

Florida Court Interpreter Program

**Application for Court
Interpreter Registration**

Table of Contents

<i>Application Instructions and Board Operating Procedures</i>	3
<i>Applicant Information</i>	8
<i>Registration Requirements</i>	9
<i>Release of Information</i>	10
<i>Other Qualifications (Optional)</i>	10
<i>Affirmation Statement and Signature</i>	11
<i>Notary Affidavit</i>	11
<i>Fees</i>	12
<i>Registry Consent Form</i>	13

Application for Court Interpreter Registration Instructions and Board Operating Procedures

This application will be considered pursuant to qualification criteria established in the [Florida Rules for Certification and Regulation of Spoken Language Court Interpreters](#). Please read the instructions carefully to avoid mistakes that can delay processing or result in the return of your application.

If you have any questions while completing this application, please contact Court Interpreter Certification and Regulation Program (CICRP) staff at (850) 922-5107, or via e-mail at interpreters@flcourts.org.

Name – Your name as it is printed on your application will appear on your materials confirming registration, in board records, and, if eligible, when achieving official state-level court interpreter designation. Therefore, you should be mindful of this when you fill out your application and consider how you would like your name to appear in official records. Be sure to note any applicable symbols or special characters. Only your name will be included on any applicable certificate(s) and identification badge; no degrees or licenses will be specified.

Contact Information – Provide your complete home, business address, or Post Office Box where you would like all business correspondence and work referrals to be sent. Include any telephone numbers, fax numbers, and e-mail addresses, if applicable. This information will be included on your registry profile that is accessible via the Internet.

Convictions – Indicate whether you have been convicted or have ever pled nolo contendere to a felony or first degree misdemeanor and provide the requested details. Convictions will not necessarily bar you from registration or official designation, but you may be required to submit additional information prior to issuance of letters confirming registration or eligibility for official state-level designation.

Background Check – A comprehensive background check will be conducted on each applicant at the time of submission of an application for registration, and, as applicable, renewal of registration or official designation. In order to facilitate this process, you must provide the following information:

- ***Name*** – Please provide your full name. Include any names ever used such as maiden name, former legal name(s), and nicknames.
- ***Date of Birth*** – Provide your date of birth in the following format: month first, followed by the date and year.

- **Social Security Number** – You must provide your nine-digit social security number.
- **Driver's License Number or State Identification Card (ID) Number** – Your complete driver's license number or state ID number **must** be provided, whether issued in Florida or another state. If issued in another state, please indicate which state.

Good Moral Character – No person shall be registered, or officially designated as a state-level certified, language skilled, or provisionally approved interpreter, or maintain this status, unless such person is of good moral character. The primary purpose of the requirement of good moral character is to ensure protection of the participants in the judicial process and the public, as well as to safeguard the justice system. An interpreter shall have, as a prerequisite to, and for maintenance of, registration and state-level designation, good moral character required under the standards of the Code of Professional Conduct as contained in Part III of the Florida Rules for Certification and Regulation of Spoken Language Court Interpreters.

Registration and State-Level Designation Disqualifications – The following shall apply in determining good moral character required for initial and continued registration and state-level interpreter designation:

- The applicant's or interpreter's good moral character may be subject to inquiry when the applicant's or interpreter's conduct is relevant to the qualifications of an interpreter.
- An applicant for registration or renewal of state-level interpreter designation who has been convicted of a felony shall not be eligible for registration or renewal of designation until such person has received a restoration of civil rights.
- An applicant for registration or renewal of state-level interpreter designation who is serving a sentence of felony probation shall not be eligible for registration or renewal of designation until termination of the probation period.

Factors to be Considered (if applicable) – In assessing whether the applicant's or interpreter's conduct demonstrates a present lack of good moral character, the following factors shall be relevant:

- the extent to which the conduct would interfere with an interpreter's duties and responsibilities;
- the factors underlying the conduct;
- the applicant's or interpreter's age at the time of the conduct;
- the amount of time that has passed since the conduct;
- the reliability of the information concerning the conduct;
- the seriousness of the conduct as it relates to the interpreter qualifications;
- the cumulative effect of the conduct or information;
- any evidence of rehabilitation;
- the applicant's or interpreter's candor; and
- denial of application, disbarment, or suspension from any profession.

