

Written Exam for Court Interpreters

STATEWIDE ROSTER REQUIREMENTS

Interpreters who complete the requirements listed below are eligible to work for the state courts and may be listed on the *Statewide Roster of Court Interpreters* available to court administrators throughout Minnesota and published on the Internet. To be eligible to work in the state court system, all interpreters must:

1. Achieve a passing score on the Written English Proficiency Exam provided by the National Center for State Courts (NCSC),
2. Successfully complete the New Interpreter Orientation class as defined by the Program Coordinator,
3. Achieve a passing score on the Ethics and Legal Terminology portion of the NCSC Written Exam, and
4. File a written affidavit with the State Court Administrator's Office agreeing to comply with the Code of Professional Responsibility for Interpreters in the Minnesota State Court System.

If you have any questions regarding requirements to interpret in the state court system, feel free to contact the Minnesota Court Interpreter Program at (651) 297-5300.

THE NATIONAL CENTER FOR STATE COURTS: WRITTEN EXAM

The National Center for State Courts written test is divided into two parts: English Proficiency (Part 1) and Ethics & Legal Terminology (Part 2). The English Proficiency part of the test is offered **free of charge** to interpreters interested in being on the Minnesota Statewide Roster of Court Interpreters.

The test is 75 multiple choice questions and you will be allowed 75 minutes to complete the test. If you pass the test with 80% correct, you will be eligible to register for the New Interpreter Orientation class. The Ethics and Legal Terminology part of the test is given after the New Interpreter Orientation class. For information on the test and how to prepare visit the National Center for State Courts website for the [Court Interpreter Written Examination: Overview](#).

***NOTE:** If you were on the Minnesota Court Interpreter Roster prior to 2015, the exam dates are the same, but you may need to test in both sections of the exam. Please contact the Minnesota Court Interpreter Program directly to determine your individual testing requirements.

St. Paul 2017 Exam Dates:

~~Wednesday, January 11~~

~~Wednesday, March 8~~

Thursday, May 18

Tuesday, August 15

The exam will be offered at the Minnesota Judicial Center in St. Paul four times this calendar year. Candidates can take the English Proficiency (Part 1) up to three times per calendar year.

There are two test sessions on each date. Examinees can take the test either in the morning or in the afternoon. Morning sessions begin at 10:00 AM and afternoon sessions start at 4:00 PM. No one may take the test twice on the same day.

Greater Minnesota 2017 Exam Dates:

Rochester: Thursday, March 16

The exam will be given at the District Court Administration building, 1696 GREENVIEW DRIVE SW, ROCHESTER, MN 55902 at 1 pm.

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REGISTRATION FORM

Registration forms are processed on a first-come, first-served basis, so it is in the interest of the candidate to register as soon as possible. However, if there is space available, registrations can be submitted one day in advance of the exam date. Late registrations are not always possible and may be turned away once the session is full.

For each new exam session, please submit a new registration form. If you need to update, change, or cancel an exam time, contact the Minnesota Court Interpreter Program immediately at (651) 297-5300.

Preferred Testing Date (Select one):

St. Paul

- 10:00 AM: Thursday, May 18
- 4:00 PM: Thursday, May 18

- 10:00 AM: Tuesday, August 15
- 4:00 PM: Tuesday, August 15

Greater Minnesota

— Rochester : Thursday, March 16

Name (as shown on legal documentation):

First Name: _____ Middle Name: _____

Last Name: _____

Preferred Name: _____

Street Address: _____

City, State, Zip Code: _____

Email Address: _____

Mobile Phone Number: _____

Home Phone Number: _____

Language(s) you interpret (other than English): _____

Return completed form via:

- Email to savanna.moen@courts.state.mn.us, or
- FAX to 651-296-6609, or
- US mail to:
 - Court Interpreter Program, Room 105
 - Minnesota Judicial Center
 - 25 Rev. Dr. Martin Luther King, Jr. Blvd.
 - St. Paul, MN 55155