail: [carmel.capati@wicourts.gov](mailto:carmel.capati@wicourts.gov); mailing address: Wisconsin Court Interpreter Program Office of Court Operations, 110 East Main Street, Suite 410, Madison, WI 53703, Fax: 608-267-0911.



# Wisconsin Court Interpreter Orientation Training 2009 Sample Agenda

Day One	Day Two
8:30 Registration	8:30 Registration
9:00 Welcome Program learning goals Overview of the court system	9:00 Criminal terminology & procedure  10:30 <i>Break</i>
9:45 Interpreter's role in the courtroom Code of ethics for court interpreters	10:45 Small group skills practice Simultaneous interpreting
12:00 <i>Lunch</i>	12:00 <i>Lunch</i>
12:45 Small group discussions Ethics and good practices	12:45 Small group skills practice Consecutive interpreting
2:15 <i>Break</i>	2:00 <i>Break</i>
2:30 Skills needed for court interpreting Modes of interpretation Consecutive interpretation Simultaneous interpretation Sight translation Demonstration of interpreting modes Resources for further study	2:15 Juvenile, family, CHIPS terminology  3:45 Court interpreter roster requirements Certification process Business practices for interpreters Model voir dire of interpreter qualifications
3:30 Small group skills practice Sight translation	4:45 Adjourn
4:45 Adjourn for the day	01/2009

# JUDICIAL ADMINISTRATIVE DISTRICTS



- 1 – Chief Judge Jeff Kremers;  
DCA Bruce Harvey
- 2 – Chief Judge Mary Wagner;  
DCA Kerry Connelly
- 3 – Chief Judge Mac Davis;  
DCA Mike Neimon
- 4 – Chief Judge Darryl Deets;  
DCA Jerry Lang
- 5 – Chief Judge William Foust;  
DCA Gail Richardson
- 6 – Chief Judge John Storck;  
DCA Ronald Ledford
- 7 – Chief Judge William Dyke;  
DCA Pat Brummond
- 8 – Chief Judge Sue Bischel;  
DCA Britt Beasley
- 9 – Chief Judge Gregory Grau;  
DCA Susan Byrnes
- 10 – Chief Judge Benjamin  
Proctor; DCA Scott Johnson