

ARIZONA COURT INTERPRETER REGISTRY

COURT USER GUIDE

ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
COURT SERVICES DIVISION
LANGUAGE ACCESS SERVICES

PURPOSE OF THE ARIZONA COURT INTERPRETER REGISTRY

The purpose of the Arizona Court Interpreter Registry (“Registry”) is to allow individuals with interpreting experience to create a profile which is viewable by Court Interpreter Coordinators, Court Administration, or other court staff responsible for locating contract interpreters.

Individual interpreters input their contact information, interpreting experience, travel preferences, etc. Additionally, the Arizona Court Interpreter Credentialing Program (“ACICP”) will add information pertaining to an interpreter’s progress in the credentialing program to their profile. This information includes candidates test results, reciprocity information, and their individual tier level earned. Interpreters may view and update their personal information at any time. However, information about their Arizona credential can only be updated by ACICP staff.

Additionally, interpreter profiles are not viewable by the general public or interpreter agencies. The Arizona Court Interpreter Registry is a tool intended specifically for courts to use to find and hire qualified contract interpreters, as well as view and confirm interpreter credentialing information.

REGISTRY WEBSITE

<https://apps.azcourts.gov/registry>

USERNAME AND PASSWORD:

AJIN Court User Access:

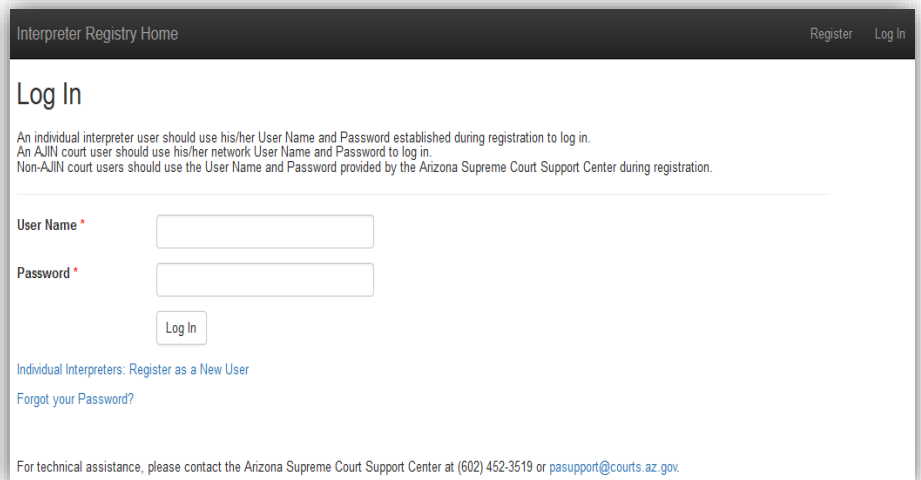
AJIN Users should use their network username and password to log in (the same username and password used when logging into your AJIN computer every day). **BEFORE ATTEMPTING TO LOGIN, CONTACT AOC LANGUAGE ACCESS STAFF AT INTERPRETERS@COURTS.AZ.GOV OR (602) 452-3333.** Special access must be applied to your AJIN profile before you will have access to the Registry as a Court User. This process may take several days, but the AOC Language Access staff will be happy to help you by searching the Registry to generate a list of contract interpreters based on your needs, while your request for access to the Registry is pending.

NON-AJIN Court User Access:

To access the Registry as a Court User, Non-AJIN users will require a unique username and password. **TO OBTAIN A USERNAME AND PASSWORD, CONTACT AOC LANGUAGE ACCESS STAFF AT INTERPRETERS@COURTS.AZ.GOV OR (602) 452-3333.** This process may take several days, but the AOC Language Access staff will be happy to help you by searching the Registry to generate a list of contract interpreters based on your needs, while your request for access is pending.