Other Qualifications (Optional) – You may list any applicable professional certifications that you have obtained. Examples include, certification through the American Translators Association and the National Association of Judicial Interpreters.

Fee Schedule – Applications cannot be processed unless the entire fee is received. Do not send cash. Make your **cashier’s check or money order** payable to the **State of Florida**. See Application for Court Interpreter Registration for current fee schedule. **Note: Per rule 14.110(g), all fees are non-refundable.**

Notary – Your application must be legally notarized pursuant to the applicable requirements of [Chapter 117, Florida Statutes](#).

Mail – Your completed application, fee, courtroom observation hours reporting form, and other accompanying documents (if any) should be mailed to:

**Court Interpreter Certification and Regulation Program
Supreme Court Building
500 S. Duval Street
Tallahassee, Florida 32399-1900**

Processing – You will be notified via e-mail or regular postal mail upon receipt of your application packet. If all required materials, fees, and information are submitted with the completed application, estimated processing time is six weeks.

Oral Performance Examination/Oral Proficiency Interview – Applicants who are already federally certified or have previously attained scores on the applicable oral testing measure sufficient for designation as certified, language skilled, or provisionally approved interpreters, must complete the applicable section on the registration application and enclose proof of qualifying scores. Upon written confirmation and successful processing of this application, the applicant shall be designated as certified, language skilled, or provisionally approved and notified in writing.

Photo Identification (ID) Card – Only applicants eligible for official designation shall have a digital photo taken by designated staff in a local judicial circuit. The photographic image should be sent to CICRP staff via JPG format at interpreters@flcourts.org upon written notification from program staff that official designation requirements have been met. The image will be used to prepare the Florida court interpreter designation identification card; this card will be issued by the Court Interpreter Certification Board and shall be valid statewide.

Administrative Revocation of Registration – For persons other than those already holding official state-level designation, registration shall be automatically revoked for anyone who fails to submit to at least one of the examinations under Rule 14.200 (b)(7)(i), (b)(7)(ii), or (b)(7)(iii)

within the first year of any two-year registration period. A court interpreter whose registration is revoked under Rule 14.200(h) shall not be eligible for registration for a period of 1 year following revocation and must thereafter comply with all requirements of subdivision (b) of rule 14.200.

- **Registration Threshold Performance** – Registration may be revoked by the board for any person who fails to attain minimum scores, in accordance with standards prescribed by the board and published in board operating procedures, on the sight translation, simultaneous interpretation, and consecutive interpretation components during a single test administration as specified under rule 14.200(b)(7)(i) or (b)(7)(iii), or who fails to demonstrate satisfactory functional speaking ability as prescribed by the board during an oral proficiency interview under rule 14.200(b)(7)(ii). Without exception, this applies to every test administration specified under rule 14.200(b)(7)(i), (b)(7)(ii), and (b)(7)(iii) – to include a registered candidate’s initial test attempt and subsequent test attempts, per language, as applicable. As adopted by the board on March 26, 2015, for maintenance of registered status:
 - for those languages in which a full oral performance examination is available, candidates must attain a minimum 55 percent score on all exam components during a single test administration, with an overall score of 60 percent.
 - in the event only an abbreviated oral performance examination is available, as a prerequisite to taking the abbreviated exam, candidates must first demonstrate functional speaking ability by attaining a minimum score of Advanced High or 11 on the oral proficiency interviews in both English and a non-English language, and must subsequently achieve a minimum score of 55 on the abbreviated exam; or
 - for languages in which no full or abbreviated oral performance examination is available, candidates must attain a minimum score of Advanced High or 11 on the oral proficiency interviews in both English and a non-English language.

Minimum threshold score performance applies to oral testing measures taken out of state. Interpreters must notify program staff of (1) their intent to sit for an out-of-state oral examination no later than 30 days in advance of the examination date, or (2) no later than the date of registering for an out-of-state oral examination—if there are less than 30 days remaining before the examination date.

Subsequent Designation Qualification – An applicant who, at the time of registration, is not eligible for official designation, but during the two-year registration period attains scores on the applicable oral testing measure sufficient for designation as certified, language skilled, or provisionally approved according to board operating procedures, shall be so designated upon the Court Interpreter Certification and Regulation Program receiving confirmation of said scores.

