

Arizona Court Interpreter Credentialing Program

Reciprocity & Transfer of Credentialing Program Components

The Administrative Office of the Courts (AOC) grants reciprocal recognition of certain credentials that meet or exceed the Arizona credential requirements. The AOC will also consider transfers of certain components of a credentialing program for spoken language court interpreters who have passed certain examinations in another state or territory.

To apply for **reciprocity** using your certification/credential earned in another state, please go to [Section A](#) below.

To apply for a **transfer credit for individual components** earned in another state, please go to [Section B](#) of this document.

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.

SECTION A

Reciprocity Application

All candidates seeking reciprocity must meet the following preconditions:

- ✓ Interpreter must be registered in the Arizona Court Interpreter Registry. *The Arizona Court Interpreter Registry can be found at <https://apps.azcourts.gov/registry>*

The AOC grants reciprocity for the following credentials:

- ✓ Administrative Office of the U.S Courts (AOUSC) certification. Federal certification qualifies for recognition at the Tier 4 level.
- ✓ NAJIT certification; credential granted by the National Association of Judiciary Interpreters and Translators. NAJIT certification qualifies for recognition at the Tier 4 level.
- ✓ NCSC (Consortium) certification; credential granted by another state that is a member of the Council of Language Access Coordinators (CLAC) and which uses the NCSC (Consortium) interpreting exams. Scores must meet or exceed those required for Tier 3 of the Arizona credential. NCSC certification qualifies for Tier 3 or Tier 4 recognition, depending on the underlying Oral Interpreting Exam scores. Please review the score requirements carefully before applying for reciprocity.

The fee for reciprocity is \$200. Instructions for payment will be sent after your application is received. The ACICP will not verify an applicant’s eligibility with a certifying authority until the application fee has been paid. The reciprocity fee includes the required interpreter ethics course and court overview course (both offered online).

Upon payment of the reciprocity fee, instructions will be sent regarding completion of the online courses. Please note, there will be no refund of the reciprocity fee should an applicant not meet the necessary requirements.

Applicants are advised to contact the ACICP at interpreters@courts.az.gov or 602-452-3333 with any questions about eligibility before an application is submitted. **Fees are non-refundable.**

Applicant Information:

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

Prerequisites:

[] I have registered in the [Arizona Court Interpreter Registry](#).

Please select the certification you currently possess:

Select **only** the **one** you wish to have considered for reciprocity. *All corresponding fields are required.*

Examination	Date Certification Conferred			
[] Administrative Office of the U.S Courts (AOUSC) certification - certification as a Federally Certified Court Interpreter (FCCI)				
[] NAJIT certification – granted by the National Association of Judiciary Interpreters and Translators				
	Language	State	Certification Date	NCSC ID
[] NCSC (Consortium/CLAC) certification				

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Candidate Name: _____

Online Classes Requirement:

Even when deemed eligible for reciprocity, an applicant must also complete the online court interpreter ethics course and the online court overview course. Court employees may be exempted from the court overview course at their supervisor's discretion. Fill in the information below, if applicable.

[] I am a court employee and my supervisor is not requiring that I complete the ACICP courts overview class.

Court: _____

Supervisor Name: _____

Supervisor Email: _____

I swear or affirm that the answers and statements on this application are complete, true and correct to the best of my knowledge. I understand that the AOC will contact the certifying entity named above to verify my eligibility for reciprocity.

Type Name Here

Today's Date (MM/DD/YYYY)

Form Submission: 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

SECTION B

Transfer of Credential Components Application

The AOC permits the transfer of certain credential components that have been successfully completed by the candidate in another state or approved program, at a level that meets or exceeds the Arizona credential requirements.

Criteria and Information:

The following credential components are eligible for transfer into the Arizona Court Interpreter Credentialing Program:

<u>Component Completed Elsewhere:</u>	<u>Will Be Considered For:</u>
Oral Proficiency Interview (OPI): Advanced score or higher; test completed within the last 2 years	Recognition of the OPI requirement for Tier 1 and/or Tier A of the Arizona credential
NCSC (Consortium) English Written Exam: Score of 80% or higher	Recognition of the English Written Exam as part of Tier 1 credentialing requirement
Administrative Office of the U.S Courts (AOUSC) Written Exam: Passing score based on AOUSC program criteria	Recognition of the English Written Exam as part of Tier 1 credentialing requirement
NCSC (Consortium) Oral Interpreting Exam – <u>Sight Translation Component Only</u> <ul style="list-style-type: none"> • Combined score of 70% or higher with neither portion being less than 65% • Must have been completed within the last 2 years 	Recognition of the Oral Interpreting Exam – Sight Translation component as part of Tiers 3 or 4 credentialing requirements
NCSC (Consortium) Oral Interpreting Exam – <u>Consecutive Interpretation Component Only</u> <ul style="list-style-type: none"> • Score of 70% or higher • Must have been completed within the last 2 years 	Recognition of the Oral Interpreting Exam – Consecutive Translation component as part of Tiers 3 or 4 credentialing requirements
NCSC (Consortium) Oral Interpreting Exam – <u>Simultaneous Interpretation Component Only</u> <ul style="list-style-type: none"> • Score of 70% or higher • Must have been completed within the last 2 years 	Recognition of the Oral Interpreting Exam – Simultaneous Translation component as part of Tiers 3 or 4 credentialing requirements

NCSC (Consortium) exams must have been administered as part of a CLAC (Consortium) member state’s interpreter credentialing (certification) program. For exams administered in California, scores from tests administered prior to June 1, 2010 are not eligible for transfer.

The fee for component transfer is \$50 per component. Instructions for payment will be sent after your application is received. The ACICP will not verify an applicant’s eligibility with a certifying authority until the application fee has been paid. Please note, there will be no refund of the component transfer fee should a component not meet the necessary requirements. Applicants are advised to contact the ACICP at interpreters@courts.az.gov or 602-452-3333 with any questions about eligibility before an application is submitted. Fees are non-refundable.

Applicant Information:

First Name: _____ Last Name: _____

Address: _____ City: _____ St.: ____ Zip Code: _____

Email Address: _____ Primary Phone: _____

NCSC ID #: _____

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Candidate Name: _____

Component Transfer Request Information:

[] I have registered in the Arizona Court Interpreter Registry. *The Arizona Court Interpreter Registry can be found at <https://apps.azcourts.gov/registry>*

Please select the item(s) you wish to transfer to the ACICP:

Component:	Minimum Score Required:	Language:	State Test Administered in:	Date of Exam:
[] Oral Proficiency Interview : <i>**Supporting documentation is required from the applicant**</i>	Advanced or higher			
[] Federal Written Exam <i>**Supporting documentation is required from the applicant**</i>	Passing score based on federal program criteria			
[] NCSC (Consortium) English Written Exam <i>**Supporting documentation is required from the applicant**</i>	80%			
[] NCSC (Consortium) Oral Interpreting Exam – Sight Translation Component	Combined score of 70% with neither section below 65%			
[] NCSC (Consortium) Oral Interpreting Exam – Consecutive Interpretation Component	70%			
[] NCSC (Consortium) Oral Interpreting Exam – Simultaneous Interpretation Component	70%			

I swear or affirm that the answers and statements on this application are complete, true and correct to the best of my knowledge. I understand the AOC will contact the state/entity indicated above to verify eligibility for the transfer of credential components.

Type Name Here

Today's Date (MM/DD/YYYY)

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