



# MINNESOTA JUDICIAL BRANCH

## COURT INTERPRETER CERTIFICATION EXAM

November 14, 15, 16, 17, 18, 2016

Minnesota Judicial Center

St. Paul, Minnesota

The Minnesota Court Interpreter Program is pleased to offer registration for the Court Interpreter Certification Exam in the following languages:

*Spanish, Hmong, Somali, Arabic, Mandarin, Cantonese, Haitian Creole, Lao, Korean, Russian, Vietnamese, French, Khmer, and Portuguese*

*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.

To be certified, an interpreter must first complete all of the following prerequisites:

- Receive a passing score on a written Ethics Test administered by the State Court Administrator's Office;
- Complete the Interpreter Orientation Program sponsored by the State Court Administrator's Office;
- 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*;
- Be at least 18 years old;
- Be of good character and fitness as evidenced by a Bureau of Criminal Apprehension (BCA) report; and
- Receive a passing score on a court interpreter certification exam developed by the National Center for State Courts that is administered or approved by the State Court Administrator's Office.

Minnesota participates in the National Center of State Courts Council of Language Access Coordinators which 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 7 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 10 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, and then interpret it orally into the target language; and to read a document written in the non-English language, and then interpret 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.

## Determining if you are ready:

### Resources:

Click on [Overview of the Oral Performance Examination](#) to read more about the certification exam. Learn if you are ready to take the certification exam with the [Certification self-assessment](#). Glossaries and additional practice resources are available on the [MJB Website](#).

## Registration Procedure:

The Court Interpreter Certification Exam in the Simultaneous, Sight and Consecutive modes will be administered by individual appointment that will last approximately 90 minutes. Examinations will be administered **by appointment only** between the hours of 8:30 am - 4:00 pm November 14, 15, 16, 17 and 18<sup>th</sup> 2016. Please review and follow the steps below to participate in the certification examination.

1. **Step 1:** Reserve a certification exam by completing the Registration Form (please see page 4 of this letter) and return with the required **non-refundable and non-transferable registration fee** to the MN Court Interpreter Program **no later than November 1st, 2016**. ***If you passed one or two sections of the certification exam within the last 12 months, you only need to retake the section(s) you did not pass and your exam fee will be adjusted accordingly. Contact the Court***

***Interpreter Program Office to confirm which sections you are eligible to retake and the adjusted fee.***

2. **Step 3: You will be contacted by the Court Interpreter Program the week of November 1st to schedule a specific 90 minute appointment date and time within the testing period of November 14, 15, 16, 17 and 18, 2016.** 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 this period and will only be adjusted after this period to accommodate the exam proctors due to limited Court Interpreter Program staffing and resources.
3. **Step 4: Prepare, study and study more!**
4. **Step 5: Take the certification exam at your appointed time.**
5. **Step 6:** Examinations are sent to the qualified raters for grading. The scores will be reported back to our Program Coordinator when grading is complete. Examinees can expect to receive their scores approximately 6 weeks after the test. 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) 205-4206 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) 205-4206**  
**Email: [Teresa.grimlund@courts.state.mn.us](mailto:Teresa.grimlund@courts.state.mn.us)**

# Registration Form for Certification Exam

**You must provide all requested information and make payment by November 1st, 2016**

Fee: \$300 for Spanish; \$400 for all other languages

Please make check or money order payable to:

**MN Court Interpreter Program**

Send registration and payment to:

**MN Court Interpreter Program**

**105 Minnesota Judicial Center**

**25 Rev. Dr. Martin Luther King Jr.**

**St. Paul, MN 55155**

Questions? Email Terri Grimlund [teresa.grimlund@courts.state.mn.us](mailto:teresa.grimlund@courts.state.mn.us) or call (651)205-4206.

**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 November 1st to schedule your appointment.**

**Language** \_\_\_\_\_

*If you need accommodations in order to participate in the certification testing, please notify Terri Grimlund at 651-205-4206 by November 7<sup>th</sup>, 2016*