

ENGLISH WRITTEN EXAM AND ORAL PROFICIENCY INTERVIEW (OPI) Registration Form

Instructions: Please complete all the required fields and return it to the Arizona Court Interpreter Credentialing Program (ACICP) by the registration deadline indicated.

You should save this form to your computer (desktop, C: drive, etc.) prior to filling it out and sending 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 to register for the English Written Exam and/or Oral Proficiency Interview. For more information about the following prerequisites, visit the [Earning a Credential](#) page.

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

YES. I have completed the [ACICP online classes requirement](#).

- ✓ Parts 1, 2, and 3 of the *ACICP Court Interpreter Ethics* online course.
- ✓ *ACICP Court Interpreter's Introduction to the Arizona Court System* online course (or I was excused from this course as a court employee by my supervisor).

You may register for both the English Written Exam and Oral Proficiency Interview at the same time.

ENGLISH WRITTEN EXAM

Check the appropriate box:

This will be the first time I am taking the English Written Exam.

I am retaking the English Written Exam. *Additional information (state, date, etc.):* _____

ORAL PROFICIENCY INTERVIEW

Check the appropriate box:

This will be the first time I am taking the OPI.

I am retaking the OPI. *Additional information (state, date, etc.):* _____

Language: _____

Exam Selection: The location/date/time selections for the upcoming exam sessions are listed in the drop downs boxes below. **Please choose up to three (3) location/date/time selections below for each exam type.** 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 canceled, we will contact you with alternatives, including other open session options or possible placement on a waitlist. For more information about registration priority, the waitlist process, or cancellation of a scheduled testing session, please contact the ACICP at (602) 452-3333.

ACICP EXAM CALENDAR

JANUARY 2021

REGISTER BY: THURSDAY, DECEMBER 10, 2020

PAY BY: FRIDAY, DECEMBER 11, 2020

ENGLISH WRITTEN EXAM	ORAL PROFICIENCY INTERVIEW
The morning (AM) session begin at 9a The afternoon (PM) session begin at 1:30p	A session is a 1-hour block during regular business hours
1ST	1ST
2ND	2ND
3RD	3RD

JULY 2021

REGISTER BY: THURSDAY, JUNE 17, 2021

PAY BY: FRIDAY, JUNE 18, 2021

ENGLISH WRITTEN EXAM	ORAL PROFICIENCY INTERVIEW
The morning (AM) session begin at 9a The afternoon (PM) session begin at 1:30p	A session is a 1-hour block during regular business hours
1ST	1ST
2ND	2ND
3RD	3RD

The exam schedule is finalized about two (2) weeks after the payment deadline listed.

You will receive a specific time for your session(s) after the schedule is finalized.

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 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 for the _____.
(A separate form will be sent to you.)

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

ENGLISH WRITTEN EXAM	ORAL PROFICIENCY INTERVIEW
In-State: \$80.00 per attempt Out of State: \$125.00 per attempt	In-State: \$65.00 per attempt Out of State: \$100.00 per attempt

Payment Procedure Form Submission: *This form must be received by the registration deadline of your earliest preferred session selection.* 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 **within two business days**. You must submit payment prior to the payment deadline of your earliest preferred session. Once payment is made, your registration will be finalized and you will receive a final confirmation email no later than one week 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](#). 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