

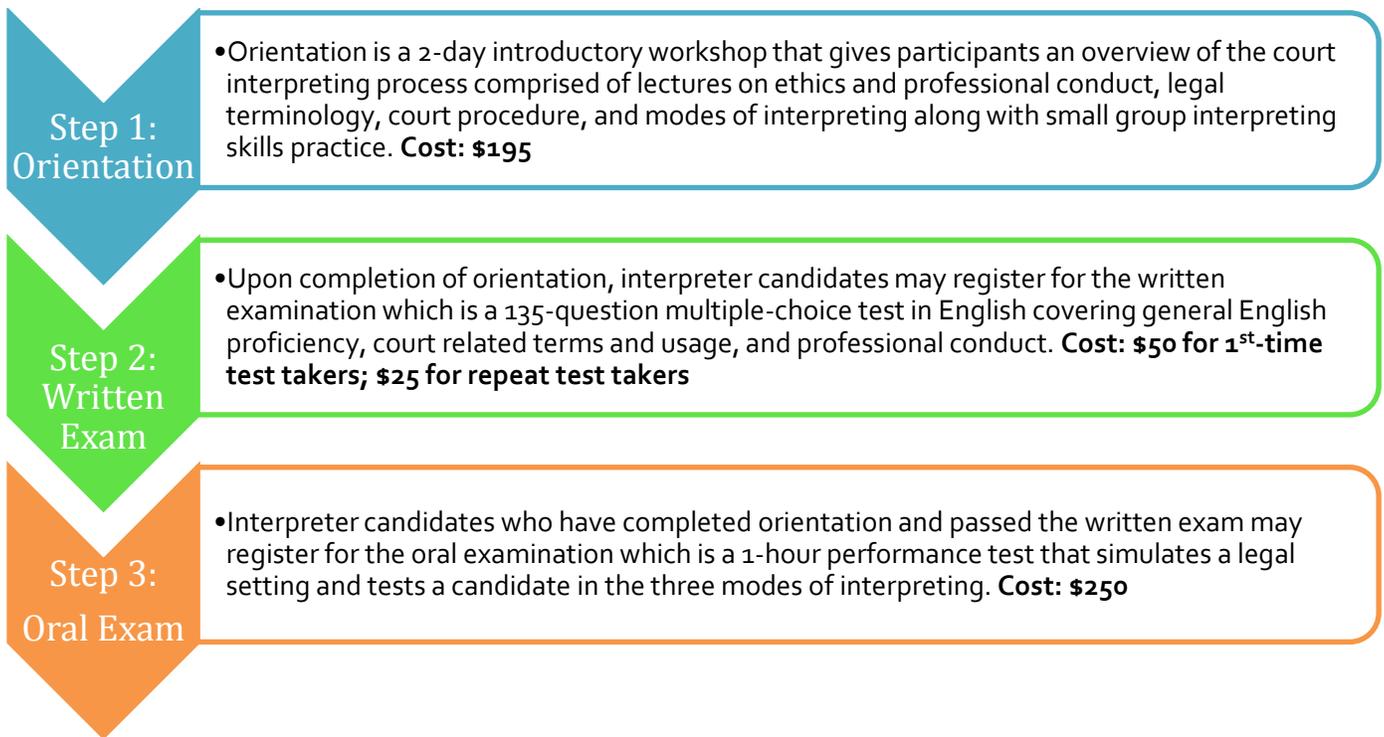


# Wisconsin Director of State Courts Court Interpreter Program (CIP) 2019 Training and Testing Schedule

The Wisconsin Director of State Courts Office is pleased to announce the 2019 Court Interpreter Program's (CIP) schedule for candidates interested in obtaining court interpreter certification. Our program is appropriate for all spoken and sign languages. **Interested individuals must be at least 18 years old to apply.** While no specific educational degree or court interpreting experience is required to participate in the program, legal interpreting is extremely challenging and requires a person to possess language proficiency equivalent to skills of an educated native speaker as well as the ability to interpret in the three modes of interpreting commonly used in court: simultaneous, consecutive, and sight translation.

Limited scholarships are available for interpreter candidates who speak certain non-Spanish spoken languages to defray the costs of orientation and testing. To determine if you qualify for a scholarship contact the CIP. American Sign Language (ASL) interpreters must hold either NIC or CI/CT from RID or BEI Advanced or Master in order to attend orientation and participate in testing.

