

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS  
Director and State Court  
Administrator



JOHN MCCORMICK  
Assistant Court Administrator

Certified Court Interpreters Program

**Conditionally Approval Designation Interpreter Application**

**Fee: \$50.00**

Please utilize this checklist when preparing your CERTIFICATION REQUEST packet for submission to our office.

**Have you included your:**

- Completed Application Request, signed and notarized?
- Child Support Information?
- Verification of 40 hours of Nevada courtroom observation or equivalent work experience?
- Criminal history background check information (2 fingerprint cards)?
- Check/Money Order -\$50 fee?
- Passport sized photograph?

**Basic Requirements**

**All the following requirements apply to all persons requesting Foreign Language Certification from the State of Nevada:**

- Complete the Orientation Workshop for Interpreters in the Nevada Courts and pass the Nevada Certified Court Interpreter Written Test offered by the Administrative Office of the Courts (AOC), and
- Provide verification of courtroom observation or work; and
- Have taken the Nevada Certified Court Interpreter Oral Examination offered by the Administrative Office of the Courts (AOC); and
- Submit a Nevada Conditionally Approved Designation Interpreter Application, which includes a criminal history check.

**If it is determined that you are not eligible for certification, deficiencies will be noted to you in writing. Requirements should be reviewed prior to applying.**

Please read all of the enclosed materials carefully before filling out and submitting the Application Request.

**APPROPRIATE USE OF THE TERM "CERTIFICATION"**

Only the Administrative Office of the Courts can award the "Nevada Certified Court Interpreter" credential for use in Nevada. The use of the term "certified" in any other situation, is not "certification" as provided in the statutes for Court interpreters. (NRS 1.510)

"It is unlawful for a person to act as a certified court interpreter or advertise or put out any sign or card or other device which might indicate to the public that he is entitled to practice as a certified court interpreter without a certificate as an interpreter issued by the court administrator pursuant to NRS 1.510 and 1.520." (NRS 1.540)

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**CHILD SUPPORT INFORMATION**

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 §245.520, 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.

- 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 am in compliance with the order or am 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; or
- 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: \_\_\_\_\_

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**CONDITIONALLY APPROVED DESIGNATION**  
**CERTIFICATION APPLICATION**

**1. PERSONAL INFORMATION**

Name: \_\_\_\_\_

SS#: \_\_\_\_\_ Contact Numbers: \_\_\_\_\_ or \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ DOB: \_\_\_\_\_

Email: \_\_\_\_\_

Are you available to work in rural areas of Nevada?  Yes  No

Are you a United States Citizen?  Yes  No Place of Birth: \_\_\_\_\_

✓ *If you are not a United States citizen, you must provide verification of being a lawful permanent resident of the United States or otherwise authorized to work.*

**2. EDUCATION/TRAINING HISTORY**

Please list your education/professional training. List your present or more recent attended institution first. List only semester hours. (If the institution was on the quarter system, please convert to semester hours. One (1) quarter hour converts to 2/3-semester hour.)

From	To	Academic Institution (High School/College)	Location (City/State)	Semester Hours	Major	Degree

Workshop Dates: \_\_\_\_\_ City: \_\_\_\_\_

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**IMPORTANT:** All **Yes** responses to the following professional conduct questions require a complete explanation. Attach an additional sheet if necessary.

3. Have you had, or do you currently have, a certification under review for suspension, revocation or other disciplinary action?  Yes  No

If **Yes**, please explain:

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4. Have you ever been dismissed from any non-interpreting or interpreting position due to any immoral or unprofessional conduct, or unfitness for service?  Yes  No

If **Yes**, please explain:

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5. Have you ever been convicted of any violation of the law other than moving traffic violations?  
 Yes  No

(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, you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.)

If **Yes**, please explain as accurately and completely as possible. Providing false or incomplete information may result in the rejection of your certified court interpreter certification request.

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6. Have you ever been convicted, or do you currently have pending charges of a gross and/or simple misdemeanor:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a) involving violence?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) requiring registration as a sex offender? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) involving moral turpitude?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) involving drugs and/or alcohol?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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**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 50.054 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

\_\_\_\_\_  
Date

**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.**

Sworn before: \_\_\_\_\_  
Name

Court: \_\_\_\_\_

NRS § 50.054 reads in part:

2. Before undertaking his duties, the interpreter shall swear or affirm that he will:
  - (a) To the best of his ability, translate accurately to the witness, in the language of the witness, questions and statements addressed to the witness;
  - (b) Make a true interpretation of the statements of the witness in an understandable manner; and
  - (c) Repeat the statements of the witness in the English language to the best of his ability.
3. While in the proper performance of his duties, an interpreter has the same rights and privileges as the witness, including the right to examine all relevant material, but is not entitled to waive or exercise any of those rights or privileges on behalf of the witness.
4. As used in this section, "interpreter" means a person who is readily able to communicate with a person who speaks a language other than English and does not know the English language, translate the proceedings for him and accurately repeat and translate the statements of the person in a language other than English to the court, magistrate or other person presiding.



