



## **State Court Administrator Policies for the Oregon Judicial Department's Oregon Certified Court Interpreter Program**

**Effective January 1, 2012**

Court Interpreter Services  
Office of the State Court Administrator  
Oregon Judicial Department  
1163 State Street  
Salem, OR 97301-2563  
<http://courts.oregon.gov/cis>

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## POLICY DEFINITIONS AND TERMS:

Administrative Office of the United States Courts (AO)	The office which serves the federal judiciary in carrying out its constitutional mission to provide equal justice under the law. The AO administers the Federal Court Interpreting Examination (FCIE).
American Sign Language (ASL)	The language used by many deaf or hard-of-hearing persons. ASL interpreters transmit spoken English into ASL for deaf or hard-of-hearing persons and transmit ASL into spoken English for hearing persons.
American Sign Language (ASL) Oregon Certified Court Interpreter	The credential awarded by the Office of the State Court Administrator (OSCA) to an interpreter of ASL who achieves appropriate examination scores and fulfills other requirements established by the State Court Administrator according to ORS 45.291.
Cancelled Credential Status	The interpreter credential has been revoked.
Certification Reciprocity	Certification standard met by candidates who have passed the Federal Court Interpreting Examination (FCIE), have passed the Court Interpreting Oral Examination administered and rated in accordance with Oregon requirements, or are not Oregon residents and hold the RID SC:L. The candidates must also have met additional requirements.
Certified Interpreter	An abbreviated reference to an interpreter who holds the Oregon Certified Court Interpreter Credential.
Code of Professional Responsibility for Interpreters in the Oregon Courts	Established according to ORS 45.288(5), the code outlines the interpreter's role as an officer of the court and is binding on all interpreters who provide services in the courts or in adjudicatory proceedings before state agencies (as defined by ORS 183.310). Link to code: <a href="http://courts.oregon.gov/OJD/docs/OSCA/cpsd/InterpreterServices/CodeofProfResponsibility.pdf">http://courts.oregon.gov/OJD/docs/OSCA/cpsd/InterpreterServices/CodeofProfResponsibility.pdf</a>
Consortium for Language Access in the Courts (Consortium)	The membership program for court systems under the auspices of the National Center for State Courts, governed by representative committees and voting members. The Consortium is charged with developing court interpreter performance examinations and best practices for court interpreter programs, as well as providing trained examination raters.

Continuing Education	A specific activity offered after becoming certified or registered that enhances the individual's ability to perform services as an interpreter, is relevant to the work of the courts, and meets established criteria. It fulfills continuing professional development requirements under Canon 11 of the Code of Professional Responsibility for Interpreters in the Oregon Courts.
Continuing Education Units (CEUs)	Credits awarded for hours of participation in approved educational activities to meet the requirements of the Code of Professional Responsibility for Interpreters in the Oregon Courts and for credential renewal purposes.
Court Interpreter Services (CIS)	The unit of the Oregon Judicial Department that provides high-quality mandated linguistic access to the Oregon state courts through trained and ethical interpreters, education of the court community, and responsible resource management.
Court Interpreting Oral Examination	An oral examination designed by the Consortium for Language Access in the Courts to measure interpreting skills in the sight, consecutive, and simultaneous modes.
Criminal History Check	A search for criminal convictions through the Law Enforcement Data Systems (LEDS) including the National Criminal Information Center (NCIC) records.
Education	A specific activity that enhances the individual's knowledge, skills, and abilities and meets established criteria.
English Language Skills Proficiency Examination	A standardized test to assess functional English speaking ability in a work environment.
Ethics Examination	A multiple-choice examination testing the knowledge and application of the canons of the Code of Professional Responsibility for Interpreters in the Oregon Courts.
Ethics Orientation	Educational activity designed to provide precertification professional development in application of the Code of Professional Responsibility for Interpreters in the Oregon Courts.
Ethics-Specific Continuing Education	Educational activities related to appropriate court interpreter ethics or court interpreter protocol based on the Code of Professional Responsibility for Interpreters in the Oregon Courts.

