



**State Court Administrator Policies for
the Oregon Judicial Department's
Oregon Certified Court Interpreter Program**

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Office of the State Court Administrator
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1. INTRODUCTION

1.1 State Statutory Policy

ORS 45.273 states, "It is declared to be the policy of this state to secure the constitutional rights and other rights of persons who are unable to readily understand or communicate in the English language because of a non-English-speaking cultural background or a disability, and who as a result cannot be fully protected in legal proceedings unless qualified interpreters are available to provide assistance."

Qualified court interpreters act as neutral and impartial officers who assist the court in ensuring that court proceedings and court support services are accessible and function efficiently and effectively. Qualified interpreters hired to assist legal counsel also interpret communications between court-appointed counsel and their non-English-speaking clients, and are an integral part of providing access services.

ORS 45.291 requires the State Court Administrator, subject to available funding, to establish a program for the certification of court interpreters, and enumerates the activities this responsibility covers. A copy of the statutes relevant to court interpreters is Appendix 1.

1.2 State Court Administrator's Policies

The purpose of these policies is to carry out the statutory requirements and to provide interpreters, courts, and interested persons information on:

- Ethical Requirements of All Interpreters Working in the Oregon Courts
- The Oregon Certified Court Interpreter Program
- Certified Interpreter Renewal Requirements
- Continuing Education Requirements for Oregon Certified Court Interpreters

2. DEFINITIONS

2.1 Court-Appointed Counsel (CAC)—An attorney that is appointed by a state court and paid by the Oregon Judicial Department to represent a person in criminal and certain civil cases (juvenile, civil commitment, habeas corpus, postconviction, probation violations) or in appeals from these type cases. Court-appointed counsel may also be referred to as an "indigent defense contractor," if under contract with the Judicial Department for those services.

2.2 Certified Court Interpreter Credential—A credential awarded by the Office of the State Court Administrator to an interpreter who has passed specific court interpreting tests, and who has fulfilled all certification requirements.

2.3 Indigent Defense—The state-paid services necessary for the preparation of a defense or representation provided to a person eligible for court-appointed counsel.

The Indigent Defense program and funds are appropriated to the judicial branch and administered under the authority of the Chief Justice and State Court Administrator.

2.4 Interpretation—Interpretation refers to the oral transfer of meaning from one language into another language. The interpretation should conserve the meaning, tone, level, style, and register of the original message, without additions or omissions. The practitioner is an interpreter.

2.5 Mandated Payments—An account with the Judicial Department’s budget, often used as follows:

- Payment account for ancillary services required to be paid by the Judicial Department under law, such as payment for juror per diem and mileage; court interpreters and payments to private arbitrators on behalf of indigents.

2.6 Master-Level Designation—A designation given to Oregon Certified Court Interpreters who have:

- passed the federal certification examination, or
- passed the skills portion of the Oregon Certified Court Interpreter Examination or an acceptable equivalent examination with a score of 80 percent or higher.

2.7 Modes of Interpretation—Three basic modes of interpretation are used in the Oregon courts:

- “Simultaneous interpretation” is used to interpret proceedings and instructions to the non-English-speaking person. In simultaneous interpreting, the interpreter is listening to the spoken English and interpreting it almost simultaneously, but just a few words after, for the non-English-speaking person.
- “Consecutive interpreting” is used to interpret witness testimony and other matters for the record. This mode is used when only one voice should be heard for accurate creation of the record. The interpreter listens to the question posed by counsel and interprets the question from English to the non-English language. The interpreter listens to the answer given by the non-English-speaking witness and then interprets the answer into English for the parties, court, and the record.
- “Sight translation” is used when the interpreter reads a document written in one language and then orally interprets it into another language. For example, a guilty plea agreement might be sight-translated from English to the non-English language; a police report or letter might be sight-translated from the non-English language into English.

2.8 Office of the State Court Administrator (OSCA)—The central administrative support office of the Judicial Department and the state courts, under the direction of the Chief Justice and the State Court Administrator.

2.9 Oregon Certified Court Interpreter—A credential given to an interpreter who:

- has passed the Oregon Certified Court Interpreter Examination, or, has passed the ethics portion of the Oregon Certified Court Interpreter Examination and an equivalent skills test, and
- has completed the Oregon Certified Court Interpreter Application, and
- has obtained the required hours of court observation or work, and
- has had a criminal history check performed and no barriers to certification were found, and
- has sworn to an oath administered by an Oregon State court judge to uphold the Code of Professional Responsibility for Interpreters in the Oregon Courts.

