



Administrative Office of the Courts

Nashville City Center, Suite 600

511 Union Street

Nashville, TN 37219

Phone: (615) 741-2687

Fax: (615) 741-6285

REGISTRATION FOR TENNESSEE STATE COURT INTERPRETER WRITTEN EXAM ADMINISTRATION

Friday, September 1, 2017

Please note there is no online registration. Registration forms must arrive at the AOC no later than 4:30 pm on August 25, 2017

Only those candidates who have taken an approved Ethics & Skill Building Workshop on record with the AOC are eligible to sit for the written examination. If you have previously taken the examination, please contact Ryan Mouser at (615) 741-2687.

Registration Instructions:

1. Fill out the attached application form.
2. Mail/ Email/ Fax registration form to:
Attn: Ryan Mouser
Administrative Office of the Courts
511 Union St., Suite 600
Nashville, TN 37219
Email: ryan.mouser@tncourts.gov
Fax: (615) 741-6285
3. If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Ryan Mouser at (615) 741-2687.

The examination will take place:

Location TBD
Jackson, TN

Registration and Exam: Registration starts promptly at 9:45 am (Everyone must be present at or before 9:45 am.) The exam will begin promptly at 10:00 am. You will have two hours and fifteen minutes to complete the exam

What you must bring to the testing session:

1. Letter of admission
2. Positive photo identification – This must be either a United States government-issued driver's license or passport. If you do not possess either of these, contact Ryan Mouser at (615) 741-2687 PRIOR TO THE REGISTRATION DEADLINE.

You will not have access to any of your personal belongings during the exam. If you will be in need of medication during the exam, please make arrangements with the proctor prior to starting the exam or make a note on your application form.

Please note that your examination scores, as well as all the other information in the Court Interpreter Credentialing Program's records, are considered public records under state law and are subject to disclosure upon the request of a member of the public. The AOC will send you a letter of admission confirming your scheduled testing session.

What to expect at the written exam:

Please visit http://www.tncourts.gov/sites/default/files/manualexam_0.pdf to view the written examination manual for information regarding the structure and content of the written exam.



Administrative Office of the Courts
Tennessee State Court Interpreter Credentialing Program
Application for West TN February Written Examination

TEST DATE:
Friday, September 1, 2017
DEADLINE: August 25, 2017

Applicant's Full Name			
_____	_____	_____	_____
Last	First	Middle Initial	Suffix (Jr, Sr, etc)

Date and Location of Ethics Workshop

Applicant's Address

City	State	Zip Code
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Telephone (____) _____ Home	Telephone (____) _____ Cell	Telephone (____) _____ Work
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Email Address:

<p>Have you previously taken the written examination? ____YES ____NO If yes, when and where did you take the examination? (Include <u>all</u> previous testing exams whether in Tennessee or in another state):</p>

PLEASE NOTE:

In compliance with the Americans with Disabilities Act, please let us know if you require any modifications due to a qualified disability. If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Ryan Mouser at (615) 741-2687.

Language(s) for which you interpret: Please Circle							
ARABIC	CANTONESE	HAITIAN CREOLE	HMONG	KOREAN	LAOTIAN	MANDARIN	POLISH
RUSSIAN	SPANISH	VIETNAMESE	SOMALI	PORTUGUESE	POLISH	FRENCH	
OTHER _____							

Please send this completed form by email, mail, or fax.
ryan.mouser@tncourts.gov,
 Attn: Ryan Mouser
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 Fax: (615) 741-6285