Examination Reciprocity	Standard met by candidates who have achieved appropriate scores on the FCIE, the Court Interpreting Oral Examination, or the Registry of Interpreters for the Deaf SC:L examination. Examinations must be rated in accordance with Oregon requirements. There are additional Oregon certification reciprocity requirements beyond achieving an appropriate score on the examination(s).
Federal Court Interpreting Examination (FCIE)	The court interpreting examination administered by the Administrative Office of the United States Courts.
Fees	According to ORS 45.291(1)(b), the State Court Administrator may establish fees for application, examination, certification, and renewal of certification. The amounts are set by Chief Justice Order.
General Continuing Education	An educational activity that meets criteria demonstrating the development of interpreting knowledge, skills, and abilities. The educational activity must be on topics related to the criminal and civil justice system to meet credential renewal requirements.
Independent Study	A preapproved non-instructor-led, language-specific educational activity that meets criteria demonstrating the development of interpreting knowledge, skills, and abilities to meet credential renewal requirements.
Language-Specific Continuing Education	An educational activity which is presented in the language specific to the credential that meets criteria demonstrating the development of interpreting knowledge, skills, and abilities. The activity must also be presented on topics related to the criminal and civil justice system to meet credential renewal requirements.
LEDS	A repository of criminal records through the Law Enforcement Data Systems (LEDS) including the National Criminal Information Center (NCIC) records.
Master Level	A designation awarded to an Oregon Certified Court Interpreter for a spoken language who achieves appropriate scores and has fulfilled all the other certified court interpreter requirements. The master level is the highest designation of the certified credential.
Mentored Court Assignments	In-court interpreter quality assurance coaching and professional development coordinated by CIS covering the Code of Professional Responsibility for Interpreters in the Oregon Courts.
Office of the State Court Administrator (OSCA)	The central administrative support office of the Oregon Judicial Department and the state courts system under the direction of the Chief Justice and the State Court Administrator.

OJD	Oregon Judicial Department.
Oral Proficiency Interview (OPI)	A standardized procedure for the global assessment of functional speaking ability.
Oregon Certified Court Interpreter Credential	The credential awarded by the Office of the State Court Administrator (OSCA) to an interpreter of a spoken language or ASL who achieves appropriate examination scores and fulfills other requirements established by the State Court Administrator according to ORS 45.291.
Oregon Registered Court Interpreter Credential	The credential awarded by OSCA to an interpreter who achieves appropriate examination scores and fulfills other requirements established by the State Court Administrator according to ORS 45.291.
Orientation	Educational activity designed to provide precertification professional development on the Oregon judicial system and the Code of Professional Responsibility for Interpreters in the Oregon Courts.
Psychometrics	The branch of psychology that deals with the design, administration, and interpretation of quantitative tests for the measurement of psychological variables.
Reciprocity	The process by which an interpreter who is not an Oregon resident or who has not taken the Court Interpreting Oral Examination in Oregon is recognized and may apply for the Oregon Certified Court Interpreter Credential. Requirements extend beyond achieving a passing score on the corresponding examination.
Registered Interpreter	An abbreviated reference to an interpreter who holds the Oregon Registered Court Interpreter Credential.
Registry of Interpreters for the Deaf (RID)	A national membership organization and official list of professionals who provide sign-language interpreting and transliterating services. The organization assesses skills to establish and assign levels of interpreter certification for services for deaf and hard-of-hearing individuals.
Renewal Period	A cyclical three-year period in which an interpreter maintains an Oregon credential. The renewal date is three years from the date the oath is administered.
Specialist Certificate: Legal (SC:L)	An advanced certificate awarded by the Registry of Interpreters for the Deaf to ASL interpreters who demonstrate a specialized knowledge of legal settings and terminology through an examination.