SPECIAL NOTE: AJIN and Non-AJIN Court Users who are also Court Staff Interpreters:


Your “Court User” functionality is different than your “Interpreter User” functionality in the Registry. The Court User role is designed to allow you to search for interpreters with whom you wish to contract. The Interpreter User role is personal to you and allows you to view your Arizona Court Interpreter Credential information, etc. Your login for your Court User functionality will need to be different from that for your Interpreter User functionality.




The screenshot shows the 'Interpreter Registry Home' page with a 'Log In' section. The page includes a header with 'Register' and 'Log In' links. The 'Log In' section contains a heading, instructions for individual interpreter users and AJIN court users, and a form with 'User Name *' and 'Password *' input fields, a 'Log In' button, and links for 'Individual Interpreters: Register as a New User' and 'Forgot your Password?'. A footer note provides technical assistance contact information: (602) 452-3519 or pasupport@courts.az.gov.

SEARCHING THE DATABASE

You may search the Registry using several **CRITERIA**, including Language and Credential Level. If you know the name of the interpreter you are searching for, or are looking for more search criteria, click **ADVANCED SEARCH**. The more criteria you select, the narrower your results will be.

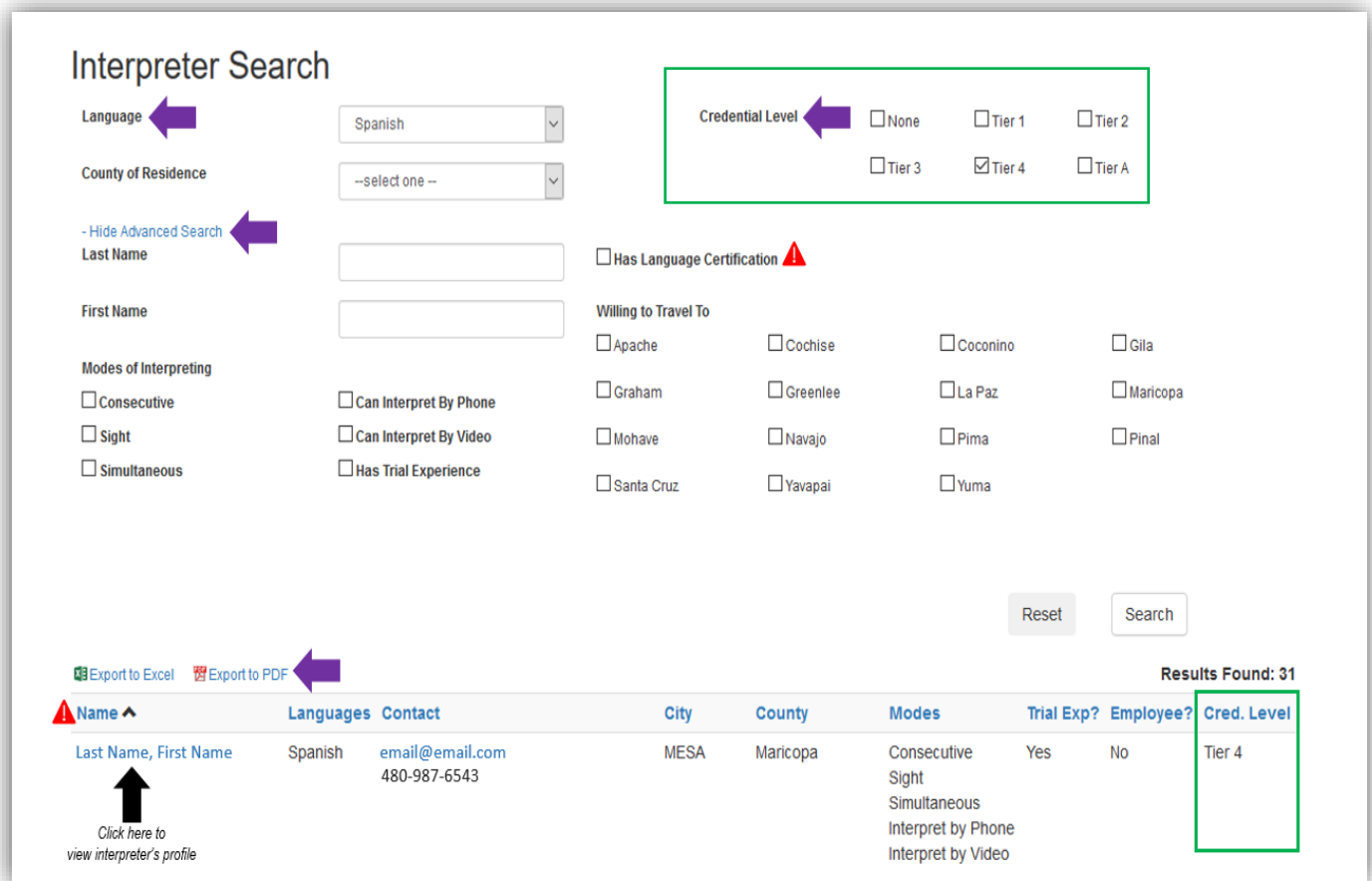
NOTE:  The “Has Language Certification” checkbox will return users that have input information on their own about certifications. This information is not verified by the Arizona Court Interpreter Credentialing Program (ACICP). *Verification of this information is recommended.*

