



# Wisconsin Director of State Courts Court Interpreter Training & Certification Program 2010 Schedule

## OVERVIEW OF INTERPRETER CERTIFICATION

The Director of State Courts Office is pleased to announce its 2010 schedule for interpreters interested in pursuing court certification. Certification is conferred once a court interpreter successfully completes the entire program which consists of a sequence of steps described below. No special educational degree or court interpreting experience is required to participate in the program, however, court interpreting is challenging and requires a person to possess language proficiency equivalent to those skills of an educated native speaker. The program is appropriate for all spoken and sign languages. American Sign Language (ASL) interpreters who wish to participate must hold at least a Certificate of Interpretation (CI) and Certificate of Transliteration (CT) or National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID).

## STEP ONE: TWO-DAY ORIENTATION

Attendance at orientation is a mandatory first step towards obtaining certification. The two-day training is a 16-hour introductory workshop covering the fundamentals of court interpretation. 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. The training also includes small group practice exercises to develop interpreter skills. Faculty consists of judges, court commissioners, attorneys, and certified or qualified court interpreters. The registration fee for attending the two-day training is **\$160** per person. This amount includes training materials and lunch for both days. Participants are responsible for their own lodging and transportation. Interested individuals should send an **application form** with the fee to the address below. Attendees must be at least 18 years old to apply. The registration fee **must** be received prior to the training in order to hold a slot. No walk-ins will be allowed. Complete fee refunds may be allowed if the request is received by our office at least **ten days** prior to the training date. All other requests for refunds will be considered individually. A confirmation letter with logistical information will be sent in the mail approximately two weeks before orientation. Scholarships for speakers of certain refugee languages may be available. Individuals should contact our office to determine availability and eligibility.

## ORIENTATION SCHEDULE FOR 2010:

LOCATION	DATE	APPLICATION & FEE DUE DATE
Appleton	Friday, March 12 & Saturday, March 13	Friday, February 26
Milwaukee	Saturday, May 22 & Sunday, May 23	Friday, May 8
Wausau	Saturday, August 28 & Sunday, August 29	Friday, August 13
Madison	Saturday, October 9 & Sunday, October 10	Friday, September 24

## STEP 2: WRITTEN EXAMINATION

The written examination is offered approximately four weeks after the orientation. The test is in English and consists of two separate components: 1) a multiple-choice test and 2) a written language assessment. The multiple choice section is comprised of 135 questions covering General Language Proficiency and Court related Terms and Usage and Ethics/Professional Conduct. **To be eligible to take the written examination, individuals must attend and complete the 2-day orientation.** There is no fee for taking the multiple choice test. The fee for taking the written language assessment is \$30. Pre-registration is required as no walk-ins are allowed. More details about the written exam as well as the application form are available at

<http://wicourts.gov/services/interpreter/written.htm>

## WRITTEN EXAMINATION SCHEDULE FOR 2010:

LOCATION	DATE & TIME	APPLICATION & FEE DUE DATE
Appleton	Friday, April 9 at 11:45 am – 3:00 pm	Friday, April 2
Milwaukee	Friday, June 18 at 11:45 am – 3:00 pm	Friday, June 11
Wausau	Friday, September 24 at 9:45 am – 1:00 pm	Friday, September 17
Madison	Friday November 5 at 8:45 am – 12:00 pm	Friday, October 29

## STEP THREE: ORAL CERTIFICATION EXAMINATION

The oral certification exam was developed by the National Center for State Courts (NCSC) and is the most important requirement for becoming a certified court interpreter. The oral exam consists of three sections: Sight Translation, Consecutive, and Simultaneous. **To be eligible to take this test, individuals must have attended orientation training and passed either the multiple choice examination or the written language assessment.** The fee for taking the examination is \$225. Pre-registration is required as walk-ins are not allowed.

The exam is not offered in all languages so please view the NCSC's website for a list of test languages:

[http://www.ncsonline.org/D\\_Research/CourtInterp/ExaminationsAvailableForMembersOfTheConsortiumForStateCourtInterpreterCertificatio\\_000.html](http://www.ncsonline.org/D_Research/CourtInterp/ExaminationsAvailableForMembersOfTheConsortiumForStateCourtInterpreterCertificatio_000.html)

Interpreters who have passed the Federal Court Interpreter Certification Examination (FCICE) or the National Association of Judiciary Interpreters and Translators (NAJIT) examination may be exempt from taking the oral test and should inquire with our office about reciprocity.

## ORAL EXAMINATION SCHEDULE FOR 2010: (All locations are in Madison)

DATE	FEE DUE DATE
Tuesday, March 23 & Wednesday, March 24 (Spanish only)	Monday, March 1
Tuesday, June 1 & Wednesday, June 2 (Spanish only)	Monday, May 10
Tuesday, September 14 & Wednesday, September 15 (All languages)	Monday, August 23

More information about the oral exam can be found at: <http://wicourts.gov/services/interpreter/oral.htm>

## CHARACTER AND FITNESS & OTHER REQUIREMENTS

All interpreters who choose to participate in the training and certification program must undergo a character and fitness screening which includes completion of a criminal background check. All convictions are reviewed on an individual basis and are not an automatic bar to becoming certified. Interpreters who wish to remain in good standing must also sign an oath of office to abide by the Code of Ethics and to maintain current contact information with the program.

## ROSTER OF INTERPRETERS

The Director of State Courts maintains a roster of certified and qualified interpreters available to work in the courts. The roster is used by state and municipal courts, attorneys, law enforcement agencies, and other organizations and individuals who need interpreters with legal training. To be listed on the roster as a spoken language interpreter, candidates must complete specific testing requirements which may vary by language in addition to the requirements listed above. To be listed on the roster as an ASL interpreter, individuals must possess RID or National Association of the Deaf (NAD) certification, along with the requirements listed above. All interpreters who are listed on the roster are subject to discipline by the Director of State Courts Office for ethical violations.

## MORE INFORMATION

Detailed information on Wisconsin's Court Interpreter Program can be found on the court's website at <http://wicourts.gov/services/interpreter/index.htm>. To contact the program manager: Carmel A. Capati: tel. 608.266.8635; e-mail: [carmel.capati@wicourts.gov](mailto:carmel.capati@wicourts.gov); Wisconsin Court Interpreter Program - Office of Court Operations, 110 East Main Street, Suite 410, Madison, WI 53703



# Wisconsin Court Interpreter Orientation 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
9:45 Interpreter's role in the courtroom Code of ethics for court interpreters	<i>10:30 Break</i>
<i>12:00 Lunch</i>	10:45 Small group skills practice Simultaneous interpreting
12:45 Small group discussions Ethics and good practices	<i>12:00 Lunch</i>
<i>2:15 Break</i>	12:45 Small group skills practice Consecutive interpreting
2:30 Skills needed for court interpreting Modes of interpretation Consecutive interpretation Simultaneous interpretation Sight translation Demonstration of interpreting modes Resources for further study	<i>2:00 Break</i>
3:30 Small group skills practice Sight translation	2:15 Juvenile, family, CHIPS terminology
4:45 Adjourn for the day	3:45 Court interpreter roster requirements Certification process Business practices for interpreters Model voir dire of interpreter qualifications
	4:45 Adjourn