Suspended Credential Status	The Oregon court interpreter credential has been discontinued for a specified period of time as a result of performance and ethics review, noncompliance with credential standards, or noncompliance with renewal requirements. An interpreter with a suspended credential will not appear on the OJD interpreter roster.
Testing Cycle	A 12-month period in which the Oregon interpreter credential examinations or interviews are administered.
Written Examination	A multiple-choice examination designed by the Consortium for Language Access in the Courts to measure general knowledge of the areas of court interpreting: English language, court-related terms and usage, and ethics and professional conduct.

## **POLICY:**

### **I. STATE STATUTORY POLICY**

Court interpreters act as neutral and impartial officers of the court who assist in ensuring that court proceedings and courthouse services are accessible to persons eligible to receive interpreting services according to ORS 45.273.

ORS 45.273 states: "It is declared to be the policy of this state to secure the constitutional rights and other rights of persons who are unable to readily understand or communicate in the English language because of a non-English-speaking cultural background or a disability, and who as a result cannot be fully protected in administrative and court proceedings unless qualified interpreters are available to provide assistance."

ORS 45.291 states that the State Court Administrator shall, subject to available funding, establish a program for the certification of court interpreters to aid in ensuring quality interpreting in court and enumerate the activities this responsibility covers.

According to ORS 45.275(9)(c), a "qualified interpreter" is: "a person who is readily able to communicate with the non-English-speaking person and who can orally transfer the meaning of statements to and from English and the language spoken by the non-English-speaking person. A qualified interpreter must be able to interpret in a manner that conserves the meaning, tone, level, style and register of the original statement, without additions or omissions. 'Qualified interpreter' does not include any person who is unable to interpret the dialect, slang or specialized vocabulary used by the party or witness."

An interpreter is qualified on the record pursuant to ORS 45.275(8):  
"A court, a hearing officer or the designee of a hearing officer shall require any person serving as an interpreter for the court or agency to state the person's name on the record and whether the person is certified under ORS 45.291. If the person is certified under ORS 45.291, the interpreter need not make the oath or affirmation required by ORS 40.325 or submit the interpreter's qualifications on the record. If the person is not certified under ORS 45.291, the interpreter must make the oath or affirmation required by ORS 40.325 and submit the interpreter's qualifications on the record."

The Oregon statutes relevant to court interpreting are found in ORS chapter 45.  
(<http://www.leg.state.or.us/ors/045.html>)

### **II. STATE COURT ADMINISTRATOR'S POLICIES**

The purpose of these policies is to implement the requirements established by the State Court Administrator according to ORS 45.291 and to provide interpreters, courts, and interested persons information about the following:

- Interpreter credentials and requirements.
- The Code of Professional Responsibility for Interpreters in the Oregon Courts.
- Credential standards and renewal requirements.

Only the State Court Administrator or designee can authorize exceptions to program policies. The State Court Administrator's decision to grant or deny an exception is final.

### **III. OREGON COURT INTERPRETER CREDENTIALS**

Pursuant to ORS 45.292, an interpreter may not assume or use the title or designation “certified court interpreter” or “court certified interpreter” or any other title, designation, words, letters, abbreviation, sign, or device tending to indicate that the interpreter is certified for the purposes of providing court interpreter services unless the interpreter has met the requirements listed below and has received the credential awarded by OSCA, is certified as an interpreter by the federal courts, or is certified as an interpreter by a Consortium for Language Access in the Courts (CLAC) member state. Court Interpreter Services (CIS) also uses the term registered court interpreter. Only OSCA can award the Oregon Certified Court Interpreter and the Oregon Registered Court Interpreter Credentials. Use of the phrase “certified court interpreter” or “registered court interpreter” is appropriate only when an interpreter has completed the requirements listed in this policy.

#### **A. Interpreter Credential Steps**

Steps to achieving an Oregon court interpreting credential (certified, certified via reciprocity, or registered) include a combination of the requirements below depending on the desired credential. Not all steps are required for all credentials.

- Criminal History Check
- Written Examination
- Orientation(s)
- Court Interpreting Oral Examination, Oral Proficiency Interview, or English Language Skills Proficiency Examination
- Court Interpreting Service, Court Observation, or OJD-Mentored Assignments
- Ethics Examination
- Application Process
- Taking the Interpreter’s Oath Administered by an Oregon state court judge

See information about each type of credential in the following sections or in the [Initial Requirements](#) section of this policy.

