

Instructions for completing Michigan Court Interpreter Registration

Please print clearly.

THE REGISTRATION WILL BE RETURNED WITHOUT BEING PROCESSED, IF THE APPLICABLE FEE AND ANY REQUISITE DOCUMENTATION ARE NOT INCLUDED. INITIAL REGISTRATION FEE IS \$60.00. ANNUAL RENEWAL FEE IS \$30.00. PLEASE CHECK THE APPROPRIATE BOX ACCORDINGLY.

Part I – Applicant Information

1. Provide language(s) that you interpret, and check certified or qualified status.
2. Provide name as it is to be displayed on the Michigan court interpreter certificate, ID card and website roster.
3. Provide your mailing address; this information will be used by SCAO for internal purposes only.
4. Provide your primary and secondary contact telephone numbers.
5. E-mail addresses are collected and will be used for administrative purposes only.
6. Do you work for a company/firm? If yes, please provide the name of the company/firm for which you work.

Part II – Certification Requirements

1. Please check whether the National Center for State Courts (NCSC) or Federal Court Interpreter Certification Exam (FCICE) was given. The state in which the written English exam was administered and date passed. If exam passed in another state, you must provide documentation of score from that state.
2. Please check whether NCSC or FCICE oral exam taken. Provide the state in which the oral proficiency exam was administered, language, and date passed. If exam was passed in another state, you must provide documentation of score from that state. Check N/A, if you have not taken the oral exam.
3. Please check if you have used interpreting skills in the past twelve months.
4. Please check if you have been convicted of a felony or have any pending criminal charges. If yes, detail of charges must be provided.
5. Must provide complete and accurate information and sign the consent to authorize SCAO to conduct a criminal background investigation. The personal information provided is for internal use and only released to authorized individuals. The race and gender information is required to process the criminal background check and will be used exclusively for that purpose.

Part III – Continuing Education Activities (complete this section for renewal of registration only)

1. Must complete ten hours of continuing education each year. Examples of acceptable activities are listed. Provide title and date of activity, provider's name, and number of hours earned. Attach proof of attendance for each activity.

Part IV – Affirmation Statement and Signature

1. Document must be signed and dated. This affirms information provided, and authorizes SCAO to conduct a criminal background investigation.
2. Please make the check or money order payable to "State of Michigan" and mail to Sheryl Doud, SCAO, P.O. Box 30048, Lansing, MI 48909.

Michigan Court Interpreter Registration

Initial Registration \$60.00

Annual Renewal Registration \$30.00

Part I – Applicant Information

1.	Language _____ Language _____ Language _____	<input type="checkbox"/> Certified <input type="checkbox"/> Qualified <input type="checkbox"/> Certified <input type="checkbox"/> Qualified <input type="checkbox"/> Certified <input type="checkbox"/> Qualified	
2.	First Name	Middle Initial	Last Name
3.	Address		Apartment/Unit #
	City	State	Zip
4.	Primary Contact Number	Secondary Contact Number	
5.	E-mail Address		
6.	Do you work for a company/firm? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, name of company/firm.		

Part II – Certification Requirements

1.	Written English Exam		
	<input type="checkbox"/> NCSC exam <input type="checkbox"/> FCICE exam		
	Date Passed (mm/yyyy)	State	
2.	Oral Proficiency Exam		
	<input type="checkbox"/> NCSC exam <input type="checkbox"/> FCICE exam <input type="checkbox"/> N/A		
	Date Passed (mm/yyyy)	Language	State
	Date Passed (mm/yyyy)	Language	State
	Date Passed (mm/yyyy)	Language	State

3.	Interpreting Experience	
	Applicant has used interpreting skills in the past 12 months. <input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	Criminal Background	
	In the last two years, have you been convicted of a felony or have any pending criminal charges? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please provide date, location and a brief explanation of conviction or pending charge.	
5.	Identifying Information for Criminal Background Investigation (The following information is considered confidential and is exempt from public records.)	
	Full Name (and any alias)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Date of Birth	Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other

Part III – Continuing Education (Complete this section for renewal of registration only)

1.	Ten hours of approved continuing education must be completed each year. Please attach proof of attendance.	
	Required activity: <ul style="list-style-type: none"> • An interpreter orientation class (mandatory for all interpreters) Examples of other approved activities: <ul style="list-style-type: none"> • Language specific classes • Court interpreter workshop (MiTiN, ATA, etc.) • Interpreter skill building 	
	Activity (Title)	Date
	Provider	Number of Hours
	Activity (Title)	Date
	Provider	Number of Hours

Activity (Title)	Date
Provider	Number of Hours
Activity (Title)	Date
Provider	Number of Hours
Activity (Title)	Date
Provider	Number of Hours
Total Hours	

Part IV – Affirmation Statement, Consent and Signature

1.	<p>I, _____, affirm that the information provided is true and correct to the best of my knowledge.</p> <p>I hereby authorize the Michigan State Court Administrative Office to conduct a criminal background check. I understand that all identifying information for this purpose will be kept confidential and released only to the authorized individuals.</p> <p>I understand that to maintain the interpreter certification credential, the court interpreter shall:</p> <ul style="list-style-type: none"> • Uphold the “Code of Professional Conduct for Foreign Language Court Interpreters in Michigan Courts”; • Obtain 10 continuing education hours each renewal period; • Maintain a clear criminal record, and shall inform the board of any pending criminal charges; and • Maintain all applicable court interpreter certification requirements according to SCAO. <p>I understand any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify me from or may be grounds for loss of certification.</p>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Signature</td> <td>Date</td> </tr> </table>	Signature	Date
Signature	Date		