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. In order 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 or money order. Please be advised that the application fee is non-refundable.
- (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.

Tennessee Court Interpreter Credentialing Program APPLICATION FOR RECIPROCITY

I attended an a	approved two-d	ay or 14 hour ethi	cs & sl	kill building w	orkshop (orient	tation):
Date(s)			State(s)			
I nassed an ar	nroved criterio	n-referenced writ	ten exa	mination with	a score of 80%	or higher
Date(s)		State(s)		Score(s)		or mgnor.
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		d the following sc				
Date(s) State(s)		Language(s)	Sig		Consecutive	Simultaneous
			Tra	anslation	Interpretation	Interpretation
I am currently of	redentialed in th	e state of				
•						
	st that the Tenne	ssee Court Interpre	eter Cre	dentialing Pro	gram review my	request for
reciprocity.						
Cianatura			Printed Name			
Signature			Printed Name			
Date			-	Phone Number		
						
Address		City		State		Zip

Please submit your application for reciprocity along with a \$100.00 application fee made payable to the Administrative Office of the Courts in the form of a check or money order as well as request supporting documentation be sent to our office from the state you are currently credentialed.

Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219
1-800-448-7970; FAX (615) 741-6285
Attention: Court Interpreter Program

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 CREDENTIALED COURT INTERPRETER.