#### **B. Deadlines for Completion of Credential Steps**

An interpreter seeking a court interpreting credential in Oregon (certified, certified via reciprocity, or registered) is expected to meet the deadlines established by CIS. If an interpreter misses the deadline(s), the interpreter may have to wait for a subsequent year to proceed with the credential process.

#### **C. Application Process**

Applications are required from Oregon certified and registered credential candidates. If required, the appropriate fee is listed on the application (see [Applications](#)) and must be submitted to CIS with the completed application. The application must contain documentation of the appropriate types and number of interpreting service hours, observation hours, or hours of OJD-mentored assignments; the number and type of hours required for each Oregon interpreter credential varies.

The credential process includes a criminal history check using the Law Enforcement Data System (LEDS). The criminal history check will be arranged by CIS. Felony convictions may be an automatic bar to obtaining the certified or registered credential.

Misdemeanor convictions will be reviewed on a case-by-case basis and may be a bar to obtaining the certified or registered credential if the circumstances of the crime are directly related to the duties, responsibilities, and ethical standards of a certified or registered court interpreter. Administering the interpreter's oath will be arranged by CIS.

#### **D. Oregon Court Interpreter Credentials**

The Oregon Court Interpreter Credential will be awarded to an interpreter who completes the following requirements or who has met the requirements for certification via reciprocity in Section III.D.4. See also [initial requirements for Oregon credentials](#).

##### **1. Oregon Certified Court Interpreter Credential, Spoken Languages**

The Oregon Certified Court Interpreter Credential will be awarded to a spoken-language interpreter who fulfills the following credential steps:

- a. Passes a criminal history check.
- b. Achieves a passing score on the Written Examination.
- c. Attends the Orientation and the Ethics Orientation conducted by CIS.
- d. Achieves a passing score on the Court Interpreting Oral Examination.
- e. Achieves a passing score on the Ethics Examination.
- f. Completes and submits documentation of 20 hours of court interpreting services or court observation during the 12 months prior to application in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.
- g. Completes the application process.
- h. Takes the Interpreter's Oath administered by an Oregon state court judge.

##### **2. American Sign Language (ASL) Oregon Certified Court Interpreter Credential**

The American Sign Language Oregon Certified Court Interpreter Credential will be awarded to an interpreter who holds a valid Specialist Certificate: Legal (SC:L) from the Registry of Interpreters for the Deaf (RID), is an Oregon resident, and fulfills the following credential steps:

- a. Passes a criminal history check.
- b. Achieves a passing score on the Ethics Examination.
- c. Provides proof of Oregon residency for the previous 12 months.
- d. Completes and submits documentation of 20 hours of court interpreting services or court observation during the 12 months prior to application in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.
- e. Completes the application process.
- f. Attends an Ethics Orientation conducted by CIS.
- g. Takes the Interpreter's Oath administered by an Oregon state court judge.

Should the RID suspend or revoke an interpreter's SC:L certificate, the interpreter's Oregon certification status will be investigated and any action may be taken in accord with Section VII of this policy.

### 3. Master Level Designation, Oregon Certified Court Interpreter Credential

Master Level designation will be awarded to a spoken-language interpreter who fulfills the requirements of Section III.D.1 or has met the requirements for reciprocity in Section III.D.4 and also meets one of the following requirements:

- a. Achieves a passing [score](#) on the Federal Court Interpreting Examination (FCIE) offered by the Administrative Office of the United States Courts, or
- b. Achieves an appropriate [score](#) on each segment of the Court Interpreting Oral Examination.

