



THE SUPREME COURT *of* OHIO

65 South Front Street Columbus, Ohio 43215-3431

BECOMING A SUPREME COURT CERTIFIED FOREIGN LANGUAGE INTERPRETER

The Supreme Court of Ohio is accepting applications for court interpreter certification in the following languages:

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|---------------------------------|-----------------|----------------|
| 1. Arabic | 7. Ilocano | 14. Portuguese |
| 2. Bosnian/Croatian/
Serbian | 8. Khmer | 15. Russian |
| 3. Cantonese | 9. Korean | 16. Somali |
| 4. French | 10. Lao | 17. Spanish |
| 5. Haitian-Creole | 11. Mandarin | 18. Tagalog |
| 6. Hmong | 12. Marshallese | 19. Turkish |
| | 13. Polish | 20. Vietnamese |

As a certified court interpreter you are instrumental in helping the court system carry out its mission of due process, equal protection and access to justice. You will play a key role in helping the courts and legal professionals communicate with individuals who are limited English proficient.

Obtaining your court interpreter certification will show that you are a competent professional and have proven language skills to communicate clearly and accurately in two languages.

As the need for certified interpreters continues to grow, you have the opportunity to be part of a select group of specially trained professionals who have merged their language skills and their ideals of public service in the rewarding career of court interpretation. To receive certification a candidate must satisfy each of the following requirements:

- Be at least eighteen years old
- Be a citizen, legal resident, or have the legal right to remain and work in the United States
- Have no conviction of any crime involving moral turpitude
- Attend orientation training before the written exam
- Pass written examination with a score of 80% or better
- Attend post-written examination training course before the oral exam
- Pass oral examination with a 70% or better in each part of the exam
- Sign oath to comply with Code of Ethics for Interpreters and Translators
- Agree to be listed on the roster to work directly with the courts

The LANGUAGE SERVICES PROGRAM accepts applications for the written exam twice each year. For more information visit:

<http://www.supremecourt.ohio.gov/JCS/interpreterSvc/certification/default.asp>

STEPS TO COMPLETE THE CERTIFICATION PROCESS

1. COMPLETE AN APPLICATION TO TAKE THE WRITTEN EXAM

- a. The first step of the process is to fill out an application to take the written exam
- b. Submit your check or money order with the application
- c. Once we receive your application, the program will send you a receipt
- d. As part of the application you will be automatically registered for the orientation training
- e. The program will send you the date, time and location of the training
- f. At the training you will sign up for the specific time to take the written test

To see the official requirements regarding the Written Exam, please visit:

<http://www.supremecourt.ohio.gov/JCS/interpreterSvcs/Rules.asp>

Click on Rule 81

To download an application, please click on:

<http://www.supremecourt.ohio.gov/JCS/interpreterSvcs/certification/writtenExam.pdf>

2. ATTEND A 2-DAY ORIENTATION TRAINING

- a. Orientation is typically scheduled a month after the written application deadline
- b. The two-day training will include a Friday-Saturday combination
- c. You are required to be at both days of the training
- d. The training is an overview of court interpreting, the code of ethics and terminology
- e. You will have about a month to prepare of your own before taking the exam
- f. The training may be waived if you can show comparable training or preparation

To see the schedule of trainings, please visit:

<http://www.supremecourt.ohio.gov/JCS/interpreterSvcs/calendar/default.asp>

3. TAKE THE WRITTEN EXAM

- a. The written exam is an English proficiency exam; therefore, it is all in English
- b. The exam contains 135 multiple-choice questions
- c. Test has two parts: General Language Proficiency and Legal Terms & Ethics
- d. The exam lasts 2:15 hours. The average candidate completes it in less than 1.5 hrs
- e. It is key that you know synonyms, antonyms and idioms and well as English grammar
- f. The passing score is 80%, or 108 correct answers out of 135

To learn more about the written exam, please visit:

<http://www.ncsc.org/Services-and-Experts/Areas-of-expertise/Language-access/Written-and-Oral-Exam-Resources.aspx>

The Supreme Court of Ohio began administering the written exam in 2010. The Court offers approximately 80 written exams per year. Candidates in Ohio have about 58 percent chance of passing the written exam.

4. ATTEND A 2-DAY MODES OF INTERPRETATION TRAINING

- a. Congratulations! You passed
- b. After passing the written exam, you may take a mock oral exam to guide your preparation
- c. The Modes training will also be scheduled on a Friday-Saturday combination
- d. You are required to attend both days
- e. The training focuses on Sight-Translation, Consecutive and Simultaneous interpretation
- f. You will have about 3 months to prepare before taking the oral exam

5. SUBMIT BACKGROUND CHECK

- a. To make sure all requirements are met, you must submit a background check
- b. A background check may be obtain from the local or state law enforcement office
- c. The background check must be submitted to the Language Services Program
- d. A conviction involving moral turpitude may prevent you from obtaining certification
- e. Make sure all your documentation is in before you take the oral exam

To obtain a background check, please visit:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck>

6. TAKE THE ORAL EXAM

- a. The exam measures your proficiency in English and your other language of expertise
- b. The test uses the three modes of interpretation to measure you language proficiency
- c. The first part is Sight-Translation, followed by Consecutive and ending with Simultaneous
- d. The test lasts about one hour
- e. It is key that you practice the modes of interpretation on a daily basis
- f. You must score 70% on each part of the oral exam to pass

To learn more about the oral exam, please visit:

<http://www.ncsc.org/Services-and-Experts/Areas-of-expertise/Language-access/Written-and-Oral-Exam-Resources.aspx>

7. SIGN ON OATH TO COMPLY WITH THE CODE OF ETHICS

- a. Congratulations you are now certified!
- b. Our office will send you an Oath and make sure all your paperwork is in
- c. You will receive an official certificate and ID from the Supreme Court of Ohio

8. AGREE TO BE LISTED ON THE SUPREME COURT ROSTER OF COURT INTERPRETERS

- a. Your name will appear among the few that have accomplished this goal
- b. Most court interpreters freelance and work for themselves or agencies
- c. Once you are listed, you will receive calls from courts, law firms and other legal entities