2.10 Qualified Interpreter—An interpreter is qualified on the record under ORS 40.325 (Evidence Rule 604), and is defined by ORS 45.275(8)(b).

“Qualified interpreter” means a person who is readily able to communicate with the non-English speaking person, translate the proceedings, and accurately repeat and translate the statements of the non-English speaking person into oral English, and the statements of other persons into the language spoken by the non-English speaking person. “Qualified interpreter” does not include any person who is unable to interpret or translate fluently the dialect, slang, or specialized vocabulary used by the party or witness. A qualified interpreter may or may not have, as a credential to state on the record, the Oregon Certified Court Interpreter credential.

2.11 Retained Attorney or Counsel—An attorney who is not appointed by the court and/or not paid by the Judicial Department but paid by private parties.

2.12 Translation—The transfer of meaning from one language into another. The term translation is also used to describe the written transfer of a text from the language of the original text into an equivalent written text in another language. The translation should conserve the meaning, tone, level, and style of the original text. The practitioner is a translator. At times in current statute a proceeding that has been orally interpreted is referred to as a translation; such as “an interpreter for the court shall swear to make a true and impartial translation of the proceedings . . .” as in ORS 45.273 (7).

3. THE CODE OF PROFESSIONAL RESPONSIBILITY FOR INTERPRETERS IN THE OREGON COURTS

3.1 Overview

The Supreme Court Task Force on Racial and Ethnic Issues in the Judicial System determined, based on their statewide study, that there was a need for a code of professional responsibility for both certified and noncertified court interpreters. Based on the task force's final report, released May 1994, the subsequent Implementation Committee (formed to implement the recommendations of the task force) used the National Center for State Courts' (NCSC) "Model Code of Professional Responsibilities for Interpreters in the Judiciary" as a starting point in developing a code. After much work, discussion, and comment, a final code was drafted and recommended by the Implementation Committee for Chief Justice approval. The Chief Justice signed an order adopting the recommended code on May 19, 1995.

Updates or revisions to the code are considered as necessary, and suggestions for changes should be submitted in writing to the attention of the State Court Administrator and the Chief Justice. The code is published in West Publishing's *Oregon's Rules of Court, State*, and in the future can be found on the Oregon Judicial Department's website. Copies are also available by contacting 503/986-5695 (Interpreter Information voice mailbox).

Appendix 2 to these rules are the canons of the Code of Professional Responsibility for Interpreters in the Oregon Courts. Appendix 3 are the canons with the official commentary to the code.

3.2 Violations of the Code of Professional Responsibility for Interpreters in the Oregon Courts

The opportunity to provide interpreter services to the Oregon Judicial Department is at the department's complete and continuing discretion, because of the critical reliance the courts must have on the skills, performance, and integrity of the interpreter in performing duties for the court. This discretion applies whether or not the interpreter is certified or noncertified.

If verifiable information is received by the Office of the State Court Administrator (OSCA) that an interpreter has acted in a manner inconsistent with the Code of Professional Responsibility for Interpreters in the Oregon Courts, or has otherwise acted in a manner preventing an interpreter from being able to serve effectively as an officer of the court, OSCA will clarify the facts surrounding the situation and notify the interpreter in writing of the alleged violation. Unless allowed additional time by OSCA, if the interpreter wishes to respond to the complaint, he or she must file a written reply to the OSCA within 14 calendar days of the interpreter's receipt of the complaint.

The State Court Administrator (SCA) or designee will evaluate all information received on the matter and reach a determination. During a pending review, or depending on the circumstances of the alleged violation, the State Court Administrator and any affected court notified by the State Court Administrator may suspend the interpreter from the court's approved list of available interpreters for a specified period of time. After conclusion of a review, the State Court Administrator

may also revoke the interpreter's Oregon Certified Court Interpreter credential for a specified period of time or permanently, or may decline to issue the credential to a noncertified interpreter or renew a credential. While a complaint is pending, any court also may decline appointing the interpreter for state-paid work (either mandated or indigent defense).