### 4. Oregon Certified Court Interpreter Credential via Reciprocity

**Examination Reciprocity:** Oregon allows examination reciprocity for interpreters who have taken examinations in some other Consortium member states or who have taken the Federal Court Interpreting Examination. Oregon also allows examination reciprocity for RID ASL interpreters holding the Specialist Certificate: Legal (SC:L) who are not Oregon residents. Examination reciprocity is the first step leading towards certification reciprocity and is met by interpreters who have achieved an appropriate score on the

- a. Federal Court Interpreting Examination (FCIE),
- b. Court Interpreting Oral Examination, or
- c. RID Specialist Certificate: Legal Examination

and meet the following requirements:

- d. All segments of the examination must be passed in one sitting,
- e. The examination must be administered and rated in accordance with Oregon requirements,
- f. The minimum scores on each section must meet Oregon requirements, and
- g. The candidate must not have tested in another state for certification during the previous 12 months.

**Certification Reciprocity:** Each candidate who has met the requirements for examination reciprocity above must also meet the following requirements:

- h. Submit verification that the interpreter remains in good standing in the Consortium state, the Administrative Office of the United States Courts, or with the RID.
- i. Pass a criminal history check.
- j. Attend an Ethics Orientation conducted by CIS.
- k. Achieve a passing score on the Ethics Examination.
- l. Complete and submit documentation of at least 150 hours of court interpreting services during the 12 months prior to application in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.
- m. Complete the application process.
- n. Take the Interpreter's Oath administered by an Oregon state court judge.

See Section III.D.3 regarding achieving the Master Level designation in addition to achieving the Oregon Certified Court Interpreter Credential via reciprocity.

Registered credentials from other states are not recognized.

Interpreters who hold the Oregon Certified Court Interpreter Credential and who obtained the credential by reciprocity prior to the effective date of this policy shall not lose their credential unless the interpreter's certification becomes suspended or revoked according to Section VII of this policy.

Should the RID suspend or cancel an interpreter's SC:L certificate, the interpreter's Oregon certification status will be investigated and any action may be taken in accord with Section VII of this policy.

Should the Administrative Office of the United States Courts or the Consortium member state suspend or cancel an interpreter's certification credential, the interpreter's Oregon certification status will be investigated and any action may be taken in accord with Section VII of this policy.

## **5. Oregon Registered Court Interpreter Credential**

The Oregon Registered Court Interpreter credential will be awarded to a person who speaks a language other than Spanish and who

- a. Achieves appropriate passing [scores](#) on an Oral Proficiency Interview in the interpreter's language and an English Language Skills Proficiency Examination that reflects near-native language proficiency, or
- b. Achieves an appropriate [score](#) on each segment of the Court Interpreting Oral Examination.

The Oregon Registered Court Interpreter credential candidate must also fulfill the following credential steps:

- c. Pass a criminal history check.
- d. Complete five hours of mentored Oregon Judicial Department court interpreting assignments.
- e. Achieve a passing score on the Ethics Examination.
- f. Complete and submit documentation of ten hours of court interpreting services or court observation in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.
- g. Complete the application process.
- h. Take the Interpreter's Oath administered by an Oregon state court judge.

## **IV. TESTING LIMITATIONS**

### **A. Written Examination**

The Written Examination can only be taken once within a testing cycle. A passing examination score remains valid for three (3) years.

The Written Examination limitation applies to all interpreters who achieve appropriate scores on the examination after the effective date of this policy.

## **B. Oral Examinations and Interviews**

1. A person can sit for the following examinations or interviews once within a testing cycle:
  - a. The Court Interpreting Oral Examination,
  - b. An Oral Proficiency Interview (OPI) in a foreign language, or
  - c. An English Language Skills Proficiency Examination.
2. The candidate who has sat for any examinations or interviews listed above in the previous 12 months in another state may not apply.
3. A person who does not pass the examination or interview may retake the examination or interview a maximum of two times within the following two testing cycles (i.e., one time in each of the following 12 months).
4. A person who does not pass the applicable examination or the Oral Proficiency Interview within the following two testing cycles must restart the credential process in order to continue to seek to gain the credential.

## **C. Ethics Examination**

An interpreter may sit for the Ethics Examination more than once.

