



## FOREIGN LANGUAGE CERTIFICATION PROCESS FOR BECOMING A CERTIFIED OR QUALIFIED INTERPRETER FOR THE RHODE ISLAND JUDICIARY

February 2019

In accordance with the Rhode Island Supreme Court Executive Orders 2012-05 and 2009-05, the Rhode Island Judiciary's Office of Court Interpreters (OCI) will be hosting the National Center for State Courts (NCSC) Foreign Language Court Certification Exam in May of 2019.

**PROCESS:** There are three (3) steps to become a certified court interpreter in Rhode Island: the candidate must pass the written examination, must pass the oral examination, and complete a one (1) day training session.

### 1. Written Examination

The written exam consists of 135 multiple-choice questions designed to evaluate a candidate's general vocabulary in English, knowledge of court-related terms and usage, and ethics and professional conduct. Candidates are allowed two (2) hours and fifteen (15) minutes to complete the multiple choice section and they must score a minimum of **80%**.

Candidates who fail the written examination shall be required to wait a period of twelve (12) months to be tested again. A passing score in the written examination is valid only for two (2) years.

Candidates register for the written exam by submitting the Foreign Language Certification Registration for Written Examination form included in this announcement. The cost of the written exam is **\$150.00** payable at the time of registration by money order to the Rhode Island Supreme Court.

**Candidates will receive the written exam scores approximately three (3) weeks after taking the test.**

### 2. Oral examination

Only candidates who pass the written examination are eligible to register for the oral portion of the exam. Candidates register for the oral exam by submitting the Foreign Language Certification Registration for Oral Examination form included in this announcement once they pass the written portion of the certification process.

The cost of the Spanish oral exam is **\$300.00**. For languages other than Spanish, please contact the OCI as fees will vary depending on the language. All fees must be paid at the time of registration by money order issued to the Rhode Island Supreme Court.

The oral exam consists of three (3) sections:

1. Sight translation, with two subsections:
  - a) English into foreign language; and
  - b) Foreign language into English
2. Consecutive interpretation
3. Simultaneous interpretation

The oral examination is a recorded process and will be conducted at a place to be determined. Audio recordings of each oral exam will be graded by raters from the NCSC and scored within four (4) to six (6) weeks.

The passing score is **70%** on each of the three (3) sections of the oral test. If no oral examination is available for the language requested due to unavailability, a candidate's oral proficiency may be assessed by the OCI in order to meet minimum requirements.

Candidates who fail the oral examination shall be required to wait a period of twelve (12) months to be tested again.

If you have taken the NCSC written exam in another state, the issuing state needs to submit the official scores of your written examination before you can register for the oral examination in Rhode Island. The Rhode Island Judiciary proctors only full written and oral examinations.

### **3. Training Sessions**

In order to be included on the Judiciary's roster as a certified interpreter and provide language services to the state court system at the highest compensation rate(s), each candidate who passes both the written and oral portions of the examination must attend a one (1) day training session conducted in Rhode Island. At the session, the candidates will learn about protocol and procedures in court.

Those candidates who pass the written examination but who do not pass the oral examination may still meet the requirements for becoming a qualified interpreter for the Judiciary but may have limited assignments and will not be entitled to the same level pay as a certified interpreter.

The one (1) day training session costs **\$100.00** and is payable by money order issued to the Rhode Island Supreme Court at the time of the training registration.

**Registration for the examinations will be open from February 18 to March 29, 2019**

**Fill out the attached registration form and mail it in with your payment to:**

**RHODE ISLAND JUDICIARY  
OFFICE OF COURT INTERPRETERS  
250 Benefit Street  
Providence, Rhode Island 02903**

**The written exam will be administered on Saturday, May 18, 2019 at 9:00 a.m. at a location to be determined.**

**Oral exams will be administered the week of May 13 to May 16, 2019 at a location to be determined.**

**You will receive confirmation of your registration along with the time and date of your exam and fee payment via mail prior to the examination.**

**Spots are limited to 50 examinees.**

For more information regarding the content of the examinations, please visit [www.ncsc.org](http://www.ncsc.org) and select the [written examination overview](#) link. If you have questions you may contact the OCI at (401) 222-8710.



