



# Tennessee Court Interpreter Credentialing Program 2023 Renewal Application

<b>Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Contact number</b>	
<b>Email</b>	

## A. CONTINUING EDUCATION VERIFICATION

- List below the Continuing Education (CE) courses you have taken to meet the Continuing Education Requirements of Supreme Court Rule 42, Section 5(c)(2)(i). (If more space is needed, please use reverse side.) Please attach documentation of attendance.

Course Title	Date(s)	# of Hours—General	# of Hours—Foreign Language

**An interpreter must provide documentation of 18 hours of approved continuing education each three-year renewal period. A minimum of 12 of the 18 hours must consist of foreign language or interpreting skills training. Documentation and the renewal form can be scanned and emailed to [ryan.mouser@tncourts.gov](mailto:ryan.mouser@tncourts.gov)**

## B. BACKGROUND VERIFICATION

- Have you ever been removed from a case pursuant to Tennessee Supreme Court Rule 42, Section 6?   \_\_\_Yes   \_\_\_No

If yes, explain when and circumstances for removal.

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2. Have you been convicted of a crime since completing your criminal background check that was required for credentialing? \_\_\_ Yes \_\_\_ No

If yes, explain when and circumstances.

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### C. CITIZENSHIP STATUS

1. I certify that I am either: \_\_\_ United States Citizen  
\_\_\_ Legally permitted to work and remain in the United States \*

\* If you are not a United States citizen but you are legally permitted to work in the United States, you are required to notify the Administrative Office of the Courts within 3 business days if your status changes. Failure to do so may result in revocation of your credentials.

### D. PRO BONO HOURS

Supreme Court Rule 41, Canon 12 provides that interpreters should aspire to render a reasonable amount of pro bono public interpretive services per year. In fulfilling this responsibility, interpreters should:

- (a) provide a substantial portion of such services without fee or expectation of fee to persons of limited means; or
- (b) provide interpretive services at a substantially reduced fee to persons of limited means.

This Canon urges all interpreters to provide a reasonable number of hours of pro bono service annually. Under paragraph (a), service must be provided without fee or expectation of fee. The intent of the interpreter to render free services is essential for the work performed to fall within the meaning of paragraph (a); accordingly, services rendered cannot be considered pro bono if an anticipated fee is uncollected. Paragraph (b) permits the pro bono interpreter to accept a substantially reduced fee for services to persons of limited means; again, however, the intent of the interpreter to render reduced-fee services is essential for the work performed to fall within the meaning of paragraph (b); accordingly, services rendered cannot be considered pro bono if an anticipated fee is uncollected. Because this Canon states an aspiration rather than a mandatory ethical duty, it is not intended to be enforced through disciplinary process.

We ask that you please voluntarily note the number of hours you provided pro bono interpretive services since your last renewal:

\_\_\_\_\_ hours without fee or expectation of fee to persons of limited means;  
\_\_\_\_\_ hours at a substantially reduced fee to persons of limited means.

I, Ms./Mr. \_\_\_\_\_, swear or affirm that the information I have provided is accurate and complete.

\_\_\_\_\_  
Signature Date

**Please remit \$100.00 renewal fee either online or by check made payable to the Administrative Office of the Courts and mail to the address below.**

**To pay online, check here: (transaction fee applies)**  
<https://paydirect.link2gov.com/TNCourts/ItemSelection/SelectItems>

**Make checks payable to Administrative Office of the Courts**  
**ATTN: Ryan Mouser**  
Administrative Office of the Courts  
Nashville City Center, Suite 600  
511 Union Street  
Nashville, TN 37219

**Your renewal application and fee must arrive at the Administrative Office of the Courts by June 30, 2022 at 4:30 p.m. There will be no exceptions to this deadline.**