Subsequent Registration Application – Applicants whose registration is revoked for failure to meet minimum board-adopted performance thresholds on the full or abbreviated oral performance examinations, or oral proficiency interviews, will not be reinstated. Applicants may seek subsequent registration by starting the process anew as specified under provisions in rule 14.200.

Reinstatement – With the exception of those applicants whose registration is revoked for failure to meet minimum board-adopted registration performance thresholds, applicants whose registration has been suspended or revoked may apply in writing for reinstatement under provisions specified in rule 14.450.

Court Employed Interpreters – Applicants who are selected as employee interpreters, who are not certified at the time of court employment, shall become certified within one year of beginning employment in a court interpreting position, unless modified by the board, if necessary, only in exceptional circumstances.

Application for Court Interpreter Registration

In accordance with rule 14.200(j), persons holding state-level designation as certified, language skilled, or provisionally approved interpreters before October 1, 2015 are deemed registered for the remainder of the two-year compliance period then applicable to such persons and need not submit this application.

Please print or type. The application will be returned, without being processed, if it is in any way incomplete or the applicable fee and any required documentation are not included.

<i>Applicant Information</i>			
<i>Language</i> in which applicant seeks registration or official state-level court interpreter designation:			
<i>Name</i> as it should appear on materials confirming registration or official state-level court interpreter designation and board records.			
<i>First Name:</i>	<i>Middle/Initial:</i>	<i>Last Name:</i>	
Address and telephone number where interpreter correspondence and work referrals are to be sent: <i>Applicant should list only one address</i> but may list as many contact numbers as are appropriate (i.e., office number, cell number, pager number, etc.)			
<i>Street Address:</i>			<i>Apartment/Unit #:</i>
<i>City:</i>	<i>State:</i>	<i>Zip:</i>	<i>County:</i>
<i>Home Number:</i>	<i>Office Number:</i>	<i>Cell Number:</i>	<i>Fax Number:</i>
<i>Other:</i>	<i>E-mail Address:</i>		
Would applicant consider providing <i>telephonic or video remote interpreting</i> ? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you employed as a state-funded staff court interpreter in the Florida State Courts System? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Circuit:</i> _____			

<i>For Official Use</i>	
Received:	_____
Entered:	_____
Issued:	_____
Designation No.:	_____

Registration Requirements

Two-Day Orientation Workshop – Applicants must, as an initial prerequisite, attend both full days of the two-day orientation workshop sponsored by the Office of the State Courts Administrator or board-approved training provider.

Dates Attended (mm/yyyy):

Written Examination – Applicants must pass a written examination approved by the board, which shall include an ethics component.

Date Passed (mm/yyyy):

Courtroom Observation – Applicants must submit an [approved reporting form](#) documenting completion of 20 hours of courtroom observation.

Completed Courtroom Observation Form Attached:

Initial:

Oral Performance Examination/Oral Proficiency Interview – If the applicant is federally certified or has previously attained scores on the applicable oral testing measure sufficient for designation as certified, language skilled, or provisionally approved, according to board operating procedures, please list the date qualifying exam scores were obtained and enclose proof of score attainment. Upon confirmation and successful processing of this application, the applicant shall be designated as certified, language skilled, or provisionally approved and notified in writing.

Date Qualifying Test Scores Were Obtained in a Single Sitting (mm/yyyy):

Background Check – (see application instructions for factors to be considered)

Have you ever **been convicted of a felony or first degree misdemeanor**, had adjudication of guilt withheld, pled nolo contendere to a crime which is a felony or first degree misdemeanor, or are you currently charged with any of the above offenses? (You may omit parking violations and civil traffic infractions.) Yes No

Answering “yes” to this question will not necessarily disqualify you from registered or official state-level designation. Each case will be considered individually.

If you answered “yes” to any of the above, you must provide the following information:

- a) a copy of the charging document;
- b) a statement, sworn to be truthful, as to the circumstances surrounding the offense;
- c) a statement describing and a copy of the order if currently on probation;
- d) any effort at rehabilitation; and
- e) any other information you believe would be useful in reviewing your application.

Release of Information

The applicant **must** provide his or her social security number, date of birth, driver’s license number or other state ID number, and full name or names used (if different from the name listed in the Applicant Information portion) for purposes of a criminal background check. *The social security number will also be used to represent the interpreter’s unique identification number maintained in internal board records, and will be considered confidential and exempt from public records.*

If a record is found which, in the judgment of the Court Interpreter Certification Board, is relevant to the performance and professional responsibilities of a court interpreter, this record may be grounds for rejection of the application.