4. OREGON CERTIFIED COURT INTERPRETER PROGRAM

4.1 Overview

As directed by statute (ORS 45.288 (1)) and as stated in the preamble to the Code of Professional Responsibility for Interpreters in the Oregon Courts, a court is to provide a "preference" in appointing an Oregon Certified Court Interpreter over a noncertified court interpreter when a certified interpreter is available, able, or willing to serve.

4.2 Required Orientation Workshop

An interpreter who wishes to become an Oregon Certified Court Interpreter must attend a two-day workshop, sponsored by the Office of the State Court Administrator (OSCA), entitled "Orientation Workshop for Interpreters in the Oregon Courts." This workshop presents materials on the code of professional responsibility, the modes of interpretation, criminal procedures, vocabulary expansion, and the certification process.

After attending both days of the workshop, the interpreter will be provided a letter confirming the interpreter's attendance and will be notified of court certification examinations in the interpreter's working language. In order to remain on the mailing list for such notifications, it is the interpreter's responsibility to notify OSCA of any address changes, and to promptly return any requests for updated information.

4.3 Examination

The Office of the State Court Administrator uses interpreting tests that are working language-specific developed under the auspices of the National Center for State Courts (NCSC) in a multistate collaborative effort to share interpreting tests for the certification of court interpreters. As a result of this collaboration, Oregon has Spanish, Russian, Vietnamese, and Korean language court interpreter certification examinations currently available and will have the following certification examinations available in the near future: Laotian, Hmong, Cambodian, Haitian Creole, and Portuguese. Other language tests are expected to be added in the future.

The certification examination consists of these segments:

1. A written, multiple choice ethics test.
2. An oral simultaneous skills interpreting test.
3. An oral consecutive skills interpreting test.
4. A two-part oral sight translation skills test.

Provided to each test candidate with the candidate's test appointment letter is a short document entitled, "Test Candidate Information." The "Test Candidate Information"

contains information on the design and structure of the skills and ethics tests, how the skills and ethics tests are graded, and the procedural and mechanical aspects of the tests. The “Test Candidate Information” may be revised from time to time. A copy of this document can be obtained from OSCA by calling (503/986-5695) voice mailbox.

4.4 Equivalent Court Certification Examinations

In addition to the court interpreter skills test administered by the OSCA in Oregon, interpreter examinations (consisting of all these modes of interpreting and administered in a single testing cycle) for the purposes of court certification from the following entities are accepted as equivalent to passing the interpreting skills portion of the certification testing process:

- Administrative Office of the United States Courts
- Washington State Administrative Office of the Courts
- New Jersey State Administrative Office of the Courts
- California State Administrative Office of the Courts (court interpreter certification obtained after January 1, 1986)
- Any entity administering a NCSC interpreter consortium examination (composed of all three modes of interpretation and administered in one testing cycle by a consortium member in good standing or by the NCSC).

If an interpreter holding a court certification from one of these entities has not been actively interpreting in the previous 12 calendar months, the interpreter may be required to retake the skills portions of the Oregon examination, or submit to another evaluation in order to become an Oregon Certified Court Interpreter. They will be required to take the written ethics test and fulfill the other certification steps.

4.5 Other Requirements in Obtaining the Oregon Certified Court Interpreter Credential

After successful passage of the language skills and ethics examinations, an interpreter planning to become an Oregon Certified Court Interpreter must complete an application form. This form provides a record of the examinations that the interpreter has passed, includes the interpreter’s correct mailing address and contains authorization for release of certain records.

As part of the certification process the interpreter undergoes a Law Enforcement Data System (LEDS) check for a criminal history record. If a criminal record is found, that in the judgment of the State Court Administrator or designee is relevant to the performance and professional responsibilities of the court interpreter, the record may be grounds for not issuing the credential of certification.

To become certified, the interpreter also must interpret or observe 20 hours of in-court proceedings or out-of-court legal interviews or depositions. Ten of the 20 hours must involve Oregon state court cases. Finally, the interpreter must swear (or affirm) to uphold the Code of Professional Responsibility in the Oregon Courts.

5. OREGON CERTIFIED COURT INTERPRETER CREDENTIAL RENEWAL

5.1 Overview

The Oregon Certified Court Interpreter credential must be renewed by an interpreter every three years after the credential is obtained in order to maintain it. The three-year effective period for the certification period begins on the July 1 following the date of the date of the swearing-in ceremony that is the final step in the process to obtain the Oregon Certified Court Interpreter credential. Renewals are from July 1 of one year to June 30 of the third year for three-year periods.