**RHODE ISLAND JUDICIARY**  
**OFFICE OF COURT INTERPRETERS**  
 250 Benefit Street  
 Providence, Rhode Island 02903  
 Tel. (401) 222-8710

**FOREIGN LANGUAGE CERTIFICATION**  
**REGISTRATION FOR WRITTEN EXAMINATION**  
**MAY 2019**

|   |                          |                              |
|---|--------------------------|------------------------------|
| FIRST NAME:   | MIDDLE INITIAL:          | LAST NAME:                   |
| STREET ADDRESS (Include Apartment or Suite Number):   |                          |                              |
| CITY:   | STATE:                   | ZIP CODE:                    |
| PHONE NUMBER:   | EMAIL ADDRESS:           |                              |
| PRESENT EMPLOYER:   |                          |                              |
| BUSINESS ADDRESS:   |                          |                              |
| PRIOR HISTORY:<br>Have you taken the written examination previously? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, indicate the state(s), date(s) of previous examination(s) and your score(s): |                          |                              |
| <b>For internal use only</b>  |                          |                              |
| Date of written examination: _____  | Date of oral exam: _____ | Dates of training:           |
| Multiple choice score: _____  | Oral exam score: _____   |                              |
| <input type="checkbox"/> <b>Certified as of:</b> _____<br><input type="checkbox"/> <b>Qualified as of:</b> _____  | <b>Language:</b>         | <b>Date added to roster:</b> |
| Notes:  |                          |                              |



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**FOREIGN LANGUAGE CERTIFICATION**  
**REGISTRATION FOR ORAL EXAMINATION**  
**MAY 2019**

|  |  |  |
|--|--|--|
| FIRST NAME:  | MIDDLE INITIAL:                          | LAST NAME:                               |
| STREET ADDRESS (Include Apartment or Suite Number):  |  |  |
| CITY:  | STATE:                                   | ZIP CODE:                                |
| PHONE NUMBER:  | EMAIL ADDRESS:                           |  |
| PRESENT EMPLOYER:  |  |  |
| BUSINESS ADDRESS:  |  |  |
| LANGUAGE FOR EXAMINATION:  |  |  |
| <input type="checkbox"/> Arabic  | <input type="checkbox"/> Bos./Cro./Serb. | <input type="checkbox"/> Cantonese       |
| <input type="checkbox"/> Hmong   | <input type="checkbox"/> Ilocano         | <input type="checkbox"/> Khmer/Cambodian |
| <input type="checkbox"/> Mandarin  | <input type="checkbox"/> Polish          | <input type="checkbox"/> Portuguese      |
| <input type="checkbox"/> Tagalog/Filipino  | <input type="checkbox"/> Turkish         | <input type="checkbox"/> Vietnamese      |
| <input type="checkbox"/> French  | <input type="checkbox"/> Haitian         | <input type="checkbox"/> Korean          |
| <input type="checkbox"/> Russian   | <input type="checkbox"/> Spanish         | <input type="checkbox"/> Laotian         |
| PRIOR HISTORY:   |  |  |
| Have you taken the oral examination in the above language previously? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |
| If yes, indicate the state(s), date(s) of previous examination(s) noting the language and your score(s):                       |  |  |
| <b>For internal use only</b>   |  |  |
| Date of written examination: _____   | Date of oral exam: _____                 | Dates of training:                       |
| Multiple choice score: _____   | Oral exam score: _____                   |  |
| <input type="checkbox"/> Certified as of: _____  | <b>Language:</b>                         | <b>Date added to roster:</b>             |
| <input type="checkbox"/> Qualified as of: _____  |  |  |
| Notes:   |  |  |