**Mandatory Steps to Obtaining Certification as a Court Interpreter:** Certification is conferred once a candidate successfully completes the steps outlined below **in order** and meets all other program requirements.



**Orientation Dates, Locations, and Deadlines:** To view a sample orientation agenda and application visit this link <https://www.wicourts.gov/services/interpreter/orientation.htm>

Location	Orientation Dates	Application & Fee Deadline
Milwaukee*	Saturday, March 23- Sunday, March 24	Monday, March 11
Wisconsin Rapids	Saturday, June 1- Sunday, June 2	Monday, May 20
Madison	Saturday, September 14- Sunday, September 15	Tuesday, September 3

*\*Sign language interpreters will be available at the Milwaukee location.*

**Written Examination Dates, Locations, and Deadlines:** Candidates must register for the exam and submit payment by the appropriate deadline. For more details on the structure of the written exam visit this link <http://www.wicourts.gov/services/interpreter/written.htm>

Location	Written Exam Dates	Application & Fee Deadline
Milwaukee	Friday, April 19	Friday, April 12
Wisconsin Rapids	Friday, June 28	Friday, June 21
Madison	Friday, October 11	Friday, October 4

**Oral Examination Dates, Locations, and Deadlines:** Candidates must register for the exam and submit the fee by the appropriate deadlines. For a list of languages in which the oral exam is offered and more details on the structure of the test visit this link: <http://www.wicourts.gov/services/interpreter/oral.htm>

Location	Oral Exam Dates	Registration Deadline	Fee Deadline
Madison	Wednesday, February 20 & Thursday, February 21	Wednesday, January 16	Wednesday, January 30
	Monday, June 17 & Tuesday, June 18	Tuesday, May 14	Tuesday, May 28
	Thursday, November 14 & Friday, November 15	Thursday, October 10	Thursday, October 24

**Oral Proficiency Interviews (OPIs):** Candidates who interpret in a language where no oral exam exists may take an Oral Proficiency Interview (OPI) if available. Eligible individuals must still attend orientation and pass the written exam. OPIs are scheduled throughout the year through the CIP. The **cost is \$139**. For a list of languages in which OPIs are offered visit this link: <http://www.wicourts.gov/services/interpreter/opi.htm>

**Other Program Requirements:** Candidates must complete additional requirements as part of certification.

**Character and Fitness:** Candidates must meet a character and fitness requirement which includes completion of a criminal background check conducted on all participants by the CIP after orientation. Criminal histories are reviewed on an individual basis and are **not** an automatic bar to becoming certified. For information on the character and fitness requirement visit this link: <http://www.wicourts.gov/services/interpreter/other.htm>

**Court Observation:** At any point after orientation, individuals seeking certification must observe a minimum of 2 hours of circuit court proceedings and submit proof on Form CS-254.

**Oath of Office & Contact Information:** Candidates must submit a notarized oath of office form agreeing to abide by the Code of Ethics for Court Interpreters and provide current contact information to the CIP.

Sequence 1		
Date	Event	Location
March 23-24	Orientation	Milwaukee
April 19	Written Exam	Milwaukee
June 17 & 18	Oral Exam	Madison
Sequence 2		
Date	Event	Location
June 1-2	Orientation	Wis. Rapids
June 28	Written Exam	Wis. Rapids
November 14 & 15	Oral Exam	Madison
Sequence 3		
Date	Event	Location
September 14-15	Orientation	Madison
October 11	Written Exam	Madison
Feb. 26 & 27, 2020 (tent.)	Oral Exam	Madison

**Proposed Sequences:** The 2019 schedule is organized in cycles that allow candidates to complete each step in the certification process in the required order. Each sequence consists of orientation, written exam, and oral exam with time between each event for candidates to prepare for the tests. Candidates are not bound by the sequences and may attend any of the events when and where it's most convenient. Spanish language candidates are required to obtain certification within 2 years from the date they attend orientation while non-Spanish language candidates are required to obtain certification within 5 years from the date they attend orientation.

**Contact Information:** Detailed information regarding certification and the CIP can be found at <http://wicourts.gov/services/interpreter/index.htm>. For questions, contact the CIP Manager Carmel Capati at 608.266.8635 or [carmel.capati@wicourts.gov](mailto:carmel.capati@wicourts.gov). The CIP office is located at the Director of State Courts Office of Court Operations, 110 East Main Street, Suite #410, Madison, WI 53703.