5.2 Renewal Requirements

In order to renew the certification for another three-year period, the interpreter must:

- pay a renewal fee of \$150, and
- complete an application form in order to document the current name address, and other information of the interpreter, and
- undergo a criminal history records check, and
- provide documentation of continuing education credits as required in section 8 below, and
- interpret or observe a total of 120 hours in the three-year renewal period of in-court proceedings or out-of-court legal interviews or depositions (30 of the 120 hours must involve Oregon State circuit court cases) and provide documentation of court observation or work hours (if not documented elsewhere by OSCA). Appendix 5 may be used to verify the court work/observation. It is recommended that 40 hours per year be obtained over the three-year period.

Renewal forms should be sent in at least 30 days prior to expiration to allow for timely processing. As assistance, a reminder postcard will be sent to the last known address 60 days in advance; however, failure to send or receive the card does not change the deadlines for expiration of a certification credential.

5.3 Lapse of Oregon Court Interpreter Certification Credential

If an interpreter has allowed his or her Oregon Certified Court Interpreter credential to lapse, the interpreter may be required to pay for and retake the Oregon Certified Court Interpreter Examination again, and to fulfill the other steps required to obtain the certification.

6. FEES

According to ORS 45.291 (1)(b), the Office of the State Court Administrator may collect reasonable fees for the application, examination, certification and renewal of certification for court interpreters.

The fees are established by Chief Justice order as follows:

Oregon Certified Court Interpreter Examination fee:	\$150
Oregon Certified Court Interpreter Credential Renewal fee (every three years):	\$150
Application for Oregon Certification Credential by person holding recognized equivalent skills credential from another state or the federal courts:	\$75
Written ethics portion of the certified court interpreter examination, if administered separately or as a retesting fee:	\$25

7. APPROPRIATE USE OF THE TERM “CERTIFICATION”

In the past, prior to implementation of the statutory state certification program, some courts have required that an interpreter provide letters of reference and then “certify” to their qualifications on the record to put them on a local “certified” list. In addition, some courts and other organizations offered training and have “certified” that the interpreter has completed the local training. The use of the term “certified” in these situations, is not “certification,” as provided in the statutes for court interpreters. Only the Office of the State Court Administrator can award the “Oregon Certified Court Interpreter” credential for use in Oregon.

The phrase “certified court interpreter” should be used consistently. An interpreter is certified by the Oregon courts only when the interpreter has:

- passed the Oregon Certified Court Interpreter Examination offered by the OSCA, or has passed an equivalent skills test recognized by the OSCA and the written ethics test administered by OSCA; and
- undergone a criminal history check, and no areas of concern were found, and
- provided certification as to courtroom observation or work; and
- sworn to uphold the Code of Professional Responsibility for Interpreters in the Oregon Courts.

To adhere to the Code of Professional Responsibility for Interpreters in the Oregon Courts (Canon 2, Representation of Qualifications), interpreters are directed to review all printed materials regarding their certifications and to correct (or delete altogether) any use of the word “certified” that does not properly reflect certification under the Oregon Certified Court Interpreter program administered by the OSCA or does not properly reflect a certification from another approved jurisdiction (i.e., the federal courts).

It is appropriate to refer to other nationally recognized certification credentials, such as: “certified by the Washington State Courts,” or “certified by the Administrative Office of the United States Courts,” for example.

8. CONTINUING EDUCATION REQUIREMENTS FOR OREGON CERTIFIED COURT INTERPRETERS

8.1 Overview

The following continuing education (CE) requirements are required to assist the interpreter in fulfilling Canon 11 of the Code of Professional Responsibility for Interpreters in the Oregon Courts regarding professional development.

Documentation of the continuing education credits must be provided to the OSCA every three years. The 36-month time period begins on July 1 following the swearing-in of an interpreter and the awarding of the Oregon Court Interpreter Certification credential. Any CE credits accrued between the swearing-in ceremony and the beginning of the three-year period will be counted as CE credits for renewal purposes, provided the credits can be otherwise approved.