# **V. RENEWAL, OREGON COURT INTERPRETER CREDENTIALS**

## **A. All Credentials**

All court interpreters who hold an Oregon credential must meet the Continuing Education (CE) requirements established by CIS in order to remain certified or registered. Continuing education units (CEUs) may be applied only to the renewal period in which they were earned; educational activities must be completed and approved within a current renewal period. The renewal period is every three years and coincides with the interpreter's oath date. This renewal date calculation applies to all certified and registered interpreters who obtain their credential after the effective date of this policy.

Oregon certified or registered court interpreters must complete and submit a Renewal Application and all required documentation to CIS 45 days prior to the date of credential expiration. This application must include the following:

1. The credential renewal fee and application.
2. Documentation of the appropriate number of CEUs.
3. Information necessary to conduct a criminal history check.

See information for each type of credential renewal in the [Renewal Requirements for Oregon Credentials](#) section. See Section III.C regarding the criminal history check.

## **B. Oregon Certified Court Interpreter, Spoken Languages Renewal**

In addition to the renewal requirements in Section IV.A above, the certified interpreter must submit documentation of completion of the following:

1. 120 hours of interpreting services in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.
2. 25 total approved CEUs during the credential renewal period as follows:
  - a. 5 ethics-specific units
  - b. 10 general units
  - c. 10 language-specific units

Ethics or language-specific CEUs may be used to accrue the needed general CEUs.

The five ethics-specific CEU requirements and the exclusion of observation hours for renewal apply to all certified interpreters who begin a new renewal period after the effective date of this policy.

## **C. American Sign Language Oregon Certified Court Interpreter, Renewal**

In addition to the renewal requirements in Section IV.A above, the ASL Oregon Certified Court Interpreter must submit documentation of completion of the following:

1. Verification of a valid Registry of Interpreters for the Deaf Specialist Certificate: Legal (SC:L).
2. 120 hours of interpreting services in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.
3. Five ethics-specific CEUs during the renewal period.

## **D. Oregon Registered Court Interpreter, Spoken Languages, Renewal**

In addition to the renewal requirements in Section IV.A above, the registered interpreter must submit documentation of the completion of ten (10) total approved CEUs during the credential renewal period. At least five of the ten hours must be ethic-specific units.

# **VI. CONTINUING EDUCATION REQUIREMENTS**

## **A. Interpreter Responsibility:**

Interpreters are responsible to keep abreast of local, regional, and nationwide continuing education events in order to meet the requirements of the Code of Professional Responsibility for Interpreters in the Oregon Courts and credential renewal requirements.

## B. Continuing Education Approval:

1. CEUs will be awarded for educational activities that have been preapproved by CIS.
2. For all non-OJD-sponsored continuing education activities, the interpreter must submit educational activity information to CIS for approval at least 30 days prior to the beginning of the activity using the CIS application (See [Form](#)).
3. Sponsors wishing to present a continuing education program and seek OJD CEU credits must request approval at least 30 days prior to the beginning of the activity using the CIS application (See [Form](#)).

The criteria below will be used for purposes of determining if any activity, including those classified as independent study, constitutes education for the purpose of meeting the OJD continuing education requirements.

4. Continuing education activities must meet the following **three** criteria:
  - a. The subject matter is relevant to court interpreting, the work of the courts, or the judicial branch;
  - b. The education is at least 50 minutes in length; **and**
  - c. Anticipated learning outcomes are identified before the educational activity.
5. Continuing education activities must also meet **at least two** of the following five criteria:
  - a. The learning environment is educationally sound and conducive to learning the subject matter;
  - b. The participant receives or has access to all the reference tools and other materials and resources;
  - c. The participant has an opportunity to practice using or applying the new information or skill;
  - d. The participant has the opportunity to interact with knowledgeable faculty or other experts to pose questions or clarify understanding; or
  - e. An assessment tool or activity enables the participant to determine whether the skills, abilities, or knowledge gained through the education can be used in the future.
6. Independent Study

For purposes of granting CEUs, independent study activities refer to non-instructor-led educational activities that meet the above criteria. Independent study may be language specific for interpreters who, due to extenuating circumstances, are unable to participate in other continuing education events.