Full Name:	Social Security Number:
Date of Birth (mm/dd/yyyy):	Driver’s License or State Identification Card No(s):

Other Qualifications (Optional)

If applicant holds other applicable professional certifications, this information may be included with the information in the interpreter roster. Copy of documentation confirming certification, including pertinent dates, must be provided.

Type	State or Organization	Certification #	Date Obtained	Renewal Date	Active?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Affirmation Statement and Signature

I, _____ affirm that the information supplied on this application and any additional materials or information required as part of the application process are correct and, to the best of my knowledge, I qualify for the registration for which I have applied. I will notify the Court Interpreter Certification and Regulation Program (CICRP) in writing of any material change in circumstance or condition stated in this application, which occur between submission and final grant or denial of this application.

I understand any omissions, falsifications, misstatements, or misrepresentations of the information provided in this application, or information subsequently required to be provided, may disqualify me from, or may be grounds for loss of, registration.

I understand the application fee, pursuant to rule 14.110(g), is non-refundable.

I understand there is a good moral character requirement for registration as a court interpreter and I hereby authorize the CICRP to access any and all records necessary to conduct a criminal background check.

I have read the Florida Rules for Certification and Regulation of Spoken Language Court Interpreters and board operating procedures relating to, requirements governing registration, maintenance of registration, official designation, renewal, and reinstatement.

Signature: _____ **Date:** _____

Notary Affidavit

State of _____

County of _____

Sworn to and subscribed before me this ____ day of _____, 20____, by

Name of Applicant

who is personally known to me, or who has produced _____
as identification.

Notary Seal

Notary Public

Commission Expires:

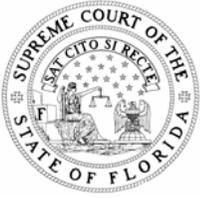
Name typed, printed, or stamped

Fees: Pursuant to rule 14.110(g), the board shall have the authority to recommend to the Supreme Court such fees as the board may deem necessary to carry out its duties. Such fees shall be made payable to the State of Florida and shall be non-refundable. [Administrative Order AOSC15-32](#) establishes the fees as follows:

<i>Fee Type</i>	<i>Florida Resident</i>	<i>Non-Resident</i>
Orientation Workshop	\$150.00	\$300.00
Oral Performance Examination	\$200.00	\$400.00
Application for Official State-Level Designation and Registration	\$200.00	\$200.00
Biennial Renewal for Official State-Level Designation and Registration	\$200.00	\$200.00
Late Renewal	\$50.00	\$50.00

<i>Other Fee Type Payable to Third Party Vendor</i>	<i>Florida Resident</i>	<i>Non-Resident</i>
Written Examination	\$105.00	\$105.00
Oral Proficiency Interview (OPI) – In English and Non-English Language	\$139.00 per OPI	\$139.00 per OPI

Fee Enclosed: _____
Initial



Court Interpreter Certification and Regulation Program

REGISTRY CONSENT FORM

PURPOSE OF FORM: This form is to be used by interpreters who have met the requisite criteria for inclusion on the Court Interpreter Certification and Regulation Program (CICRP) Registry. Upon confirmation and successful processing of this application, registry information will be posted within 6-8 weeks thereafter.

INSTRUCTIONS: Please print or type. Return the signed and completed form to: Court Interpreter Certification and Regulation Program ■ Supreme Court Building ■ 500 S. Duval Street ■ Tallahassee, Florida 32399-1900.

CONSENT AND SIGNATURE

Please place my name and contact information on the CICRP Registry. I understand that the Registry will be available to chief judges, trial court administrators, public defenders, and state attorneys throughout the State of Florida. Registry information will also be available to the general public via the Florida State Courts' website.

SIGNATURE OF APPLICANT

DATE

The information you provide below will be included on the online registry. Please complete only those fields you wish to be made public. If you do not want any portion of the information to become public information, please indicate as appropriate.

Name:	
Address:	
City, State, Zip:	
Email:	
Home Phone:	
Work Phone:	
Cell Phone:	
Fax Number:	

Are you an employee of one of the Judicial Circuits or a federal court? Yes No

If you are available for freelance court interpreting, please indicate which counties you are available to work: _____