There are three educational areas in which an interpreter may obtain CE credits:

1. language-specific interpreting and translating education and/or self-study (a minimum is required);
2. nonlanguage-specific interpreting and translating education and education related to law; and
3. education related to professionalism and general business management (only a certain number is allowed).

Programs on interpreting and translating and related to law are preapproved if presented by certain entities, listed below in 8.6.

8.2 Definitions

- a. CE credits: continuing education credits.
- b. Contact hour: one 45- to 89-minute instructional or lecture session. This includes only the time materials are being presented or instruction taking place. For example, a one-day workshop, from 9:00 a.m. to 5:00 p.m., with a one-hour lunch break and two 15-minute breaks, would be six and one-half contact hours.
- c. Sponsor: a person, school, or entity that is preparing and/or presenting an educational class, workshop, or seminar.

8.3 Required Credits, Minimums and Maximums by Type of Education

To satisfy the requirements for retaining the Oregon Certified Court Interpreter credential, each certified interpreter must earn 25 CE credits every three years, as a condition of renewal.

- a. Deadline for Earning CE Credits

All 25 CE credits must be earned prior to the expiration of the certification credential. Expiration is calculated 36 months from July 1 following the administration of the interpreter's oath to uphold the Code of Professional Responsibility for Interpreters in the Oregon Courts.

b. Limitation on Credits Earned Per Year

No more than 15 CE credits earned during a 12-month period may be counted toward the required 25 CE credits, except for credits earned for interpreting and translating courses offered by institutes, universities, and colleges, see sections 8.7.a and 8.7.b below.

c. Prohibition on Carrying CE Credits Forward into Next Reporting Period

No CE credits earned during one reporting period may be carried forward to the next reporting period, unless preapproved by the administrator on a case-by-base basis for good cause.

d. Limitation Per Workshop or Seminar

An interpreter, other than an instructor, is limited to a maximum of ten CE credits from any one seminar or workshop, except for credits earned for interpreting and translating courses offered by universities and colleges, see sections 8.7.a and 8.7.b below.

e. Limitation by Type of Education

No more than five credits for a reporting period may be noninterpreter/translator-oriented or nonlegal course work from universities and colleges, or adult education providers.

f. Minimum Required for Language-Specific Interpreting CE Credits

A minimum of ten CE credits must be obtained in language-specific interpreting instruction or using language-specific interpreting self-study materials. For more unusual languages or for interpreters in isolated geographical areas, exceptions to this requirement may be allowed. If an interpreter wishes to request an exception to this requirement, the interpreter must submit the request in writing to OSCA at least six months prior to the expiration of the interpreter's Oregon Certified Court Interpreter credential.

8.4 Record Keeping and Submission

a. Records

The interpreter must keep his or her own record of CE credits on a form provided by the OSCA, Appendix 4 of these rules, Record of Continuing Education Credits.

b. Submission

The interpreter must submit to the OSCA, on the form provided by the OSCA, a list of earned CE credits. The interpreter will retain the documents and proof of

attendance related to the credits claimed, and will provide them to OSCA upon request.

8.5. Credits Awarded

a. Overview

CE credits are awarded for contact hours of participation in preapproved, organized educational programs given under responsible sponsorship with capable direction and qualified instruction, or for self-study programs of study groups of two or more people. Recreational programs are not eligible for credits.

No CE credits will be awarded for programs that are less than 30 minutes in length. A program lasting between 30 and 45 minutes is worth one-half contact hour. Contact hours of more than one hour will be rounded to the closest whole hour (i.e. a 45- to 89-minute program would be one contact hour; a 90-minute program would be two contact hours; a 130-minute program would be two contact hours also).

b. Credits Awarded by Type of Program

(1) Language-Specific Interpreting or Translating Skills Programs:

Language-specific interpreting or translating skills programs, other than self-study programs or formal academic programs, provide one CE credit for each contact hour of participation. Such programs may include practice of the modes of interpretation.

(2) Nonlanguage-Specific Interpreting or Translating Programs:

Nonlanguage-specific interpreting or translating programs, other than self-study programs or formal academic programs, provide one CE credit for each contact hour of participation. Such programs may include practice of the modes of interpretation.

(3) Nonlanguage-Specific Programs:

Nonlanguage-specific programs, other than self-study programs or formal academic programs, presenting topics of ethics, court procedures, and the criminal justice system, provide one CE credit for two contact hours of participation.