## C. Calculation of Continuing Education Units

1. Fifty (50) to 60 minutes of contact is worth one continuing education unit.
2. Teaching or leading any OJD-sponsored continuing education event will earn two CEUs per 50 to 60 minutes of contact.

3. Teaching in non-OJD-sponsored activities will be evaluated on a case-by-case basis upon request 30 days prior to the beginning of the activity using the CIS application (See [Form](#)).

## **VII. COMPLIANCE REVIEW**

ORS 45.291 provides that the State Court Administrator, subject to the availability of funding, shall establish grounds for renewal, suspension, or cancellation of credentials and a process for receiving comments and input on compliance with the Code of Professional Responsibility for Interpreters in the Oregon Courts. This policy sets out the process for handling comments dealing with noncompliance which may affect an interpreter's credential status. Noncompliance with the Code of Professional Responsibility for Interpreters in the Oregon Courts and other program policies may be reviewed or addressed by one or more of the following:

### **A. Noncompliance with Renewal Requirements**

1. The interpreter's credential will be suspended if the interpreter fails to comply with the credential renewal requirements.
2. The interpreter's credential will be cancelled if the interpreter fails to comply with the credential renewal requirements within six months of the expiration date.
3. If the interpreter's credential is cancelled due to noncompliance with renewal requirements, the interpreter will be required to restart the credential process should the interpreter seek to regain the credential.

### **B. Skills Retesting or Oral Proficiency Reassessment**

1. An interpreter credential will be cancelled if an interpreter retakes any Court Interpreting Oral Examination or Oral Proficiency Interview and does not achieve acceptable scores.
2. An interpreter credential will be cancelled if an interpreter is required to retake the Court Interpreting Oral Examination or an Oral Proficiency Interview for a psychometric measurement of the interpreter's skills and does not achieve acceptable scores.

Current Oregon certified or registered interpreters who retested prior to the effective date of this policy shall not lose their credential based on retesting records from years prior.

### **C. Credential Review, Suspension, or Cancellation**

Comments concerning a credentialed interpreter's compliance or noncompliance with the Code of Professional Responsibility for Interpreters in the Oregon Courts or other program policies may be submitted to CIS for review and possible action.

1. When CIS receives a complaint, CIS generally will notify the affected interpreter in writing.

2. The interpreter must schedule a meeting with a CIS management representative or provide a written response within 14 calendar days of the interpreter's receipt of the concerns. The purpose of the meeting or written response is to address the concerns.
3. Depending on the nature and severity of the findings and after review of all information and the interpreter's response, CIS may take one or more of the following steps:
  - a. Receive a plan with an implementation timeline from the interpreter to address the concerns and provide an opportunity for the interpreter to show compliance to the Code of Professional Responsibility for Interpreters in the Oregon Courts and other program policies.
  - b. Require the interpreter to retest for an updated psychometric measurement of the interpreter's skills.
  - c. Recommend suspension or cancellation of the interpreter's credential to the State Court Administrator.

The State Court Administrator or designee, having reviewed all information, will make a decision regarding renewal, suspension, or cancellation of the court interpreter's credential. According to ORS 45.291(k), an adversely affected interpreter who objects to the decision made by the Office of the State Court Administrator or designee may submit a written request for further review.

## **VIII. OREGON CERTIFIED AND REGISTERED COURT INTERPRETER ROSTER**

Court Interpreter Services compiles rosters of Oregon Certified and Registered Court Interpreters. These rosters are accessible to the public via the Court Interpreter Services' website. The rosters include the interpreter's name, contact information, and a listing of the language or languages the interpreter provides interpreting services for. Interpreters will be asked to submit a consent form to release contact information in the publicly distributed roster. The interpreter is responsible to keep the information correct and current.

Certified and registered interpreters may update their contact information by sending an email to: [Court.Interpreter.Program@ojd.state.or.us](mailto:Court.Interpreter.Program@ojd.state.or.us).

