

# STATE OF NORTH CAROLINA

North Carolina Administrative Office of the Courts  
Office of Language Access Services  
P.O. Box 2448  
Raleigh, NC 27602

## APPLICATION TO BE A REGISTERED COURT INTERPRETER

**INSTRUCTIONS: Please complete entire form and attach a copy of your photo ID.** You may access, complete and print the form electronically at [www.nccourts.org](http://www.nccourts.org) or complete the form by hand as long as the information is legible. If applicable, be sure to attach copies of requested documentation. *Résumé is optional.* PLEASE NOTE: In order to register with NCAOC as a court interpreter, you must have authorization to work in the United States.

Mail the original application with copies of documentation to:

Office of Language Access Services  
Administrative Office of the Courts  
Post Office Box 2448, Raleigh, NC 27602

### CANDIDATE INFORMATION

Full Name (First, Middle, Surname(s))		Home Telephone Number	
		Work Telephone Number	
Mailing Address		Cell Phone Number	
		Email Address	
Please list which judicial districts you are willing to serve (See map at: <a href="http://www.nccourts.org/Courts/Trial/District/Documents/DistrictCourtmap15.pdf">www.nccourts.org/Courts/Trial/District/Documents/DistrictCourtmap15.pdf</a> )		Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a completed I-9 federal form with copies of acceptable forms of identification. You can download the form at <a href="http://www.uscis.gov/files/form/i-9.pdf">www.uscis.gov/files/form/i-9.pdf</a>	Are you currently employed by the State of North Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No
County Of Residence	Driver's License No. And State	Social Security No.	
Have you ever been convicted of an offense against the law other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a separate sheet and provide an explanation.	Date Of Birth (mm/dd/yyyy)	Place Of Birth (City, State, and Country)	
Language(s) For Which You Interpret	Native Language(s)	Mother's Surname	Father's Surname

### TRAINING, TESTING, AND CERTIFICATION

<b>Training</b> (Attach a separate sheet to list other courses or seminars)	<b>Certification</b>
Have you attended two (2) full days of the NCAOC Court Interpreter Orientation Training? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list the month(s) and year(s): _____	Are you certified by the NCAOC as a court interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No Language: _____
<b>Testing</b>	Have you passed the oral CLAC exam for court interpreters in another state? If so, attach a copy of test scores. <input type="checkbox"/> Yes <input type="checkbox"/> No State: _____  Language(s): _____
Have you passed the written English screening test given at the NCAOC court interpreter orientation training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you attempted the oral CLAC exam for court interpreters in another state? If so, attach a copy of test scores. <input type="checkbox"/> Yes <input type="checkbox"/> No State: _____
Have you passed the written translation test given at the NCAOC court interpreter orientation training? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Are you federally certified by the Administrative Office of the United States Courts? If so, attach a copy of certificate. <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you taken an OPI (Oral Proficiency Interview) for English and/or your language(s) of expertise? If so, attach a copy of test scores. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you attempted the NCCICE? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list what year(s): _____ Did you either 1) pass two of the three sections or 2) come within 10 points (60.9 - 69.9) of passing all three sections? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### EDUCATIONAL HISTORY

School	Name and Location	Graduated	Degree	Year
High School or GED		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No		

### CANDIDATE SIGNATURE

Signature	Date
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