Administrative Office of the Courts

Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219
Phone: (615) 741-2687
Fax: (615) 741-6285

TENNESSEE STATE COURT INTERPRETER WRITTEN EXAM ADMINISTRATION

The Tennessee State Court Interpreter Credentialing Program is pleased to announce that you now have a choice as to which day you would prefer to take the written examination required for credentialing as a court interpreter by Tennessee Supreme Court Rule 42 ("Rule 42"). The exam will be offered on two different days – February 17, 2011 and Friday, February 18, 2011. **Only those candidates who have taken an approved Ethics & Skill Building Workshop on record with the AOC are eligible to sit for the written examination. If you have previously taken the examination, six (6) months must have elapsed between your previous testing session.** If you have any questions regarding your eligibility to take the exam, please contact Mary Rose Zingale at (615) 741-2687.

******Note: NEW LOCATION******

Tennessee Supreme Court Building
401 7th Avenue North
Nashville, TN 37219

Registration and Exam: Registration starts promptly at 12:45 pm (Everyone must be present at or before 12:45 pm.) The exam will begin promptly at 1:00 pm. You will have two hours and fifteen minutes to complete the exam.

*** PLEASE NOTE**: Each session will be filled on a first come, first served basis. If space limitations develop, Tennessee residents will be given priority.

INSTRUCTIONS

1. Fill out the enclosed application form.
2. **Mail registration form to: Attn: Mary Rose Zingale, Administrative Office of the Courts, Nashville City Center, Suite 600; 511 Union Street, Nashville, TN 37219.** Please note there is no online registration. (Registration forms must arrive at the AOC no later than 4:30 pm on February 10, 2011.)
3. If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Mary Rose Zingale at (615) 741-2687.

THE COURT INTERPRETER WRITTEN EXAM

What to expect at the written exam:

Please visit www.tncourts.gov to view the written examination manual for information regarding the structure and content of the written examination. Once on the main AOC webpage, click on "Programs and Services" and then on "Court Interpreters." Once on the court interpreter page, you will be able to access the "Written Examination Manual" link.

What YOU MUST BRING to the testing session:

- Letter of admission
- Positive photo identification – This must be either a United States government-issued driver's license or passport. If you do not possess either of these, contact Mary Rose Zingale at (615) 741-2687 PRIOR TO THE REGISTRATION DEADLINE.
- Two (2) pencils

You will not have access to any of your personal belongings during the exam. If you will be in need of medication during the exam, please make arrangements with the proctor ahead of time or make a note on your application form.

Please note that your examination scores, as well as all other information in the Court Interpreter Credentialing Program's records, are considered public records under state law and are subject to disclosure upon the request of a member of the public.

The AOC will send you a letter of admission confirming your scheduled testing session.

Administrative Office of the Courts

Tennessee State Court Interpreter Credentialing Program

Application for February 2011 Written Examination

DEADLINE: February 10, 2011

PLEASE CIRCLE YOUR PREFERRED TEST DATE – CIRCLE ONLY ONE:

Thursday, February 17th OR Friday, February 18th

(Applications will be processed on a 1st come, 1st served basis. If space limitations develop, TN residents will be given priority.)

Applicant's Full Name			
_____ Last	_____ First	_____ Middle Initial	_____ Suffix (Jr, Sr, etc)
Date and Location of Ethics Workshop			
Applicant's Address			
City	**State**	**Zip Code**	
Telephone (_____)_____ **Home**	(_____)_____ **Cell**	(_____)_____ **Work**	
Email Address:			

Have you previously taken the written examination? _____**YES**_____**NO** If yes, when and where did you take the examination? (include all previous testing exams whether in Tennessee or in another state):

_____

PLEASE CHECK THE FOLLOWING , IF APPLICABLE

_____In compliance with the Americans with Disabilities Act, please let us know if you require any modifications due to a qualified disability:

_____

_____

Language(s) for which you interpret: **Please Circle**

ARABIC CANTONESE HAITIAN CREOLE HMONG KOREAN LAOTIAN MANDARIN POLISH

RUSSIAN SPANISH VIETNAMESE SOMALI PORTUGUESE POLISH FRENCH

OTHER_____

If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Mary Rose Zingale at (615) 741-2687.

Please send this completed form to:

Attn: Mary Rose Zingale
Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219

COURT INTERPRETER TESTING

Driving Directions & Parking Information

Tennessee Supreme Court Building
401 7th Avenue North
Nashville, TN 37219

THE AOC DOES NOT VALIDATE PARKING. PARKING EXPENSES ARE THE RESPONSIBILITY OF THE CANDIDATE.

The Supreme Court Building is at the corner of Charlotte and 7th Avenue in downtown Nashville To reach the Supreme Court Building from I-40, take either the downtown Charlotte Avenue or Church Street exit and drive toward downtown Nashville.

PARKING

Parking **may** be available in the Nashville City Center Parking Garage. In the event that parking is not available in the Nashville City Center Parking Garage, you will need to seek alternate parking. The Nashville Public Library and McKendree United Methodist Parking Garages are located on 6th Street, approximately two blocks from the Supreme Court Building. A number of Central Parking lots are also located throughout downtown.

To get to the City Center Parking Garage:

FROM THE CHARLOTTE AVENUE I-40 Exit: Drive down Charlotte Avenue toward downtown until you come to 4th Avenue. Turn right on 4th Avenue, go 2 blocks and then turn right on Union Street. The garage entrance for the Nashville City Center is on Union Street on the left between 5th Avenue and 6th Avenue. Pull into the garage and park. Take the elevator to the lobby. Take the elevator to the lobby. Come out of the building and proceed up 6th street to Charlotte Avenue. Turn left onto Charlotte Avenue and the Supreme Court Building will be on your right at the corner of 7th and Charlotte.

FROM THE CHURCH STREET I-40 EXIT: Drive down Church Street toward downtown until you come to 5th Avenue. Turn left on 5th Avenue, go 1 block and then turn left onto Union Street. The garage entrance for the Nashville City Center is on Union Street on the left between 5th Avenue and 6th Avenue. Pull into the garage and park. Take the elevator to the lobby. Come out of the building and proceed up 6th street to Charlotte Avenue. Turn left onto Charlotte Avenue and the Supreme Court Building will be on your right at the corner of 7th and Charlotte.

To go directly from the Interstates to the Supreme Court Building:

FROM THE CHARLOTTE AVENUE I-40 EXIT: Drive down Charlotte Avenue toward downtown until you come to 7th Avenue. The Supreme Court building is on the corner of 7th Avenue and Charlotte.

FROM THE CHURCH STREET I-40 EXIT: Drive down Church Street toward downtown until you come to 5th Avenue. Turn left on 5th Avenue and go straight until Charlotte. Turn left onto Charlotte and the Supreme Court building is on the corner of 7th Avenue and Charlotte.