

**Washington State  
Administrative Office of the Courts**

**COURT INTERPRETER PROGRAM**

**Instructions for the Interpreter Profile System**

**Certified and Registered  
Court Interpreters**

**January 2012**



**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, [http://www.courts.wa.gov/programs\\_orgs/pos\\_interpret/](http://www.courts.wa.gov/programs_orgs/pos_interpret/) OR [www.courts.wa.gov/interpreters](http://www.courts.wa.gov/interpreters). At the bottom right-hand corner of your screen, you'll see the following image:

**Interpreter Profile Systems**

**Sign in as:**

Court Certified/Registered Interpreters

Interpreter Applicants  
(Passed AOC Written Exam)

2. Click on the first button, “Court Certified/Registered Interpreters.”
3. 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](http://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.

**Certified/Registered Sign In:**

**AOC ID:**  \*

**Password:**  \*

\* - required fields

- [Forgot your ID Number?](#)
- [Forgot your Password?](#)

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.

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## 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 information pertaining to the biannual 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 written Oath. See Section 3 for complete details.

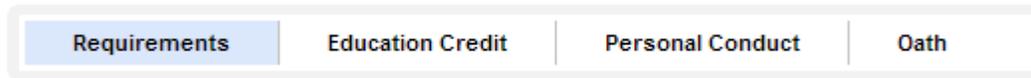
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### Section 3: Biannual Compliance Reporting

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:



**Registered** Interpreters will see the following categories:



*Note: Few, but some Court Interpreters are both Certified and Registered. They will have the Certified Interpreter view, as they are required to complete the Certified Interpreter program requirements.*

Each tab represents information required for biannual 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

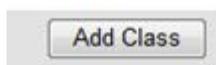
On this page, you will report the continuing education credits you have earned for each two-year cycle. By March 1, 2012, you will see how many carry over credits (if any) you have from the 2010-2011 reporting cycle. A Certified Interpreter with no carry-over credits will have a screen that looks like this:

	Class	Delete	Date	Ethics	General
1	Carry Over Credit from 2010-2011	x	12-31-2011	0.00	0.00
<b>Total Credits Earned</b>				<b>0</b>	<b>0</b>
<b>Credits Missing</b>				<b>2</b>	<b>14</b>
<b>Credit Status</b>				<b>Incomplete</b>	
<b>Carry Over Credits</b>				<b>-</b>	<b>0</b>

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Registered Court Interpreters will see the same screen, but different numbers because the credit requirements are different.

**To Add a Class:** After you have attended an AOC-approved class, click on “Add Class” at the bottom of the screen.



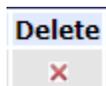
Find the class in the list that appears, and click on the red “plus” sign on the right-hand side.

**Add**



This will automatically add the class to your list. 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:** It is common that an Interpreter attends a portion of a class or conference, thereby earning fewer hours than indicated by the class listing. To accurately report your credits, first add the class to your list of attended classes. Next, modify the number of credits to accurately reflect your participation level by typing in the appropriate number of credits. Click on either “Calculate” or “Refresh” at the bottom of the screen.

**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](mailto:Interpreters@courts.wa.gov).

### *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. Oath*

Every two years Certified and Registered Interpreters must complete a sworn Oath and submit it to the AOC. Unfortunately, this cannot be done electronically. Use the page appearing under the Oath tab to receive the most current instructions and to download the form. Download and print the Oath form, and have it signed by either a Judicial Officer or Notary. **To ensure that your Oath does not lapse and meets the statutory requirements, please complete and submit the Oath at the end of the two-year reporting period.**



### *E. 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.