**Washington State
Administrative Office of the Courts**

COURT INTERPRETER PROGRAM

Instructions for the Interpreter Profile System

**Certified and Registered
Court Interpreters**

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WASHINGTON
COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

In 2012, the Administrative Office of the Courts (AOC) developed and launched a web-based tool that enables Certified and Registered Court Interpreters to update and manage their own personal information, as well as electronically report their ongoing requirements for purposes of maintaining their credentials (e.g. reporting if continuing education credits). This guide is designed to assist certified and registered court interpreters in accessing the system and updating their records.

Section 1: Signing Into the Interpreter Profile System

1. Go to the WA Court Interpreter Program website at www.courts.wa.gov/interpreters. At the top right-hand corner of your screen, you'll see the following image:
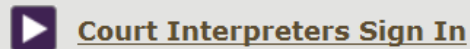
2. Enter your AOC Identification number. This number can be found on your AOC issued ID badge, or next to your name on the web listing at www.courts.wa.gov/interpreters.

   Enter your password. If this is your first time accessing the program, enter the temporary password issued to you by the AOC.

   If you forgot your ID number, click on "Forgot your ID Number?" As directed, enter your first and last name.

   If you forgot your password, click on "Forgot your Password?" Enter your AOC ID number and birth year. A password will be e-mailed to you at the e-mail address most recently entered by you in the Interpreter Profile System.

Section 2: Updating Your Information in the Interpreter Profile System

Certified and Registered Court Interpreters are able to update their contact information and geographic availability, which affects what the public views when searching for interpreters on the Washington Courts online interpreter directory. Users are also able to provide background information, and electronically report compliance requirements.

Once in the system, you will see a series of tabs across the top that look like this:
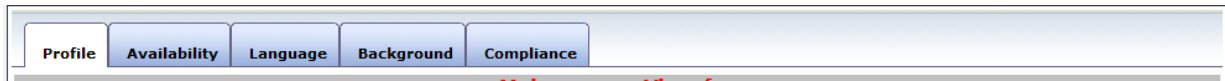

Clicking these tabs allows you to navigate from one screen to another. The tab highlighted in white is the screen that displays on your monitor.

1. **Profile:** On the Profile tab, enter your current contact information and date of birth. (We do **not** post your birthday on the web listing, but rather use it for security purposes if you forget your password.) You must provide a mailing address (PO Box is acceptable). This page also allows you to set and change your password. Please remember this for future reference. Be sure to save your changes by clicking on "Save Changes" appearing at the top right corner, or the bottom of the screen.

2. **Availability**: The Availability tab allows you to indicate the counties from which you are willing to accept court interpreting assignments. This information affects your listing on the online interpreter directory. Please do not check a county if you are unwilling to travel there for a court interpreting job. Additionally, if you are willing to accept telephonic interpreting assignments, click "Yes" in the Telephonic box at the lower right. Save your changes by clicking on "Save Changes" appearing at the top right corner, or bottom of the screen. You may change your geographic availability at any time.
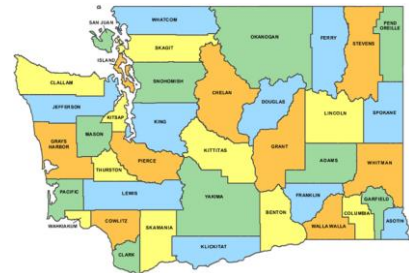
3. **Language:** This tab shows in which language(s) you are Certified and/or Registered. This information is entered by AOC staff, and you may not modify it.

4. **Background:** The AOC is collecting information on Interpreters' educational and credentialing background for statistical purposes only. We recognize these questions only identify a limited snapshot of the experience you bring to the field.

5. **Compliance:** The information entered under the Compliance tab provides you the ability to enter all two-year reporting information electronically, with the exception of the Oath of Interpreter. See Section 3 for complete details.
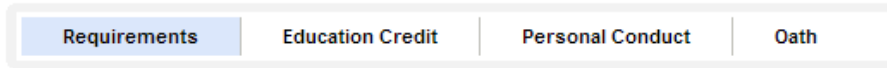
Section 3: Compliance Reporting

Clicking on the Compliance tab allows you access to more screens, which you will use for purposes of completing and submitting most of your two-year compliance information. After you click on the Compliance tab, you will see a new set of tabs appear below.

