

Arizona Court Interpreter Credentialing Program

Online Classes Registration Request

Instructions: Please complete all the fields and return to the Arizona Court Interpreter Credentialing Program (ACICP).

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 Affirmation: Please confirm that you have completed the following requirements in order to register for the online class(es).

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

Online Class Selection: Please select the class(es) for which you would like to register. After payment is received, you will be provided a login ID and password to complete your selected class(es) online. For more information on the online classes, visit the [Online Ethics and Courts Overview Classes](#) page.

ACICP ETHICS CLASS

NOTE: All candidates must take this class.

ACICP COURTS OVERVIEW CLASS

****OR****

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 affirm that the above answers are true and correct.

Type Name Here

Today's Date (MM/DD/YYYY)

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 prior to completing the online class(es). 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.)

Candidate Name: _____

Online Class Fees:

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

Ethics Class:

In-State: \$55.00
Out of State: \$100.00

Courts Overview Class:

In-State: \$55.00
Out of State: \$100.00

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. Once payment is made, your registration will be finalized and you will receive an email with a login ID and password that you will use to complete the class(es). 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: 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