(4) Other Programs:

Programs, other than self-study programs or formal academic programs, on general business topics such as business writing or managing a small business provide one CE credit for every three contact hours of participation.

(5) Approved Self-Study Courses:

Approved self-study courses regarding interpreting and translating provide one CE credit for every two hours of approved self-study.

(6) Teaching or Facilitating Approved CE Programs:

Teaching or participating as a small group facilitator or leader in any course or program listed above may provide up to double the CE credit for the instructor or small group leader. OSCA will evaluate the credits requested by instructors or small group leaders on a case-by-case basis.

8.6 Preapproved Sponsors of Workshops, Seminars, and Classroom Instruction

The following sponsors are preapproved as providers of CE programs:

- Court Interpreters Association of Oregon (CIAO).
- Office of the State Court Administrator (OSCA).
- National Association of Judiciary Interpreters and Translators (NAJIT).
- Washington Interpreters and Translators Society (WITS).
- Northwest Interpreters and Translators Society (NOTIS).
- American Translators Association (ATA).
- Established Chapters of ATA.
- California Court Interpreters Association (CCIA).
- Oregon State Bar (OSB).
- Oregon Criminal Defense Lawyers Association (OCDLA).
- Universities and colleges; translating and interpreting classes only. (See 8.7 below for calculation of credits obtained through university and college courses).
- Language Institutes (See 8.7 below for calculation of credits obtained through university and college courses).

8.7 College, University, and Specialized Institute Interpreting and Translating Courses: Credits

a. Language-Specific and Nonlanguage-Specific Interpreting and Translating Courses

Language-specific and nonlanguage-specific interpreting and translating courses offered by colleges, universities, and specialized institutes, in which the interpreter earns:

- a grade of “B” or better, if students are graded, or
- a “pass” if only pass/fail grades are offered;

may earn CE credits as follows: one CE credit per classroom contact hour.

b. Postgraduate Courses on Interpreting and Translating

Credits for postgraduate interpreting and translating courses will be determined on a case-by-case basis.

c. Teaching an Approved CE Program

Teaching an approved CE program may be accredited at twice the number of credits as the number approved for students in the program. The OSCA will determine the credits requested by instructors on a case-by-case basis.

8.8 Obtaining CE Credits for Noninterpreting/translating Courses Offered by Universities, Colleges, Other Education Providers

Courses presented by universities and colleges, community-based adult education providers, and other organizations that provide legal or general education may qualify for the students attending the course to obtain CE credits. The interpreter is encouraged to submit course information to OSCA prior to attending the course so that OSCA may determine if the course qualifies for continuing education credits. Information may be considered after an interpreter has already taken the course.

Examples of noninterpreting/translating classes that may qualify for CE credits would be: English or non-English language/grammar classes, public speaking classes, and classes on justice administration.

Approval for noninterpreting/translating classes or courses is not guaranteed.

8.9 Obtaining CE Credits for Self-Study Courses

Self-study programs may be used to obtain CE credits. In order for a certified interpreter to obtain credits for self-study programs, the interpreter must submit a plan for the self-study program to OSCA that must include:

- the names, addresses, and certification status of two or more interpreters studying together; and
- description of the materials to be studied; and
- a schedule of the times the interpreters will meet for self study (a minimum of two hours per month for a minimum of three consecutive months); and
- the address of where the interpreters will meet for self study; and
- a schedule of the times the interpreters will observe court proceedings.

The plan for the self-study program should be submitted at least 90 days prior to the beginning of the program. Plans may be submitted less than 90 days prior to the beginning of the self-study program, but OSCA does not guarantee when the plan will be evaluated, or whether the self-study program will be approved. A self-study program will not be evaluated for CE credit after the program has been completed.

Once a plan is submitted, OSCA will evaluate whether a self-study program qualifies for CE credits. The interpreters submitting the plan will be notified in writing whether the self-study program is accepted or rejected, and explanations or suggestions for change will be provided, if it is rejected.

At the completion of the self-study program, participating interpreters must sign an affirmation of the hours studied and submit a summary or evaluation of the self-study program. Staff from OSCA or a designee may observe an interpreter's self-study program at anytime, without prior notice.

