



## TENNESSEE COURT INTERPRETER CREDENTIALING PROGRAM Certification by Reciprocity Requirements

Persons possessing out-of-state court interpreter credentials or federal court interpreter credentials may apply for state reciprocity with the Administrative Office of the Courts ("AOC"). Please note that reciprocity is considered on a case-by-case basis for out-of-state interpreters possessing Federal Certification or state court interpreter credentials. To be considered for reciprocity, the following requirements/conditions must be met:

- (1) The applicant must file an "Application for Reciprocity" as well as submit a \$100.00 application fee made payable to the Administrative Office of the Courts in the form of a check, money order, or online. Please be advised that the application fee is non-refundable.

To pay online, please click the link below and select "Interpreter Renewal Fee". There is a transaction fee for the exam.

<https://paydirect.link2gov.com/TNCourts/ItemSelection/SelectItems>

- (2) Applicant must request that the state in which they currently possess credentials send the AOC proof of attendance at a two-day or 14-hour orientation, criterion referenced written examination scores, and oral performance examination scores on state letterhead indicating whether the state is a member of the Consortium for State Court Interpreter Certification. A copy of the rater evaluation form must also accompany the supporting documentation.
- (3) The out-of-state credentials are current in the issuing state or federal program at the time of the request.
- (4) The out-of-state credentials are not temporary, alternative, or conditional.
- (5) The applicant may be required to submit to an oral proficiency interview, which tests foreign language skills.
- (6) Complete any additional requirements, forms, or fees set forth by the Administrative Office of the Courts.

If tentatively approved for reciprocity, then the applicant will have to:

- (1) Successfully pass a criminal background check through the Tennessee Bureau of Investigation.
- (2) Submit a signed interpreter oath and citizenship form. Applicants do not have to be U.S. citizens, but must provide proof that they can legally work in the U.S.

