



COURT INTERPRETER CERTIFICATION EXAM

September 17 – 21, 2007
Minnesota Judicial Center
St. Paul, Minnesota

The Minnesota Court Interpreter Program is pleased to announce the opening of registration for the Court Interpreter Certification Exam.

Advanced and experienced interpreters who want to specialize in court work are encouraged to take the Certification Exam to become a Minnesota Certified Court Interpreter. The courts are required to appoint certified interpreters first. However, to be certified, an interpreter must first establish to the satisfaction of the State Court Administrator evidence of the following:

- A passing score on a written Ethics Test administered by the State Court Administrator;
- Completion of the Interpreter Orientation Program sponsored by the State Court Administrator;
- File a written Affidavit with the State Court Administrator's Office agreeing to be bound by the *Code of Professional Responsibility for Interpreters in the Minnesota State Court System*;
- Age of at least 18 years;
- Good character and fitness as evidenced by a Bureau of Criminal Apprehension (BCA) report; and
- A passing score on a legal interpreting certification examination administered or approved by the State Court Administrator's Office.

To implement its certification program, Minnesota participates in the nationwide State Court Interpreter Certification Consortium. The Consortium develops rigorous certification exams using legal and forensic terminology in English and another language. Different parts of the exam evaluate simultaneous, consecutive and sight interpretation skills. To pass the oral certification exam, interpreters must possess **mastery of English and the target language at the level of a highly educated native speaker**; and have a thorough understanding of legal concepts and forensic terminology in both languages. In addition, interpreters must be proficient in the specialized cognitive and motor skills required to interpret in the simultaneous, consecutive, and sight interpretation modes; and be able to convey messages accurately, completely and promptly.

Examination Description:

Candidates are required to take **all three modes of interpretation** for the Certification Exam.

Simultaneous interpreting skills: This part of the exam consists of listening to a CD recording in English, which represents an attorney's opening or closing statement to a judge or jury. It is recorded at a speed of about 120 words per minute and it is approximately 900 words in length. The speech continues for about 8 – 10 minutes *without stopping*. The examinee listens to the recording through earphones, and **while listening, simultaneously interprets** all statements into the target language. While being recorded, the examinee must *continuously* interpret aloud throughout the duration of the speech. The simultaneous part of the test takes approximately 15 minutes including instructions, preparation, and test recording.

Consecutive interpreting skills: During the consecutive part of the test, the examinee hears a CD recording of an English-speaking attorney questioning a non-English speaking witness. The examinee listens to one speaker at a time, and takes notes. After each speaker has stopped, the examinee orally interprets the question or answer into the opposite language while being recorded. The questions and answers are of various lengths ranging from one word to a maximum of 50 words. The consecutive part of the exam takes about 20 minutes.

Sight interpretation skills: For the sight interpretation part of the test, the examinee is asked to read a document written in English, while converting it orally into the target language; and to read a document written in the target language, while interpreting it aloud in English. Each document is about 225 words in length, and the examinee is allowed 6 minutes per document to review the content and accomplish the sight interpretation while being recorded.

Registration Procedure:

The Court Interpreter Certification Exam in the Simultaneous, Sight and Consecutive modes will be administered by individual appointment that will last approximately 1 and ½ hours. Examinations will be administered **by appointment only** between the hours of 8:00 a.m. - 4:00 p.m. Monday through Friday from September 17 – 21, 2007. Please review and follow the steps below to participate in the certification examination.

1. **Step 1:** Reserve a certification exam by completing the enclosed Registration Form and return with the required \$350 non-refundable and non-transferable registration fee to the MN Court Interpreter Program **no later than July 31, 2007.**
2. **Step 2:** Immediately upon receipt of the registration form and fee, the Court Interpreter Program will send a Candidate Information Booklet, which contains additional details about the exam and minimum scoring requirements. You will also receive further details on how to prepare for the exam. It is in your best interest to begin studying and preparing immediately!

3. **Step 3:** You will be contacted by the Court Interpreter Program the week of August 27 – 31, 2007 to schedule a specific 1 and ½ hour appointment date and time within the testing period of September 17 – 21, 2007. Appointments will only be issued to those candidates who have submitted a registration form and fee in compliance with Step 1 above. Appointments will not be issued prior to or after this period due to limited Court Interpreter Program staffing and resources.
4. **Step 4:** Prepare, study and study more!
5. **Step 5:** Take the certification exam at your appointed time.
6. **Step 6:** Examinees can expect to receive their scores in December of 2007. Those candidates who pass will receive a Certification Application packet to complete the Supreme Court Certification. Certification application requirements include 1) Completion of a Certification Application, 2) a BCA Background Check (\$15), and 3) Verification of completion of the requirements to be listed on the MN Statewide Roster.

Feel free to call the Minnesota Court Interpreter Program at (651) 297-7590 x0 with any questions regarding the Court Interpreter Certification Exam.

MINNESOTA COURT INTERPRETER PROGRAM
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155-1500
Phone: (651) 297-7590 x0
Email: cip@courts.state.mn.us

Registration Form for Certification Exam

You must register by July 31, 2007.

Please make check or money order (\$350) payable to:

MN Court Interpreter Program

Send registration and payment to:

MN Court Interpreter Program

120 Minnesota Judicial Center

25 Rev. Dr. Martin Luther King Jr.

St. Paul, MN 55155

Questions email Debbie Hassett at Debbie.hassett@courts.state.mn.us or call (651)284-4380.

Name: _____
 First Middle Last

Address _____

City, State, Zip Code _____

Email Address _____

() _____
Home Phone Number

() _____
Mobile Phone Number

() _____

*Please indicate a phone number you can be reached between 8:30 am – 3:30 pm, the week of August 27 – 31, 2007, to schedule your appointment.

Language _____