Any misrepresentations regarding a self-study program disqualify the interpreter from obtaining CE credits from the program in question, disqualify the interpreter from ever obtaining CE credits by participating in a self-study program, and may be an ethical

violation resulting in suspension or withdrawal of the Oregon Certified Court Interpreter credential.

8.10 Sponsor Wishing to Present a Program for CE Credit

A sponsor wishing to present a program for CE credit should request approval from the OSCA at least 180 days prior to the beginning of the program. Sponsors may request approval less than 180 days prior to the beginning of the program, but are not guaranteed to receive a response or approval. The request should include a detailed description of the course, an outline or sample of the materials to be used, and a resume of the course instructor. The sponsor may send the course materials to the OSCA in its entirety, rather than provide a synopsis, and the material will be sent back to the sponsor after being reviewed. Upon approval, the sponsor will be notified of the number of CE credits that will be awarded to participants and instructors in the program. OSCA may approve programs retroactively, for good cause.

Once a class is approved, it does not need to be submitted for approval again, unless the content of the class changes.

9. SKILL, PROFICIENCY, AND PERFORMANCE REVIEWS

With the continuing education requirements and ongoing interpreting experience in the court, it is expected that a certified interpreter's skills and performance in court will not only be maintained but will continue to improve over time. An Oregon Certified Court Interpreter's proficiency, therefore, is subject to review as part of an ongoing assessment of skills and to give performance feedback to the interpreter.

These reviews may occur by observing an interpreter's live performance or by reviewing video or tape recorded court proceedings. While the reviews may occur without prior notice given to the interpreter, results will be shared with the interpreter.

If there are performance or proficiency concerns regarding an interpreter as a result of the review, OSCA, its designee, or court staff will contact the interpreter to review the concerns with the interpreter. Recommendations on how to improve the skill or performance level may be made to the interpreter. Follow-up proficiency reviews may occur to determine if improvements have occurred and to address any remaining concerns.

If concerns remain uncorrected, the State Court Administrator may suspend the interpreter's Oregon Certified Court Interpreter credential temporarily for a specified period of time. During a period of suspension, the interpreter will be unable to bill the rate differential for any interpreting service provided to the court or provided to a court-appointed attorney. If an interpreter does not demonstrate an improved performance while the certification credential is suspended, the interpreter may be required to retake and pass the Oregon Certified Court Interpreter examination in order to retain the credential.

If violations of the Code of Professional Responsibility for Interpreters in the Oregon Courts are discovered during the proficiency review, other action may occur. See section 3.2 of this policy regarding violations of the code of professional responsibility.

10. PAYMENT POLICIES AND COURT RULES

All interpreters working in the Oregon State courts must adhere to the OJD payment policies and uniform trial court rules (UTCR) issued by the Office of the State Court Administrator, and any applicable supplementary local trial court rules (SLRs) or payment of policies. If an interpreter knowingly violates OSCA or court policies and rules, this action may result in the interpreter's ineligibility to provide any interpreting services to the Oregon state courts (billed either to mandated or indigent defense).

The interpreter may contact the interpreter voice mailbox (503/986-5695) at OSCA, or the local trial court and request a most recent copy of applicable policies and rules.

11. OREGON CERTIFIED COURT INTERPRETER ROSTER

The Office of the State Court Administrator compiles a list of the Oregon Certified Court Interpreters. This list is routinely provided to the state courts. It is also routinely provided to other state agencies, municipal courts, and organizations if it has been requested previously. Included in this roster is the interpreter's name, city, state, working language, and telephone number, as provided by the interpreter on the application form, which the interpreter completes upon passing the certification examination. Also included in this roster is an indication of whether the interpreter is considered "master level." The interpreter roster is updated from time to time. A copy may be obtained by leaving the request on the interpreter voice mailbox (503/986-5695) at the Office of the State Court Administrator.

12. CONTACTS

Please refer general program questions, requests to be put on the mailing list for notification of the orientation workshop or testing to:

Oregon Certified Court Interpreter Program
Supreme Court Building
Office of the State Court Administrator
1163 State Street
Salem, OR 97310
(503) 986-5695, Salem, voice mailbox for interpreter test information

Please refer policy questions to:

Lois Feurerle
Supreme Court Building
Office of the State Court Administrator
1163 State Street
Salem, OR 97310
(503) 986-7041, Salem
e-mail: lois.m.feurerle@ojd.state.or.us

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