



**TULSA COUNTY DISTRICT COURT
OFFICE OF THE COURT ADMINISTRATOR**

APPLICATION FOR COURT INTERPRETER CERTIFICATION

This is the Tulsa County Certified Court Interpreter application form. The requirements are listed below and you can refer to Tulsa County District Court Rule 18. Please note the application must be filled out completely for the required sections and items attached where indicated. **Please print or type.** Return the application form and attachments to:

Vicki A. Cox
Court Administrator
Tulsa County Courthouse
500 S. Denver, Room 637
Tulsa, OK 74103

Certification Requirements

A. Foreign Language Interpreters

There are three ways to obtain certification in Tulsa County District Court.

1. You may provide proof of prior certification by either (a) any United States District Court, (b) the State Consortium for Interpreter Certification program, (c) any State court of equivalent jurisdiction, or (d) certification pursuant to procedures adopted pursuant to Okla. Stat. tit. 20 § 1701-1710 or;
2. You may provide proof you have attained a four (4) year college degree in the language for which certification is requested, or;
3. You may be determined to be proficient in the language for which certification is requested by a majority vote of the District and Associate District Court Judges in Tulsa County.

B. Interpreters for the Deaf and Hard of Hearing

There are three ways to obtain certification in Tulsa County District Court.

1. You may provide proof of prior certification by either (a) any United States District Court, (b) the Registry of Interpreters for the Deaf or the National Association for the Deaf, or, (c) any State court of equivalent jurisdiction, or (d) certification pursuant to procedures adopted pursuant to Okla. Stat. tit. 20 § 1701-1710 or;
2. You may provide proof you have attained a four (4) year college degree in deaf education which includes proficiency in sign language, or;
3. You may be determined to be proficient in the use of sign language by a majority vote of the District and Associate District Court Judges in Tulsa County.

Code of Professional Responsibility

You must agree in writing to comply with the Code of Professional Responsibility for Interpreters adopted by the Court. A copy for you to keep is included in the application packet. You will need to sign the acknowledgment form and attach it to your application.

Observation of Court Proceedings

You must observe at least two (2) court proceedings. A reporting form is included in the application packet. You must obtain the signature of the judge presiding over the proceeding you observed. You will need to attach the completed form to your application.

Passport Photos for Certified Interpreter ID

You must provide two (2) photographs (1.5" x 1.5") with your application. The photograph must be taken within a calendar month of the application date. The photo will be used for the Tulsa County District Court Interpreter Identification card issued by the Court Administrator. Please note: the Court Administrator will not accept any digitally altered or non-commercial photographs.

Criminal Records Check

You will be required to undergo a criminal history check prior to receiving certification by the Court. If a criminal record is found which, in the judgment of the Court, is relevant to the performance and professional responsibilities of the court interpreter, finding of the record may be grounds for rejection of the application. A release form is included in the application packet. You will need to submit the signed release form allowing the records check with your application.

Additional Eligibility Requirements

In addition to the above requirements, applicants must:

1. be age 18 or older;
2. be a resident of the State of Oklahoma;
3. not have been dismissed from employment as a result of unethical or dishonest conduct;
4. have a high school diploma or the equivalent.

Additional Information

Applications are processed within two weeks of receipt. You will generally receive a response within 45 days from the time you submit your completed application packet. If you have any additional questions or need any further information regarding the certification process, please contact the Court Administrator's Office at 918-596-5400.

APPLICATION FOR COURT INTERPRETER CERTIFICATION

Your Full Legal Name (Please Print)	Type of Interpreter Application ☐ Foreign Language Specify language: _____ ☐ Deaf/Hard of Hearing
Address	City, State, Zip
Contact Phone Numbers ☐ H ☐ W ☐ Cell : ☐ H ☐ W ☐ Cell :	Email Address
Date of Birth	Aliases

PART I STATEMENT OF ELIGIBILITY

I swear or affirm that I:

- ☐ Am age 18 or older;
☐ Am a resident of the State of Oklahoma;
☐ Have a high school diploma or the equivalent;

PART II STATEMENT OF CONDUCT

1. Have you ever plead guilty to or been convicted of any criminal offense other than for minor traffic violations ☐ YES ☐ NO

If YES, please attach a separate sheet and provide full details.

2. Have any disciplinary proceedings for unprofessional, unethical or dishonest conduct been commenced against you by any governing body for interpreters or other certifying body? ☐ YES ☐ NO

If YES, please attach a separate sheet and provide full details.

3. Have you ever been dismissed from employment as a result of unethical or dishonest conduct? ☐ YES ☐ NO

If YES, please attach a separate sheet and provide full details.

PART III METHOD OF CERTIFICATION

☐ **Recognition of Existing Certification** – I have attached proof of existing certification as follows:

- ☐ United States District Court – Specify Court: _____
- ☐ Registry of Interpreters for the Deaf or the National Association for the Deaf
- ☐ State Consortium for Interpreter Certification program
- ☐ Other State court of equivalent jurisdiction -- Specify Court: _____
- ☐ Certification pursuant to procedures adopted pursuant to 20 O.S. § 1701-1710

☐ **Recognition of College Degree** – I have attached proof of a four (4) year college degree in the language for which certification is requested, or in deaf education which includes proficiency in sign language.

