



TENNESSEE COURT INTERPRETER CREDENTIALING PROGRAM Certification by Reciprocity Requirements

Interpreters possessing out-of-state court interpreter credentials or federal court interpreter credentials may apply for state reciprocity with the Tennessee 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 must be met:

- (1) The applicant must file an "Application for Reciprocity" as well as submit a \$100.00 fee to the Administrative Office of the Courts. 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>

To pay by mail, send a non-refundable check or money order to the address listed below.

Administrative Office of the Courts
Attn: Office of Language Access
511 Union St., Suite 600
Nashville, TN 37219

- (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, NCSC 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.

Tennessee Court Interpreter Credentialing Program APPLICATION FOR RECIPROCITY

I attended an approved two-day or 14-hour Ethics & Skill Building Workshop (orientation):

Date	State

I passed an approved criterion-referenced written examination with a score of 80% or higher:

Date	State	Score

I have either passed or earned the following scores on the oral performance examination:

Date(s)	State(s)	Language(s)	Sight Translation	Consecutive Interpretation	Simultaneous Interpretation

I am currently credentialed in the state of _____.

I hereby request that the Tennessee Court Interpreter Credentialing Program review my request for reciprocity.

Full Name

E-mail

Signature

Date

Phone Number

Address

City

State

Zip

Please submit your application along with the required \$100.00 fee to the Administrative Office of the Courts as well as the requested supporting documentation be sent to our office from the state you are currently credentialed.

**Administrative Office of the Courts
Attention: Office of Language Access
511 Union Street, Suite 600
Nashville, TN 37219**

PLEASE NOTE THAT APPLICATIONS FOR RECIPROCITY ARE CONSIDERED ON A CASE-BY-CASE BASIS AND THAT THE ADMINISTRATIVE OFFICE OF THE COURTS MAY REQUIRE ADDITIONAL STEPS TO BECOMING A CREDENTIALLED COURT INTERPRETER.