



Court Programs and
Management Services Division
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Administrator

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STEPS TO BECOMING A COURT INTERPRETER IN THE NORTH CAROLINA COURT SYSTEM

Thank you for your interest in becoming a court interpreter. Below please find the information on becoming a NC registered interpreter and/or a state certified court interpreter in North Carolina. Placed in **BOLD** (Steps 1 – 4) are the prerequisites that **MUST** be met in order to become a registered and/or contracted court interpreter with the NC Administrative Office of the Courts. The remaining steps are the prerequisites for obtaining state court interpreter certification. Information regarding future training events is posted on our web site when a training class has been scheduled.

- 1) Submit a completed Application to be a Registered Court Interpreter found on-line at <http://www.nccourts.org/Forms/Documents/920.pdf>. A criminal background check will be run.**
- 2) Attend the NC Court Interpreter Orientation Training Session and pass the Written Screening Tests.** The registration application and information is posted on the www.nccourts.org website when an orientation session has been scheduled. This is a two and one-half day commitment. The registration cost of the course and screening tests is \$150. It is language neutral, so all languages are encouraged to attend.
- 3) Upon completing Step 2, your registration application will be approved by the Manager of the Interpreting Services. If you are a Spanish interpreter, your application will be sent to the Purchasing Services Division of AOC asking that a contract be extended to you as a court interpreter at Classification Level C.**
- 4) Upon receiving your signed and initialed contract back from you, your name and contact information will be placed on the AOC Spanish Foreign Language Registry available on-line for all courts and attorneys to access when the services of a Spanish court interpreter are needed. Requests for non-Spanish foreign language interpreters are submitted to AOC Interpreting Services and interpreter assignments are made on a case-by-case basis.**
- 5) Voluntary Certification: Upon completing steps 1 - 4, we encourage all candidates to seek state certification. You must attend a Skill Building Workshop approved by AOC to be eligible to sit for the oral NC Court Interpreter Certification Examination (NCCICE).
- 6) NC Court Interpreter Certification Examination: The examination is given in October. When provided, candidates must submit an application and testing fee (last year's fee was \$250), pass a criminal background check, identical to the one run in Step 1. Four letters of recommendation must be submitted, and each of the three sections of the NCCICE must be passed with a score of 70% or higher. Final approval of the candidate lies with AOC.

Please feel free to contact this office at 919-890-1213 or email at Brooke.A.Bogue@aac.nccourts.org with any questions.

Brooke A. Bogue, Manager
Interpreting Services Program

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