IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:	)	
	)	
CREDENTIALING FOR COURT	)	Administrative Order
INTERPRETERS	)	No. 2016 - 02
	)	
	)	
	)	

The Arizona Judicial Branch is committed to ensuring meaningful access to those who look to our courts to protect their rights and resolve their disputes fairly and efficiently. Limited English language skills should not be a barrier to accessing justice.

To promote high-quality interpreter services, the Court has examined the need for and benefit of an interpreter credentialing program for the judiciary. Governing policies for an interpreter credentialing program and fees to support the program have been formulated through discussion with the court community and committees of the Judicial Branch, and the Arizona Judicial Council recommended approval of this program at its October 22, 2015, meeting.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that an interpreter credentialing program is established.

IT IS FURTHER ORDERED that the program shall be comprised of tier levels as follows:

1. Tier 1 Credential: Requires demonstration of general court knowledge, an understanding of ethical conduct required by Administrative Order No. 2015-98, and language skills in both English and the non-English language. Tier 1 Credential requirements must be met before an interpreter may apply for higher tier credentials.

2. Tiers 2, 3, and 4 Credentials: Each tier credential is demonstrated through performance on an oral interpreting examination. Performance requirements for each tier shall be established by the Administrative Office of the Court and maintained on its website.
    a. Tier 2 is a temporary credential valid for 24 months from the date of issuance. Upon expiration of the Tier 2 credential, the applicant reverts to a Tier 1 credential.
    b. Tiers 3 and 4 are permanent credentials. Applicants who qualify for a Tier 3 credential may re-test to achieve a Tier 4 credential.

3. Tier A: Established for credentialing languages for which there is no oral interpreting examination available from the National Center for State Courts. Tier A does not test

interpreting skills, but requires the candidate to demonstrate superior language skills in the non-English language. Should an oral interpreting exam become available in the language, Tier A candidates may sit for the oral interpreting exam in order to advance to Tiers 2, 3, or 4.

IT IS FURTHER ORDERED that:

1. Court employees who provide interpreting services must achieve a permanent Arizona credential at Tier 3 or 4 by June 30, 2019.

2. Any court employee who provides interpreting services hired after June 30, 2017 must be credentialed at a Tier 3 or Tier 4 level. In the event that a court cannot find a viable credentialed candidate at the time of recruitment, the court shall require that the new employee become credentialed at a Tier 3 or Tier 4 level within 24 months from their hire date.

3. Effective July 1, 2017, judges should give appointment preference to credentialed contract interpreters, if available.

IT IS FURTHER ORDERED that the Administrative Director or his designee shall:

1. Administer the statewide interpreter credentialing program. The administration shall include the establishment of a system of test administration, policies and procedures regarding test scores and tier credentials assigned, reciprocity with other programs, and the processing of fees and refunds.

2. Publish and maintain a website which details the tier credential requirements and provides information regarding the credentialing program.

3. Establish a Credentialing Program account with the State Treasurer and the General Accounting Office within the Grants and Special Revenue Fund. Funds deposited into this account shall include all credentialing fees net of any banking or electronic payment transactional costs. Expenditures from this account shall be made to support the Credentialing Program and language access.

IT IS FURTHER ORDERED that the fee schedule in Appendix A, as recommended by the Arizona Judicial Council, is hereby adopted.

Dated this 6th day of January, 2016.

SCOTT BALES
Chief Justice

Appendix A: Fee Schedule
As of January 2025

Fees Associated with Requirements for the Arizona Court Interpreter Credentialing Program

Arizona Residents

Online Ethics Class $55.00

Online Court Overview Class $55.00

Written Examination $80.00

Oral Proficiency Interview $80.00

Oral Examination (full) $375.00

Oral Examination (one component) $150.00

Out of State Candidates

Online Ethics Class $150.00

Online Court Overview Class $150.00

Written Examination $200.00

Oral Proficiency Interview $150.00

Oral Examination (full) $750.00

Oral Examination (one component) ..... Not Available

Reciprocity and Transfer

Application for Full Reciprocity $200.00

Transfer of a Required Component $50.00

Other

Reschedule Exam $50.00