KATHERINE STOCKS State Court Administrator



JOHN McCormick Assistant Court Administrator

Nevada Certified Court Interpreter Program

CONDITIONALLY APPROVED STATUS REQUEST

For a full explanation of requirements please review the State Court Administrators Guidelines 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

☐ Admin Fee of \$50

☐ Orientation	Certificate	☐ Admin Fee of \$50			
☐ 2 FD-258 fi	ngerprint cards	Make Check or money Order payable to:			
☐ Proof of Wi	ritten and Oral Exam Scores	Administrative Office of the Courts (AOC)			
☐ Proof of 40	hours of court room observation	☐ I want to pay via debit or credit card			
☐ <u>Passport</u> ph	notograph	The program will reach out for payment once documents are received			
	Information		NEVADA BUSINESS LICENSE		
Legal Name:					
Email:	Email :		All applicants MUST complete this section. The AOC may deny a credential renewal if the State Controller notifies the AOC that		
Phone : Mailing Address :					
			the interpreter owes a debt to the State and refuses to make payment arrangements.		
DOB:			· ·		
SSN #:			□ I have a NV business license number assigned by the Secretary of State upon		
Roster Information			compliance with the provisions of NRS		
Name :			Chapter 76. My NV business license		
Email:			number is:		
Phone: □ Virtual Remote Interpreting Only			☐ I do NOT have a Nevada business license		
		number.			

Mail completed documents to:

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

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)
2.	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 □ Yes (if yes, please explain below)
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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)
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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 NRS §425.520, 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.

	e mark the appropriate response. Failure to mar cation Request.	rk one of the three will result in denial of the		
	I am not subject to a court order for the suppo	ort of a child.		
	I am subject to a court order for the support of compliance with the order or in compliance wi other public agency enforcing the order for the order	ith a plan approved by the District Attorney o		
	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

	Signature		Date	
	<u>AP</u>	PLICATION AFFIDA	<u>WIT</u>	
Initials	I hereby certify that the answers of my knowledge.	and information prov	ovided herewith are true and correct to the	oest
Initials	I authorize any person or custodian of records, including, without limitation, the Department of Motor Vehicles and Public Safety Records and Identification Services to release to the Supreme Court of Nevada, Administrative Office of the Courts all information that may be available concerning me.			
Initials	its Justice(s), Department Head entity and/or individual authoriz Administrative Office of the Cou	(s) or employee(s) as zed herein to provide urts, of and from all on and use of information	of Nevada, Administrative Office of the Country of the Country of the Country of the Supreme Court of New Claims, demands, liability and damages in a concerning me, the undersigned, on file to the Country of the Coun	thei ada any
nerein above hereof; that hey execute Administrati	e on the instrument entitled "Applet the same is true and correct acco ed the same freely and voluntaril	lication," that (s)he hording to the best knowy, and for the purpo	t (s)he is the person whose signature app has read the same and is aware of the conto bwledge and belief of the undersigned; and ose of inducing the Supreme Court of Neveration to this application for Nevada Co	ents that ada
	Signature		Date	
	ust be signed in the presence of a	• •	or notary public. Falsification of this docum Certification.	
may result in	n suspension/revocation of your	-		nen
may result in	n suspension/revocation of your of and SWORN to before me this	-		nen ⁻
may result in		-		ien [.]

COURT ROOM OBSERVATION LOG

Courtroom Observation should be completed in person at the courtroom if possible*. Court Staff {Marshal, Clerk, Bailiff etc.) may sign off on the hours you log.

Date:	Courthouse:	Time that Elapsed:	Case Number:	Verifier's Name and Title :

AFFIDAVIT OF COURT OBSERVATION

I		a candidate working	towards certification as o
creacinated court interpreter i	The State of Nevada.		
I have conducted the hours of c	·		_
hereto to comply with the hours of court observation required for credentialing as specified in the Sto Court Administrator Guidelines for the Nevada Credentialed Court Interpreter Program.			
I hereby swear or affirm that t	he list of court observatio	n hours attached her	eto is true and complete.
Signa	ature]	Date