Certified interpreters will see the following categories:

Requirements	Education Credit	Personal Conduct	Oath	Court Hours

Registered interpreters will see the following categories:

Requirements	Education Credit	Personal Conduct	Oath

Note: If you have a credential in both a certified and registered language, you will see the categories for certified interpreters.

Each tab represents information required for reporting requirements. The tab highlighted in blue is the page that displays on your screen.

A. Requirements

The Requirements Tab is for informational purposes only, and provides you a summary of what you must complete to maintain your Certified or Registered credential.

B.   Education Credit

On this page, you will report the continuing education credits you have earned for each two-year cycle. If you have carry over credits from the previous cycle, they will appear here:

Current Continuing Education Units

Reporting Cycle: 2018-2019 (current)

Class	Date	Ethics	Performance	General
0. Prior Cycle Carryover	2016-2017			0.00

	Ethics	Performance	General	Totals:
Credit from Previous Category:		0.00	0.00	
Credits Earned per Category:	0	0	0	0
Minimum Credits Required (Certified Interpreter):	2.00	8.00	6.00	16.00
Carryover Credits Earned:				0.00
Credits Carried Over to the Next Reporting Cycle:				0.00

To Add a Class: You will find a list of approved classes further down the page.

Add a Class

Cycle: 2018-2019   Provider: All Providers   Class Name contains   Search classes

Report Cycle	Class	Provider	Date	Ethics	Perf.	General
2018-2019	AOC Approved Credits	AOC	01/01/2018	0	0	0
2018-2019	Newly Credentialed - Half Credits Waived	AOC	01/01/2018	1	4	3
2018-2019	Eviction: Advising and Representing Low-Income Tenants	KCBA	01/26/2018	0	7	0
2018-2019	Modes of Interpreting	Interprete	01/27/2018	0	3	0
2018-2019	FCICE Written Exam Preparatory Course	de la Mora	02/05/2018	0	0	6
2018-2019	Advanced Consecutive and Simultaneous Skill-Building	de la Mora	02/13/2018	0	9	0
2018-2019	Juvenile Law and Forensic Medicine in the Republic of Arg	Martin Pla	02/25/2018	0	4	0

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On the list of classes you can:
- Filter the list of classes by the Reporting Cycle or Provider.

   Cycle: 2018-2019   Provider: All Providers

- Search for keywords that appear in the class name or the location of the class.

   Class Name contains   Search classes

   Class Name contains
   Class Location contains   Ethics   Perf.   General

- Adjust the number of classes that appear on the page.

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Please note that if a long list of classes appears, you may need to move to another page adjust the number of classes that appear on the screen from the drop down or use the arrow buttons to scroll through the pages.

After you locate the class that you attended, double click on the class name. A menu will appear asking you to confirm your attendance.
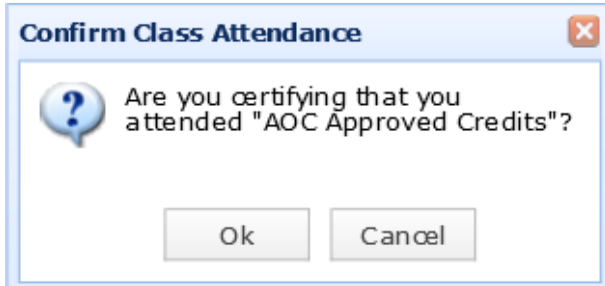
After you click the OK button, the class will be added your list about the list of classes. If you attended a class that is not listed, it has not yet been approved by the AOC. You may have to apply for credits.

To Delete a Class: If you accidentally entered the wrong class, click on the red "x" to delete it from your list.

To Decrease the Number of Credits: If you attend a conference or an event that has multiple education sessions, you may need to adjust the number of credits on your profile to match the classes that you actually attended.

- Add the class to your list of attended classes.

- Adjust the number credits it the correct category. For example:

Ethics	Performance	General
0.00	5.00	0.00

- Click on the "Update" button that appears above the number of credits:

✔ Update

Ethics	Performance	General

To Increase the Number of Credits: In some circumstances, interpreters may want to claim more credits than the class was originally approved for (e.g., preparation hours if the interpreter was an instructor). Only AOC staff may increase the number of credits for an event. Please contact us to make this request, Interpreters@courts.wa.gov.

