



Wisconsin Director of State Courts Court Interpreter Program (CIP) 2020 Training and Testing Schedule

The Wisconsin Director of State Courts Office is pleased to announce the 2020 Court Interpreter Program's (CIP) schedule for candidates interested in obtaining court interpreter certification. Our program is appropriate for all spoken and sign languages. American Sign Language (ASL) interpreters must hold either NIC or CI/CT from RID or BEI Advanced or Master in order to attend orientation and participate in written testing.

While no specific educational degree or court interpreting experience is required to participate in the program, legal interpreting is extremely challenging and requires a person to possess language proficiency equivalent to skills of an educated native speaker as well as the ability to interpret in the three modes of interpreting commonly used in court: simultaneous, consecutive, and sight translation. **Interested individuals must be at least 18 years old to apply.**

Limited scholarships are available for interpreter candidates who speak certain non-Spanish spoken languages to defray the costs of orientation and testing. To determine if you qualify for a scholarship contact the CIP.

Mandatory Steps to Obtaining Certification as a Court Interpreter: Certification is conferred once a candidate successfully completes the steps outlined below **in order** and meets all other program requirements.

Step 1: Orientation

- Orientation is a mandatory 2-day introductory workshop that gives participants an overview of the court interpreting process and is comprised of lectures on ethics and professional conduct, legal terminology, court procedure, and modes of interpreting along with small group interpreting skills practice. **Cost: \$195**

Step 2: Written Exam

- Upon completion of orientation, interpreter candidates may register for the written examination which is a 135-question multiple-choice test in English covering general English proficiency, court related terms and usage, and professional conduct offered 4-5 weeks after orientation. **Cost: \$50 for 1st-time test takers; \$25 for repeat test takers**

Step 3: Oral Exam

- Spoken language interpreter candidates who have completed orientation and passed the written exam may register for the oral examination which is a 1-hour performance test that simulates a legal setting and tests a candidate in the three modes of interpreting. **Cost: \$250**

Orientation Dates, Locations, and Deadlines: To view a sample orientation agenda and application visit this link <https://www.wicourts.gov/services/interpreter/orientation.htm>

Location	Orientation Dates	Application & Fee Deadline
Pewaukee*	Saturday, April 4 - Sunday, April 5	Monday, March 23
Wisconsin Rapids	Saturday, June 6 - Sunday, June 7	Tuesday, May 26
Madison	Saturday, September 26 - Sunday, September 27	Monday, September 14

**Sign language interpreters will be available at this location.*

Written Examination Dates, Locations, and Deadlines: Candidates must register for the exam and submit payment by the appropriate deadline. For more details on the structure of the written exam visit this link <http://www.wicourts.gov/services/interpreter/written.htm>

Location	Written Exam Dates	Application & Fee Deadline
Waukesha	Friday, May 1	Friday, April 24
Wisconsin Rapids	Friday, July 10	Friday, July 3
Madison	Friday, October 23	Friday, October 16

Oral Examination Dates, Locations, and Deadlines: Candidates must register for the exam and submit the fee by the appropriate deadlines. For a list of languages in which the oral exam is offered and more details on the structure of the test visit this link: <http://www.wicourts.gov/services/interpreter/oral.htm>

Location	Oral Exam Dates	Registration Deadline	Fee Deadline
Madison	Thursday, March 5 & Friday, March 6	Thursday, January 30	Thursday, February 13
	Tuesday, June 23 & Wednesday, June 24	Tuesday, May 19	Tuesday, June 2
	Wednesday, Nov. 18 & Thursday, Nov. 19	Wednesday, October 14	Wednesday, October 28

Oral Proficiency Interviews (OPIs): Candidates who interpret in a spoken language where no oral exam exists may take an Oral Proficiency Interview (OPI) if available. Eligible individuals must still attend orientation and pass the written exam. OPIs are scheduled throughout the year through the CIP. The **cost is \$139**. For a list of languages in which OPIs are offered visit this link: <http://www.wicourts.gov/services/interpreter/opi.htm>

Other Program Requirements: All candidates must complete additional requirements as part of certification.

Character and Fitness: Candidates must meet a character and fitness requirement which includes completion of a criminal background check conducted on all participants by the CIP after orientation. Criminal histories are reviewed on an individual basis and are **not** an automatic bar to becoming certified. For information on the character and fitness requirement visit this link: <http://www.wicourts.gov/services/interpreter/other.htm>

Court Observation: At any point after orientation, individuals seeking certification must observe a minimum of 2 hours of circuit court proceedings and submit proof on Form CS-254.

Oath of Office & Contact Information: Candidates must submit a notarized oath of office form agreeing to abide by the Code of Ethics for Court Interpreters and provide current contact information to the CIP.

Sequence 1		
Date	Event	Location
April 4-5	Orientation	Pewaukee
May 1	Written Exam	Waukesha
June 23-24	Oral Exam	Madison
Sequence 2		
Date	Event	Location
June 6-7	Orientation	Wis Rapids
July 10	Written Exam	Wis Rapids
November 18-19	Oral Exam	Madison
Sequence 3		
Date	Event	Location
September 26-27	Orientation	Madison
October 23	Written Exam	Madison
Feb/Mar 2021	Oral Exam	Madison

Recommended Sequences: The 2020 schedule is organized in cycles that allow candidates to complete each step in the certification process in the required order. Each sequence consists of orientation, written exam, and oral exam with time between each event for candidates to adequately prepare for the tests. Candidates are not bound by the sequences and may attend any of the events when and where it's most convenient. Spanish language candidates are required to obtain certification within 2 years from the date they attend orientation while non-Spanish language candidates are required to obtain certification within 5 years from the date they attend orientation.

Contact Information: Detailed information regarding certification and the CIP can be found at <https://www.wicourts.gov/services/interpreter/index.htm>. For specific questions, contact the CIP Manager Carmel Capati at 608.266.8635 or carmel.capati@wicourts.gov. The CIP office is located at the Director of State Courts Office of Court Operations, 110 East Main Street, Suite #410, Madison, WI 53703.