

ORAL COURT INTERPRETER EXAM Registration Form

Instructions: Please complete all the fields and return to the Arizona Court Interpreter Credentialing Program (ACICP) by the corresponding registration deadline of your first preferred session.

NOTE: You must save this form to your computer (desktop, C: drive, etc.) PRIOR to filling it out and emailing it to ACICP. If you do not save it first, the form will not retain your information, causing delays in processing your request.

Contact Information:

First Name: _____ Last Name: _____
Address: _____ City: _____ St.: ____ Zip Code: _____
Email Address: _____ Primary Phone: _____

Prerequisites: Please confirm that you have completed the following requirements in order to register for the oral court interpreter exam. For more information about earning a Tier 1 Credential, visit the [Earning a Credential](#) page.

I have satisfied the requirements for an Arizona Court Interpreter Credentialing Program Tier 1 Credential.

I affirm that the above answers are true and correct.

Type Name Here

Today's Date (MM/DD/YYYY)

Language Selection: Please select the working language in which you would like to be tested. For more information about the oral court interpreter exam process, visit the [Oral Court Interpreter Exam Information](#) page.

Language: [_____] *NOTE: If an asterisk (*) appears next to the language selected, please see the [Available Languages](#) section of the Oral Court Interpreter Exam webpage.*

Please select the statement that accurately describes your oral court interpreter exam needs:

- This is my first time taking the oral court interpreter exam.
- I am retaking the full oral court interpreter exam (consecutive, simultaneous and sight translation).
Date of Last Exam (MM/YYYY): _____ State: _____ NCSC ID # (if known): _____
- I have previously passed one or more components of the oral court interpreter exam and wish to sit only for the following components. (Select no more than two.)
- Consecutive Simultaneous Sight Translation
- Date of Last Exam (MM/YYYY): _____ State: _____ NCSC ID # (if known): _____

Registration: The date, time, and locations for upcoming Oral court interpreter exam sessions are listed below.

**Please select up to THREE (3) sessions below
using numerals for your most preferred ("1") to your least preferred ("3").**

Candidate Last Name: _____

	Thursday, July 14, 2016	9:00 a.m. – 5:00 p.m.	15 minutes before your assigned exam time	THURSDAY, MAY 12, 2016	FRIDAY, MAY 13, 2016
	Friday, July 15, 2016	9:00 a.m. – 5:00 p.m.			
3	Saturday, July 16, 2016	9:00 a.m. – 5:00 p.m.			
TUCSON:					
	Friday, July 15, 2016	9:00 a.m. – 5:00 p.m.	15 minutes before your assigned exam time	THURSDAY, MAY 12, 2016	FRIDAY, MAY 13, 2016
	Saturday, July 16, 2016	9:00 a.m. – 5:00 p.m.			
1					

You will be assigned a specific time on one of your preferred selections whenever possible. Please note the ACICP will make every effort to accommodate your preferences, however candidates are encouraged to submit their registration request at the earliest opportunity as space is limited and registration is on a first-come, first-served basis. Additionally, note that the ACICP reserves the right to cancel any testing session listed should there be an insufficient number of participants or if other circumstances necessitate cancellation. In the unlikely event we cannot grant any of your requests or a testing session is cancelled, we will contact you with alternatives, including other open Oral court interpreter exam session options or possible placement on a waitlist. For more information about registration priority, the waitlist process, or cancelation of a scheduled testing session, please contact the ACICP at (602) 452-3333. For more information about the following date/time/location selections, visit the [Schedule and Calendar](#) page.

ORAL COURT INTERPRETER EXAM

Please arrive 15 minutes before your exam time to allow for check-in!

The exam schedule is finalized approximately two (2) weeks after the Payment Deadlines listed below.
You will receive a specific time for your Oral Exam after the exam schedule is finalized.

2017-1:				
Pref. #	Date:	1 Hour Exam Time Blocks:	Registration Deadline	Payment Deadline:
PHOENIX:				
	Friday, May 26, 2017	9:00 am – 5:00 pm	THURSDAY, APRIL 6, 2017	FRIDAY APRIL 7, 2017
	Saturday, May 27, 2017	9:00 am – 5:00 pm		
TUCSON:				
	Friday, May 26, 2017	9:00 am – 5:00 pm	THURSDAY, APRIL 6, 2017	FRIDAY APRIL 7, 2017
	Saturday, May 27, 2017	9:00 am – 5:00 pm		
YUMA:				
	Thursday, May 25, 2017	9:00 am – 5:00 pm	THURSDAY, APRIL 6, 2017	FRIDAY APRIL 7, 2017

2017-2:				
Pref. #	Date:	1 Hour Exam Time Blocks:	Registration Deadline	Payment Deadline
PHOENIX:				
	Friday, November 17, 2017	9:00 am – 5:00 pm	THURSDAY SEPTEMBER 28, 2017	FRIDAY SEPTEMBER 29, 2017
	Saturday, November 18, 2017	9:00 am – 5:00 pm		
TUCSON:				
	Friday, November 17, 2017	9:00 am – 5:00 pm	THURSDAY SEPTEMBER 28, 2017	FRIDAY SEPTEMBER 29, 2017
	Saturday, November 18, 2017	9:00 am – 5:00 pm		
KINGMAN:				
	Thursday, November 16, 2017	9:00 am – 5:00 pm	THURSDAY SEPTEMBER 28, 2017	FRIDAY SEPTEMBER 29, 2017

Americans with Disabilities Act (ADA) and Other Special Accommodations: If you have a disability recognized by the ADA or state law, you may request reasonable accommodation using the Request for Special Accommodation Form that can be provided to you by the ACICP. The completed form must be submitted to the ACICP by the registration deadline of the earliest preferred oral court interpreter exam session you wish to attend. The ACICP will email the form to the email provided in the [Arizona Court Interpreter Registry](#). For additional information, please contact the ACICP at (602) 452-3333 / (602) 452-3545 (TDD).

[] I would like to request an ADA or other special accommodation. (A form will be sent to you.)

Oral Court Interpreter Exam Fees:

For more information about program fees, visit the [Fee Schedule](#) page.

Full Oral Court Interpreter Exam:

In-State: \$300.00 per attempt

Out of State: \$450.00 per attempt

Individual Component:

In-State: \$125.00 per component, per attempt

Out of State: Not Available

Payment Method/Procedure: After submitting this form, you will receive an email from the ACICP confirming receipt of your registration request and providing a link to make payment online. You must submit payment prior to the payment deadline of your earliest preferred oral court interpreter exam session selection. Once payment is made, your registration will be finalized and you will receive a final confirmation email no later than three weeks before the exam date. It is important to note that all communication from the ACICP will be done through email. It is imperative that you maintain an up-to-date email address in the [Arizona Court Interpreter Registry](#).

Form Submission: This form must be received by the registration deadline of your earliest preferred oral court interpreter exam session (see registration deadlines above). You must **EMAIL** this form as an attachment to interpreters@courts.az.gov. Paper forms will not be accepted. To help ensure important ACICP communications are received, the ACICP recommends that you place interpreters@courts.az.gov on your email "safe sender" list. (For more information about "safe sender" lists, please consult your email provider.)

**For additional information or questions,
please contact**

interpreters@courts.az.gov

or

(602) 452-3333

www.azcourts.gov/interpreter