The **CREDENTIAL LEVEL** checkboxes and **CRED. LEVEL** column information is supplied by the ACICP and cannot be altered by the interpreter. This is the interpreter’s ACICP credential level.


NOTE:  All other information displayed in the search results is provided by the interpreter. This information is not verified by the ACICP. *Verification of this information is recommended.*

You may **EXPORT** the results to Excel or PDF. All headings in the results can be used to **SORT** the results.


Click the **INTERPRETER NAME** to view the interpreter’s full profile.



Interpreter Search

Language  Spanish

County of Residence --select one--

- Hide Advanced Search 

Last Name

First Name

Modes of Interpreting

Consecutive Can Interpret By Phone

Sight Can Interpret By Video

Simultaneous Has Trial Experience


Willing to Travel To


Apache Cochise Coconino Gila

Graham Greenlee La Paz Maricopa


Mohave Navajo Pima Pinal

Santa Cruz Yavapai Yuma



Has Language Certification 

Credential Level  None Tier 1 Tier 2 Tier 3 Tier 4 Tier A

Reset Search

Export to Excel Export to PDF 

Results Found: 31

 Name ^	Languages	Contact	City	County	Modes	Trial Exp?	Employee?	Cred. Level
Last Name, First Name  <small>Click here to view interpreter's profile</small>	Spanish	email@email.com 480-987-6543	MESA	Maricopa	Consecutive Sight Simultaneous Interpret by Phone Interpret by Video	Yes	No	Tier 4

UNDERSTANDING THE INTERPRETER DETAILS PAGE

When you click on the interpreter’s name in the search results, the Interpreter Details page appears. The information on this screen can be **PRINTED**.

INFORMATION PROVIDED BY THE INTERPRETER

Interpreters can choose to **ATTACH** documents, including their resume, certificates, etc., which may assist you in understanding their qualifications as an interpreter. They may also choose to tell you more about their **WORKING LANGUAGE, CERTIFICATIONS, EXPERIENCE** and **AVAILABILITY**.

Interpreter Details

Print

First Name Last Name
1501 W. Washington, Ste. 410
Phoenix, Arizona 85007
Maricopa
United States

email@email.com - Primary

480-987-6543 Cell - Primary
480-123-4569 Office

Preferred Contact Method: Email

Languages:

Spanish

Certification: FCICE
Date Granted: 12/01/2015
Expiration Date (if applicable):
Granting Organization: AOUSC

Certification: NCSC
Date Granted: 03/09/2016
Expiration Date (if applicable):
Granting Organization: ACICP
State/Province Granted: AZ

Status: Accepted

Files:

[FCCI Certificate](#)

[Arizona Credential](#)

[Interpreter Resume](#)

Will Travel to Counties:

Pima County

Maricopa County

Pinal County

I am Currently Employed as a Court Staff Interpreter:

N/A

Years of Experience Interpreting: 12
Hours of Interpreting a Year: 1000
Courtroom Observation Hours: 0
Years of Experience Translating Documents: 12
Pages Translated a Year: 500

Experience in a Court Setting:

Civil

Criminal Justice

Interviews/Depositions
Superior
Trial
Other - Juvenile

Area(s) of Specialization:

Legal

Modes of Interpreting:

Consecutive
Sight
Simultaneous

Able to Interpret By Phone: Yes

Able to Interpret By Video: Yes

Interpret from these Courts:
Administrative Office of the Court
Pima Superior Court

NOTE:
INFORMATION ON THE TOP PORTION OF THE PROFILE IS PROVIDED BY THE INTERPRETER.

This information is NOT verified by the ACICP.

Verification of this information is recommended.

INFORMATION PROVIDED BY THE ACICP

The Registry serves as the official credentialing record for interpreters who are credentialed through the Arizona Court Interpreter Credentialing Program (ACICP). As a Court User, you may view information about the selected interpreter's ACICP credential, including exam results, reciprocity/transfer of components information, current tier level, etc.

The last column in the course information shows the overall **EXAM and COURSE RESULTS**. The current **TIER LEVEL** for the interpreter is displayed also. Court Staff interpreters can be **EXCUSED** by their supervisor from taking the **ARIZONA COURTS OVERVIEW** online class. When this occurs, the ACICP staff will enter "Not Completed – Excused" as the result of the class.

The information on bottom portion of the page is provided by the ACICP and cannot be altered by the interpreter. *If you have any questions about this information, please feel free to contact ACICP at interpreters@courts.az.gov or (602) 452-3333.*

Credential Level: Tier 4		
NCSC ID 123456		
Reciprocity Granted - 03/09/2016		
Courses:		
Name	Date	
Exams - English Written Exam	08/28/2015	Pass
Classes - Court Interpreter Ethics	01/05/2016	Completed
Exams - Oral Proficiency Interview	02/12/2016	Pass
Exams - Oral Exam - Simultaneous Only	09/25/2015	Pass
Exams - Oral Exam - Sight Translation Only	09/25/2015	Pass
Exams - Oral Exam - Consecutive Only	09/25/2015	Pass
Reciprocity - FCICE	03/09/2016	Completed
Classes - Arizona Courts Overview	01/05/2016	Not Completed - Excused

NOTE:
**INFORMATION ON
BOTTOM PORTION OF
THE PROFILE IS
PROVIDED BY THE
ACICP.**

This information
CANNOT be altered by
the interpreter.

*If you have any
questions about this
information, please
contact ACICP.*

ADDITIONAL RESOURCES

ARIZONA COURT INTERPRETER CREDENTIALING PROGRAM:

Website: <https://www.azcourts.gov/interpreter/Arizona-Court-Interpreter-Credentialing-Program>

Email: interpreters@courts.az.gov

INTERPRETERS FOR THE DEAF AND HARD OF HEARING: *(not credentialed through ACICP)*

Arizona Commission for the Deaf and Hard of Hearing, 100 N. 15th Ave, Suite 104, Phoenix, AZ 85007

Website: www.acdhh.org

ARIZONA ROSTER OF CREDENTIALIAED INTERPRETERS: *(a publication of the ACICP for public use)*

The roster is a list of interpreters who have completed at least one tier in the Arizona Court Interpreter Credentialing Program and are, therefore, considered to be "credentialed." **As a Court User, you have access to this information *and more* through the Registry.** PDF Document: <https://www.azcourts.gov/Portals/168/Resources/ACICPRoster.pdf>

AOC LANGUAGE ACCESS SERVICES STAFF

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