

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator

Certified Court Interpreter Program
CERTIFICATION OR REGISTRATION REQUEST PACKET

Revised 6/2022

All the following requirements apply to all persons requesting Foreign Language Certification or Registration from the State of Nevada:

- Complete the Orientation Workshop for Interpreters in the Nevada Courts
- Pass the NCSC Written Examination with a minimum score of 80%
- Pass the NCSC Oral Examination with a minimum score of 70% or
Pass the Oral Performance Interview (OPI) with a score of Advanced Mid* or
Pass the Federal Interpreter Certification Oral Examination
- Submit the Certification or Registration Request Packet, which includes:
 - 2 Fingerprint Cards
 - Child Support Form
 - Verification of 40 Hours of Courtroom Observation
 - Notarized Sworn Oath Form
 - Passport Photo
 - \$50 Administration Fee

Mail all completed documents to: *Court Interpreter Program*
Attn: Accounting Unit
201 S. Carson St. Suite: 250
Carson City, NV 89701

* Nevada Registered Court Interpreter – An interpreter for whom either no oral examination has been developed by the Council of Language Access Coordinators (CLAC) or no oral examination has been offered in his/her language.

Only the Administrative Office of the Courts can award the "Nevada Certified Court Interpreter" credential for use in Nevada. The use of the term "certified" in any other situation, is not "certification" as provided in the statutes for Court interpreters. (NRS 1.510)

"It is unlawful for a person to act as a certified court interpreter or advertise or put out any sign or card or other device which might indicate to the public that he is entitled to practice as a certified court interpreter without a certificate as an interpreter issued by the court administrator pursuant to NRS 1.510 and 1.520." (NRS 1.540)

If it is determined that you are not eligible for certification, deficiencies will be noted to you in writing. Requirements should be reviewed prior to applying.

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Certified Court Interpreter Program
NV COURT INTERPRETER CERTIFICATION OR REGISTRATION REQUEST

PERSONAL INFORMATION

Name: _____ SS#: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

Language(s): _____ Nevada Business License Number: _____

DOB: _____ Place of Birth: _____ Are you a United States Citizen?* Yes No

**If you are not a United States citizen, you must provide verification of being a lawful permanent resident of the United States or otherwise authorized to work.*

ROSTER INFORMATION

Phone Number: _____ E-mail: _____

Availability to work in rural jurisdictions: Yes No

PROFESSIONAL CONDUCT

IMPORTANT: All **Yes** responses to the following professional conduct questions require a complete explanation. Attach an additional sheet if necessary. **In accordance with AB 319 of the 2019 Legislative Session, a prospective court interpreter applicant may petition the State Court Administrator for a pre-application criminal background check prior to implementing or at any time during the process to become a credentialed interpreter. See fee schedule.**

Have you had, or do you currently have, a certification under review for suspension, revocation or other disciplinary action? Yes (please explain below) No

Have you ever been dismissed from any non-interpreting or interpreting position due to any immoral or unprofessional conduct, or unfitness for service? Yes (please explain below) No

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PROFESSIONAL CONDUCT CONT.

Have you ever been convicted of any violation of the law other than moving traffic violations? **Yes** **No**

*(You must answer **Yes** if you have any convictions, in any state, no matter how long ago, whether felony or misdemeanor, even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.)*

If **Yes**, please explain as accurately and completely as possible. Providing false or incomplete information may result in the rejection of your certified court interpreter certification request.

Have you ever been convicted, or do you currently have pending charges of a gross and/or simple misdemeanor:

- a) involving violence? **Yes** **No**
- b) requiring registration as a sex offender? **Yes** **No**
- c) involving moral turpitude? **Yes** **No**
- d) involving drugs and/or alcohol? **Yes** **No**

If **Yes**, please explain as accurately and completely as possible. Providing false or incomplete information may result in the rejection of your certified court interpreter certification request.

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Certified Court Interpreter Program
**OATH TO UPHOLD THE CODE OF PROFESSIONAL RESPONSIBILITIES FOR INTERPRETERS
IN THE NEVADA COURTS**

I, _____, do solemnly swear (or affirm) that I will use my best skill and judgment in all interpreting assignments and uphold the ethical standards in accordance with the oath set forth in NRS 50.054 and the Canons set forth in the Code of Professional Responsibility for Interpreters in the Nevada Courts, and will discharge my duties and obligations accordingly.

Signature of Applicant

Date

Must be signed in the presence of a judge, court clerk, or notary public. Falsification of this document may result in suspension/revocation of your Nevada Interpreter Certification.

Sworn before: _____
Name

Court: _____

NRS § 50.054 reads in part:

2. Before undertaking his duties, the interpreter shall swear or affirm that he will:
 - (a) To the best of his ability, translate accurately to the witness, in the language of the witness, questions and statements addressed to the witness;
 - (b) Make a true interpretation of the statements of the witness in an understandable manner; and
 - (c) Repeat the statements of the witness in the English language to the best of his ability.
3. While in the proper performance of his duties, an interpreter has the same rights and privileges as the witness, including the right to examine all relevant material, but is not entitled to waive or exercise any of those rights or privileges on behalf of the witness.
4. As used in this section, "interpreter" means a person who is readily able to communicate with a person who speaks a language other than English and does not know the English language, translate the proceedings for him and accurately repeat and translate the statements of the person in a language other than English to the court, magistrate or other person presiding.