## **VIX. COURT INTERPRETER SERVICES CONTACT**

Certification and Training Program  
Court Interpreter Services  
Oregon Judicial Department  
1163 State Street  
Salem, OR 97301-2563  
ph: 503-731-3283  
fax: 503-961-7636  
email: [Court.Interpreter.Program@ojd.state.or.us](mailto:Court.Interpreter.Program@ojd.state.or.us)  
website: <http://courts.oregon.gov/cis>

## Chart of Appropriate Scores for Oregon Interpreter Credentials

<u>Type of Examination</u>	<u>Certified</u>	<u>Certified Master Level</u>	<u>Registered</u>
<u>Ethics Examination</u>	70% overall	70% overall	70% overall
<u>Written Examination</u>	80% overall	80% overall	Not applicable
<u>Court Interpreting Oral Examination</u>	70% overall, with at least 70% on simultaneous section, 70% on consecutive section, and a minimum of 65% on each part (2) of the sight translation sections, for an overall score of 70%	80% overall, with at least 80% on simultaneous section, 80% on consecutive section, and a minimum of 75% on each part (2) of the sight translation sections, for an overall score of 80%	May be used instead of the Oral Proficiency Interview and English Language Skills Proficiency Examination
<u>Federal Court Interpreting Examination</u>	80% overall	80% overall	Not applicable
<u>Oral Proficiency Interview (OPI) in a Foreign Language</u>	Not applicable	Not applicable	65% on Court Interpreting Oral Examination or <b>Superior</b> score on ACTFL or Score of 12 on ALTA
<u>English Language Skills Proficiency Examination</u>	Not applicable	Not applicable	Score of 49 on VET or Score of 5 on IELTS or Score of 17 on TOEFL or Score of 56 on TOEFL Total Range Examination or Score of 80% on the Written Examination

## Initial Requirements for Oregon Credentials

<u>Credential</u>	<u>Criminal History Check</u>	<u>Written Examination</u>	<u>Orientation Workshop</u>	<u>Examinations or Oral Proficiency Interview</u>	<u>Ethics Examination</u>	<u>Application &amp; Fee (if applicable)</u>	<u>Hours* of Court Observation or Interpreting Services</u>	<u>Other Requirement(s)</u>	<u>Ethics Orientation</u>	<u>Interpreter's Oath</u>
<u>Oregon Certified Court Interpreter, Spoken Languages</u>	X	X	X	Court Interpreting Oral Examination	X	X	20		X	X
<u>ASL Oregon Certified Court Interpreter</u>	X			RID SC:L	X	X	20	Oregon Residency	X	X
<u>Oregon Registered Court Interpreter</u>	X			English Language Skills Proficiency Examination and OPI- or -Court Interpreting Oral Examination	X	X	10	5 hours of mentored OJD assignments		X
<u>Reciprocity:</u> <u>Oregon Certified Court Interpreter</u>  or <u>ASL Oregon Certified Court Interpreter</u>	X			Court Interpreting Oral Examination rated in accordance with Oregon administration and rating standards  or  Passing Scores on FCIE  or  ASL: RID SC:L	X	X	150 hours of court interpreting service in previous 12 months;  Court observation will not be accepted		X	X

\* Court interpreting services or court observation hours in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.

## Renewal Requirements for Oregon Credentials

<u>Credential</u>	<u>Criminal History Check</u>	<u>Application and Fee</u>	<u>Hours* of Interpreting Services</u>	<u>Hours of Continuing Education Units</u>	<u>Other Requirement</u>
<u>Oregon Certified Court Interpreter, Spoken Languages</u>	X	X	120	25 total, with 5 ethics-specific 10 general 10 language-specific	
<u>ASL, Oregon Certified Court Interpreter</u>	X	X	120	5 ethics-specific	Must continue to hold RID SC:L
<u>Oregon Registered Court Interpreter</u>	X	X	N/A	10 total, with 5 ethics-specific 5 general or language-specific	

\* Court interpreting services in courts of record in Oregon or Consortium member states, federal courts of record, or where the interpreter is sworn in and the record can be presented into evidence.