Identifying How Many Credits you Need: All credentialed interpreters are required to earn 16 education credits for each reporting cycle. Below your list of classes, there is a tally that displays how many credits you have earned. Before adding any class, the display will show the following:

				Totals:
Credit from Previous Category:		0.00	0.00	
Credits Earned per Category:	0.00	0.00	0.00	0.00
Minimum Credits Required (Registered Interpreter):	2.00	8.00	6.00	16.00
Carryover Credits Earned:				0.00
Credits Carried Over to the Next Reporting Cycle:				0.00

As you add classes, the display will tally the credits and the color in each column will turn green as you meet the minimum number credits for that category:

				Totals:
Credit from Previous Category:		0.00	0.00	
Credits Earned per Category:	2.00	5.00	0.00	7.00
Minimum Credits Required (Registered Interpreter):	2.00	8.00	6.00	16.00
Carryover Credits Earned:				0.00
Credits Carried Over to the Next Reporting Cycle:				0.00

Once you have met all of the education requirements, the entire row will become green:

				Totals:
Credit from Previous Category:		0.00	0.00	
Credits Earned per Category:	2.00	8.00	6.00	16.00
Minimum Credits Required (Registered Interpreter):	2.00	8.00	6.00	16.00
Carryover Credits Earned:				0.00
Credits Carried Over to the Next Reporting Cycle:				0.00

C.   Personal Conduct

For each two-year reporting cycle, Certified and Registered Interpreters are required to update the AOC with information pertaining personal conduct. Similarly, if the information changes during a two-year cycle, Interpreters are expected to update the information. Please click the appropriate Yes/No circles, and provide an electronic signature at the bottom of the screen.

D.   Court Hours (Applicable to Certified Interpreters Only)

Certified Interpreters are required to report 20 hours of court interpreting in each two-year compliance period. The Court Hours tab allows you to log that information at any time in a two-year cycle. To add hours, click on "Add More Hours" at the bottom of the screen, and enter the requested information. The Interpreter Profile System will automatically calculate your hours, and indicate how many hours you must complete to meet the 20-hour requirement.

Registered Interpreters do not have this requirement, and therefore do not see a Court Hours screen when using the Interpreter Profile System.

E.   Court Interpreter Oath

Before the 2018-2019 compliance cycle, interpreters were required to submit a new oath of interpreter every two years. However, after a change in state law, the 2016-2017 compliance cycle was the final time interpreters needed to submit an oath as part of their compliance requirements. Interpreters no longer need to submit an oath every two years.

Section 4: Visual Guide to Education Credits Page

Adjusts the Cycle

Classes that you have added to your profile.

Current Continuing Education Units

Reporting Cycle: 2018-2019 (current)

Class	Date	Ethics	Performance	General
0. Prior Cycle Carryover	2016-2017			0.00
1. AOC Approved Credits	01/01/2018	0.00	0.00	0.00
2. AOC Approved Credits	01/01/2018	0.00	0.00	0.00

	Ethics	Performance	General	
Credit from Previous Category:		0.00	0.00	Totals:
Credits Earned per Category:	0.00	0.00	0.0	0.0
Minimum Credits Required (Certified Interpreter):	2.00	8.00	6.00	16.00
Carryover Credits Earned:				0.00
Credits Carried Over to the Next Reporting Cycle:				0.00

Displays the number of credits you earned this cycle.

This yellow highlight is green if you have meet the requirements in all three categories.

Number of credits that will carry over into next cycle. Only display credits if you have met the requirements for the current cycle.

Adjusts the Cycle

Limits the list of classes to a specific provider

Adjust the search to look for either a class name or class location.

Add a Class

Cycle: 2018-2019   Provider: All Providers   Class Name contains   Search classes

Cycle	Class	Provider	Date	Ethics	Perf.	General
2018	Eviction: Advising and Representing Low-Income Tenants	KCBA	01/26/20	0	7	0
2018	Modes of Interpreting	Interpreters Ui	01/27/20	0	3	0
2018	FCICE Written Exam Preparatory Course	de la Mora Inte	02/05/20	0	0	6
2018	Advanced Consecutive and Simultaneous Skill-Building	de la Mora Inte	02/13/20	0	9	0
2018	Juvenile Law and Forensic Medicine in the Republic of Argentina	Martin Blanco	02/25/20	0	4	0
2018	Methamphetamine Update 2018	Interpreter Tra	03/02/20	0	3	0
2018	Police Specialty Units - Domestic Violence / Sexual Assault Investigation	Interpreter Tra	03/03/20	0	6	0

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Adjusts the number of classes listed on the page.

Displays how many pages of classes are available. The arrow buttons let you scroll between pages.