

# North Carolina Court Interpreter Orientation Training and Administration of Written Screening Tests

## Who should attend?

Interpreters of all languages who wish to interpret in the North Carolina state court system. This course is language neutral. **Please note:** Attending this course and passing the written screening tests is REQUIRED for candidates to pursue court interpreter certification. *Candidates must attend the full 2 ½ days to complete this requirement. Space is limited to 34 attendees.*

**What:** NC Court Interpreter Orientation and Administration of Written Screening Tests

**Where:** North Carolina Judicial Center, 901 Corporate Center Drive, Raleigh, NC 27607

**When:** March 11 – 13, 2020

- Orientation Training
  - Wednesday, March 11, 2020: 8:00am – 5:00pm
  - Thursday, March 12, 2020: 8:00am – 5:00pm
- Written Screening Tests Administration
  - Friday, March 13, 2020: 8:00am – 12:30pm

## Course Objectives:

- Educate candidates on: (1) the role of the court interpreter; (2) the required ethics and canons of professional responsibility incumbent upon the court interpreter, and (3) NCAOC policies regarding the use of spoken foreign language court interpreters
- Introduce methods of improving professional skills and tips for self-study
- Screen candidates seeking NC Court Interpreter Certification by administering written screening tests to determine language proficiency in both English and candidates' non-English language of expertise

**Registration Deadline:** Monday, February 24, 2020. All registration forms must be postmarked on or before the date of the deadline. *Late registration will not be accepted. After the registration deadline,* candidates will be notified of their acceptance by email to the email address they provide on their registration form.

**Cost:** \$160 certified check or money order made payable to: N.C. Administrative Office of the Courts. *Once a candidate is accepted into the class, the fee is nonrefundable.* Travel and lodging are at candidate's expense.

**Accommodations:** Lodging is at candidate's expense. For links to nearby hotels, click on each name:

[Hyatt Place West/RBC Center](#)

[Hampton Inn & Suites](#)

[Fairfield Inn & Suites by Marriott](#)

[Wingate at Wyndham](#)

[La Quinta Inn & Suites](#)

[Residence Inn by Marriott](#)

[Ramada](#)

**Required Reading:** If accepted, candidates must read the following documents prior to attendance.

- [Overview of the Written English Screening Test](#)
- [Overview of the Written Non-English Language Proficiency Screening Test](#)

**STATE OF NORTH CAROLINA**  
 Administrative Office of the Courts  
 Office of Language Access Services  
 PO Box 2448  
 Raleigh, NC 27602

**NORTH CAROLINA  
 COURT INTERPRETER  
 ORIENTATION TRAINING AND  
 ADMINISTRATION  
 OF WRITTEN SCREENING TESTS**

**INSTRUCTIONS:** Please complete the entire form.

You may type the information into each field or fill it in by hand, as long as the information is legible.

Your registration and check or money order **must be postmarked on or before February 24, 2020.**  
 No late registration forms will be accepted.

Please retain a copy for your records.

**Mail the original form and payment to:**

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

Enclose with this registration form a **certified check or money order** in the amount of **\$160.00** made payable to: NC Administrative Office of the Courts. We do not accept cash, credit or debit transactions at this time.

**I. CANDIDATE INFORMATION**

|                          |                                   |             |  |
|--------------------------|-----------------------------------|-------------|--|
| First Name:              | Middle Name:                      | Surname(s): |  |
| Address:                 | Home Tel:                         |             |  |
|                          | Work Tel:                         |             |  |
|                          | Cell:                             |             |  |
| Company or Organization: | Email:                            |             |  |
|                          | Driver's Lic. No.                 | State       |  |
| County of Residence:     | Last Four of Soc. Sec. No. or TIN |             |  |

Have you previously submitted an Application to Be a Registered Court Interpreter (form AOC-A-207)?

- Yes (If yes, date of application: \_\_\_\_\_)  
 No (If no, form AOC-A-207 is not required at this time.)

|  |  |
|--|--|
| Language(s) of expertise (languages that you interpret): | If you currently serve the North Carolina court system, in which districts do you interpret? |
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**II. RETEST ONLY**

|  |  |
|--|--|
| Are you registering to retake one or both of the written screening tests only?<br><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No (If no, proceed to section III.)<br>Retest fee is \$50.* (check or money order only)<br>Test Date is <b>Friday, March 13, 2020</b> | If yes, indicate the written test(s) you plan to retake:<br><br><input type="checkbox"/> English Multiple Choice Examination<br><input type="checkbox"/> Non-English Language Proficiency Examination* |
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**III. COURSE INFORMATION**

|   |  |
|---|--|
| <i>Dates:</i><br><b>Wednesday, March 11, 2020</b> – 8:00AM to 5:00PM<br><b>Thursday, March 12, 2020</b> – 8:00AM to 5:00PM<br><b>Friday, March 13, 2020</b> – 8:00AM to 12:30PM | <i>Location:</i><br>North Carolina Judicial Center (NCJC)<br>901 Corporate Center Dr., Raleigh, NC 27607<br>For directions to NCJC, <a href="#">click here</a> . |
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**IV. CANDIDATE SIGNATURE**

|                         |       |
|-------------------------|-------|
| Signature of Candidate: | Date: |
|-------------------------|-------|