#### Supreme Court of Nevada ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS State Court Administrator



JOHN MCCORMICK Assistant Court Administrator

## Nevada Certified Court Interpreter Program

### **COURT INTERPRETER STATUS RENEWAL REQUEST**

For a full explanation of requirements please review the <u>State Court Administrators Guidelines</u> for the Nevada Certified Court Interpreter Program. Failure to provide all required documentation or answer questions may result in a delay in your renewal or denial of status.

Checklist		
<ul> <li>Documentation of 26 continuing education units</li> <li>Proof of 120 hours of interpreting in a legal setting</li> </ul>	<ul> <li>Admin Fee of \$50</li> <li>Make Check or money Order payable to:</li> <li>Administrative Office of the Courts (AOC)</li> </ul>	
□ 2 FD-258 fingerprint cards	□ I want to pay via debit or with credit card	
□ <u>Passport</u> photograph (updated photo required).	The program will reach out for payment once documents are received	

Renewal Information	NEVADA BUSINESS LICENSE
Name :	All applicants MUST complete this section. The AOC may deny a credential
Email :	renewal if the State Controller notifies the AOC that the interpreter owes a
Phone :	debt to the State and refuses to make payment arrangements.
Mailing	□ I have a NV business license number
Address :	assigned by the Secretary of State upon compliance with the provisions of NRS Chapter 76. My NV business license
NV ID # :	number is:
Available for Virtual/Remote Interpreting Only	I do NOT have a NV business license number.

#### Mail completed documents to:

Court Interpreter Program Attn: Accounting Unit 201 S. Carson St. Suite: 250 Carson City, NV 89701

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#### PROFESSIONAL CONDUCT

All "Yes" responses require a complete explanation. Attach an additional sheet if necessary. Providing false or incomplete information may result in the rejection of your court interpreter credential request.

1. Have you had, or do you currently have, a credential under review for suspension, revocation, or other disciplinary action?

□ No □ Yes (if yes, please explain below)

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

3. Have you ever been convicted of any violation of the law other than moving traffic violations? 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, whether you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.
No So Yes (if yes, please explain below)

- 4. Have you ever been convicted, or do you currently have pending charges of a gross and/or simple misdemeanor:
  - □ No □ Yes involving violence/domestic violence?
  - □ No □ Yes requiring registration as a sex offender?
  - □ No □ Yes involving theft, fraud, or dishonesty?
  - □ No □ Yes involving drugs and/or alcohol?

(if yes to any of the above, please explain below)

# INTERPRETER CERTIFICATION SUBJECT TO DENIAL OR RESTRICTION FOR BACK CHILD SUPPORT

Please mark the appropriate response. Failure to mark one of the three will result in denial of the Certification Request. Pursuant to Nevada Revised Statute <u>§425.520</u>, 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.

**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 currently in compliance with the order or 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
- 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

## 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 <u>§50.054</u> 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
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Date

#### **APPLICATION AFFIDAVIT**

InitialsI hereby certify that the answers and information provided herewith are true and correct to the best<br/>of my knowledge.InitialsI authorize any person or custodian of records, including, without limitation, the Department of<br/>Motor Vehicles and Public Safety Records and Identification Services to release to the Supreme<br/>Court of Nevada, Administrative Office of the Courts all information that may be available<br/>concerning me.InitialsI hereby release and discharge the Supreme Court of Nevada, Administrative Office of the Courts,<br/>its Justice(s), Department Head(s) or employee(s) as now or hereafter constituted and any other<br/>entity and/or individual authorized herein to provide information to the Supreme Court of Nevada,<br/>Administrative Office of the Courts, of and from all claims, demands, liability and damages in any<br/>way arising out of the release and use of information concerning me, the undersigned, on file with<br/>any of the said entities and/or individuals.

# This page 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.

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 they 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.

SUBSCRIBED and SWORN to before me this \_\_\_\_\_\_ of \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

STATE OF	)	
	) ss.	Judge, Court Clerk, or Notary Public Signature
COUNTY OF	)	(Stamp)