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Certified Court Interpreter Program
APPLICATION AFFIDAVIT

I hereby certify that the answers and information provided herewith are true and correct to the best of my knowledge. _____
(Initial)

I authorize any person or custodian of records, including, without limitation, the Department of Motor Vehicles and Public Safety Records and Identification Services to release to the Supreme Court of Nevada, Administrative Office of the Courts any and all information that may be available concerning me. _____
(Initial)

I hereby release and discharge the Supreme Court of Nevada, Administrative Office of the Courts, its Justice(s), Department Head(s) or employee(s) as now or hereafter constituted and any other entity and/or individual authorized herein to provide information to the Supreme Court of Nevada, Administrative Office of the Courts, of and from all claims, demands, liability and damages in any way arising out of the release and use of information concerning me, the undersigned, on file with any of the said entities and/or individuals. _____
(Initial)

Signature of Applicant

Date

STATE OF NEVADA)
) ss.
COUNTY OF _____)

The undersigned, upon oath, deposes and states as follows: That (s)he is the person whose signature appears herein above on the instrument entitled "Application," that (s)he has read the same and is aware of the contents thereof; that the same is true and correct according to the best knowledge and belief of the undersigned; and that (s)he executed the same freely and voluntarily, and for the purpose of inducing the Supreme Court of Nevada, Administrative Office of the Courts to give favorable consideration to this application for Nevada Court Interpreters Certification.

Signature of Applicant

Print Name of Applicant

SUBSCRIBED and SWORN to before me this _____ of _____, _____

(Stamp)

Notary Public

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

Certified Court Interpreter Program
**INTERPRETER CERTIFICATION SUBJECT TO DENIAL OR RESTRICTION FOR
BACK CHILD SUPPORT**

Pursuant to Nevada Revised Statute §245.520, professional or occupational licenses, certificates or permits may be denied or restricted if the person holding the certification owes back child support. The Certification for Court Interpreters for persons who speak a language other than English, issued by the Nevada Administrative Office of the Courts is subject to this new requirement mandated by the Federal Government of all states, including Nevada.

Under the new procedure a District Attorney’s Office or the Nevada Welfare Division will send a written notice to the person who:

1. is past due in child support.
2. fails to provide health coverage for a child; or
3. fails to comply with a subpoena or warrant relating to a child support proceeding.

The notice will be sent by certified mail, restricted delivery, return receipt requested. The person has 30 days to satisfy the past due support or comply with an approved repayment plan, or provide health coverage, or comply with the subpoena or warrant. Or, the person may request a hearing challenging the finding that back child support is owed, has failed to provide health coverage, or is not complying with a subpoena or warrant in a child support proceeding.

If after a hearing is held the person is found to owe past child support, has failed to provide health coverage, or has refused to comply with a subpoena or warrant in a child support proceeding, the professional or occupational licensing agency will be notified by way of an “Order to Suspend.” Upon receipt of the “Order to Suspend,” the professional or occupational licensing agency must suspend or restrict the professional certification as determined in the hearing. The agency issuing the professional or occupational certification, certificate or permit shall reinstate the certification after receiving information from the District Attorney’s Office or Welfare Division that the person is in compliance with the child support requirements.

In addition, every Certification Request for a professional certification must include a statement regarding the applicant’s child support payment status. ***If the applicant fails to answer the questions or sign that portion of the Certification Request, the person’s Certification Request will not be processed.*** If the applicant has not complied with a support order or approved repayment plan, the applicant must contact the local District Attorney or the Welfare Division to arrange for payment of child support.

Please mark the appropriate response. Failure to mark one of the three will result in denial of the Certification Request.

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- I am subject to a court order for the support of one or more children and I am not in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Applicant

Date

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Certified Court Interpreter Program
EXAM RECIPROCITY

Subject to the discretion of the Administrative Office of the Courts, persons possessing out-of-state certifications may apply for consideration, under state reciprocity, to be certified in the State of Nevada under the following conditions. Reciprocity will be considered on a case-by-case basis.

Reciprocity for all out-of-state certified interpreters applies only to:

- Persons who have successfully passed all three parts of the oral skills exam developed by the Consortium for Language Access in the Courts (CLAC) with at least a 70% score.
- Persons with Federal Court Interpreter Certification.
- Persons with State Court Interpreter Certification from all states that are members of the CLAC (when test scores are verifiable through the CLAC).
- Certification that is current in the issuing state at the time of submitting a reciprocity request.
- The certificate held in the issuing state is NOT a temporary permit, emergency, alternative, conditional license, multiple subject credential, or partial completion of a NCSC examination.

Furthermore, applicant must meet the following requirements to be certified in the State of Nevada:

- Complete the Orientation Workshop for Prospective Interpreters in the Nevada Courts and passed the NCSC Written Examination with a minimum score of 80%
 - Provide verification of 40 hours of Nevada courtroom observation or work
 - Submit a Completed Nevada Certified Court Interpreter Program Certification or Registration Request Form
-

Please mark the appropriate response. Failure to mark one of the two will result in denial of the Certification Request.

- I have passed **all three parts** of the oral skills exam developed by the Consortium for Language Access in the Courts (CLAC) with at least a 70% score on the same day (and neither score on the sight translation is below 65%), and started and ended the certification process in the state of _____.

Enclosed is a certified copy of my examination results. Please verify and grant me exam reciprocity.

State Court Interpreter Certification ID #: _____ Date Issued: _____

- I am a Federal Certified Court Interpreter. Enclosed is a certified copy of my credentials. Please verify and grant me exam reciprocity.

Federal Court Interpreter Certification ID#: _____ Date Issued: _____

Signature of Applicant

Date

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Certified Court Interpreter Program
COURT ROOM OBSERVATION LOG

Courtroom Observation should be completed in person at the courtroom if possible. Court Staff (Marshal, Clerk, Bailiff etc.) may sign off on the hours you log.*

Date	Courthouse	Case Number	Defendant's Name	Time that Elapsed	Verifier's Name, Title and Phone Number*

* If only virtual hearings are being conducted then see the next page with an affidavit that you must sign and submit with this log