☐ **Recognition of Proficiency** – I am requesting a determination of my proficiency by a majority of the District and Associate District Judges in Tulsa County. In support of my request, I submit the following information:

1. How many years have you been professionally engaged in interpreting? _____

2. Have you ever professionally interpreted in a Tulsa County District Court? ☐ YES
☐ NO If YES, please provide full details (attach a separate sheet as needed).

3. Have you ever professionally interpreted in any court other than Tulsa County District Court? ☐ YES ☐ NO If YES, please provide full details (attach a separate sheet as needed).

4. Please provide any other information which you believe would be relevant to the determination of your proficiency as a court interpreter. (Attach a separate sheet as needed).

I state under penalty of perjury under the laws of Oklahoma, that the foregoing information I have provided in this application is true and correct.

Date and Place

Applicant Signature

COURT ADMINISTRATOR USE ONLY

APPLICATION STATUS: _____ APPROVED _____ DENIED _____ DATE

Notes:

Recognition of Proficiency—Applicant requested certification based on a determination of proficiency by a majority of the District and Associate District Judges in Tulsa County. Applicant's information was reviewed by the Judges and was deemed proficient by a majority in accordance with local court rule 18 and as certified below by the signature of the Presiding Judge.

Presiding Judge

Date

REPORT OF OBSERVATION OF COURT PROCEEDINGS

Your Name (Please Print)	Type of Interpreter Application ☐ Foreign Language Specify language: _____ ☐ Deaf/Hard of Hearing
Address	City, State, Zip
Contact Phone Numbers ☐ H ☐ W ☐ Cell : ☐ H ☐ W ☐ Cell :	Email Address

I certify I observed the following court proceedings as required by Tulsa County District Court Rule 18 and obtained the signature of the Judge presiding over the matter as a witness to my observation:

Date	Type of proceeding	Judge	Judge's signature

Applicant Signature

Date

Instructions:

1. You must observe at least two (2) court proceedings.
2. Obtain the signature of the Judge presiding over each matter you observe.
3. Attach this completed form, signed and dated, to your Application form.

CODE OF PROFESSIONAL RESPONSIBILITY FOR INTERPRETERS

Canon One

Interpreters shall render a complete and accurate interpretation or sight translation, without altering, omitting, or adding anything to what is stated or written, and without explanation.

Canon Two

Interpreters shall accurately and completely represent their certifications training and pertinent experience.

Canon Three

Interpreters shall maintain an impartial attitude with attorneys, witnesses, defendants and relatives. Interpreters shall be unbiased and shall refrain from conduct that may give any appearance of bias. They shall disclose to the appropriate authority any real or perceived conflict of interest.

Canon Four

Interpreters shall conduct themselves in a manner consistent with the dignity of the court, observing established protocol, rules and procedures of interpreting, and of the court. Interpreters shall be as unobtrusive as possible during any court proceeding.

Canon Five

Interpreters shall protect and uphold the confidentiality of all privileged and confidential information. Interpreters shall not derive personal profit or advantage from any confidential or privileged information acquired while acting in a professional capacity.

Canon Six

Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are or have been

engaged, even when that information is not privileged by law to be confidential.

Canon Seven

Interpreters shall limit themselves to interpreting or translating. They shall not give legal advice, give counsel, or express personal opinions to individuals for whom they are interpreting.

Canon Eight

At all times, interpreters shall assess their ability to deliver their services. When interpreters have any reservation about their ability to satisfy an assignment competently, they shall immediately convey that reservation to the appropriate judicial authority. Interpreters should only provide professional services in matters in which they are confident of their ability to perform accurately. They should not hesitate to withdraw from a case in which they feel they will not be able to function effectively due to a lack of proficiency, preparations, or difficulty in understanding a witness or defendant.

Canon Nine

Interpreters shall report to the proper judicial authority any effort to impede their compliance with any law, any provision of this Code, or any other official policy governing court interpreting and legal translating.

Canon Ten

Interpreters shall continually improve their skills and knowledge and advance the profession through such activities as professional training and education, and interaction with colleagues and specialists in related fields.

RETAIN THIS PAGE FOR YOUR RECORDS

**ACKNOWLEDGEMENT AS TO CODE OF PROFESSIONAL
RESPONSIBILITY FOR INTERPRETERS**

Your Name (Please Print)	Type of Interpreter Application ☐ Foreign Language Specify language: _____ ☐ Deaf/Hard of Hearing
Address	City, State, Zip

I hereby acknowledge I have received a copy of the Code of Professional Responsibility for Interpreters adopted by the Tulsa County District Court. I have read and understand the Code and I further agree to conduct myself at all times within the Canons set forth in the Code. I further understand violation of the Code may result in revocation of any interpreter certification credentials granted by the Tulsa County District Court.

Applicant Signature_____
Date

THIS PAGE MUST BE SIGNED AND ATTACHED TO YOUR COMPLETED APPLICATION