HOW TO REGISTER FOR THE COURT INTERPRETER'S EXAMINATION

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THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Application for Exam Registration.
- Submit payments for any required fees.
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
  - Staff must withdraw if you've already submitted it to us.
- Update your name.
- Update your contact information.
- Print payment receipts.
- Print your application (i.e., application summary)
- Confirm documentation uploaded to your application.
- Obtain your Login Name.
- Reset your forgotten password.

INFORMATION FROM LICENSED COURT INTERPRETER WEBSITE

- **Exam Dates & Deadlines** are on the Exam page.
- **Applications are not accepted after the established deadlines**.
- **Exam registration applications will not be accepted if the applicant has not submitted all required paperwork** and fees **prior to** registering for the exam.
- **Exam slots are assigned by JBCC staff** on a first come, first serve basis.
- **Requests for specific dates and times** cannot be accommodated.
- **Applicants are solely responsible for ensuring they know all information required to take the exam,** by ensuring to utilize all resources available. This includes, but is not limited to, our website, slideshows, rules, and communications from staff.
- **All paperwork and fees must be submitted online.**
- **ADA Accommodations** must be submitted to the licensing specialist via email no less than 21 days in advance of the exam date.
- **Written notice must be submitted to the licensing specialist no less than 10 days prior to the exam date, along with supporting documentation of inability to test due to an emergency.**
  - Exam fees will not be refunded if notice is not submitted timely.
  - Fees cannot be carried forward to future exams or other applications.
- **Applicants that violate exam security protocols** will be disqualified and cannot test again until 2 years from their disqualification date.

PAPERWORK REQUIRED PRIOR TO REGISTERING FOR THE EXAM

REQUIREMENTS TO TAKE THE COURT INTERPRETER EXAM

- Requirements for First-time Applicants.

  Step One:

  - Submit the *Application for Licensure* and the application fee.
  - Upload a copy of your orientation course completion certificate to your online application for licensure.
  - Upload a copy of your fingerprinting receipt to your online application for licensure.
  - Upload any additional supporting documentation that is necessary.

  Step Two:

  - Submit the Exam Registration Form.
  - Pay the Exam fee.

- Requirements for those re-testing.
  - Submit the Exam Registration Form
  - Pay the Exam fee.

HOW TO REGISTER FOR THE COURT INTERPRETER EXAMINATION

GO TO THE GUARDIAN CERTIFICATION DEPARTMENT'S HOME PAGE

NOTE: YOU'LL SEE THE GUIDE TO USING THE ONLINE SYSTEM (PDF), AND OTHER SLIDE SHOWS AS WELL.

CLICK ON THE BIG, RED BUTTON TO *ACCESS THE JBCC CERTIFICATION, REGISTRATION & LICENSING SYSTEM*

IN THE SYSTEM, CLICK THE TAB FOR YOUR PROGRAM. *(I.E., COURT INTERPRETERS)*

IN THE USER LOGIN SECTION, ENTER YOUR LOGIN NAME AND PASSWORD, THEN CLICK LOGIN.

CLICK APPLY FOR EXAM ON THE WHAT DO YOU WANT TO DO MENU

ON THE PRELIMINARY STEP PAGE, SELECT THE EXAM YOU ARE REGISTERING FOR, UNDER APPLICATION TYPE, THEN CLICK NEXT.

NOTE: YOU MUST PASS THE WRITTEN EXAM BEFORE YOU CAN TAKE THE ORAL EXAM; THEREFORE, YOU CANNOT APPLY FOR THE ORAL EXAM PRIOR TO RECEIVING YOUR OFFICIAL WRITTEN EXAM RESULTS.

PERSONAL INFORMATION TAB

For "**Fee Waiver Criteria**", select:

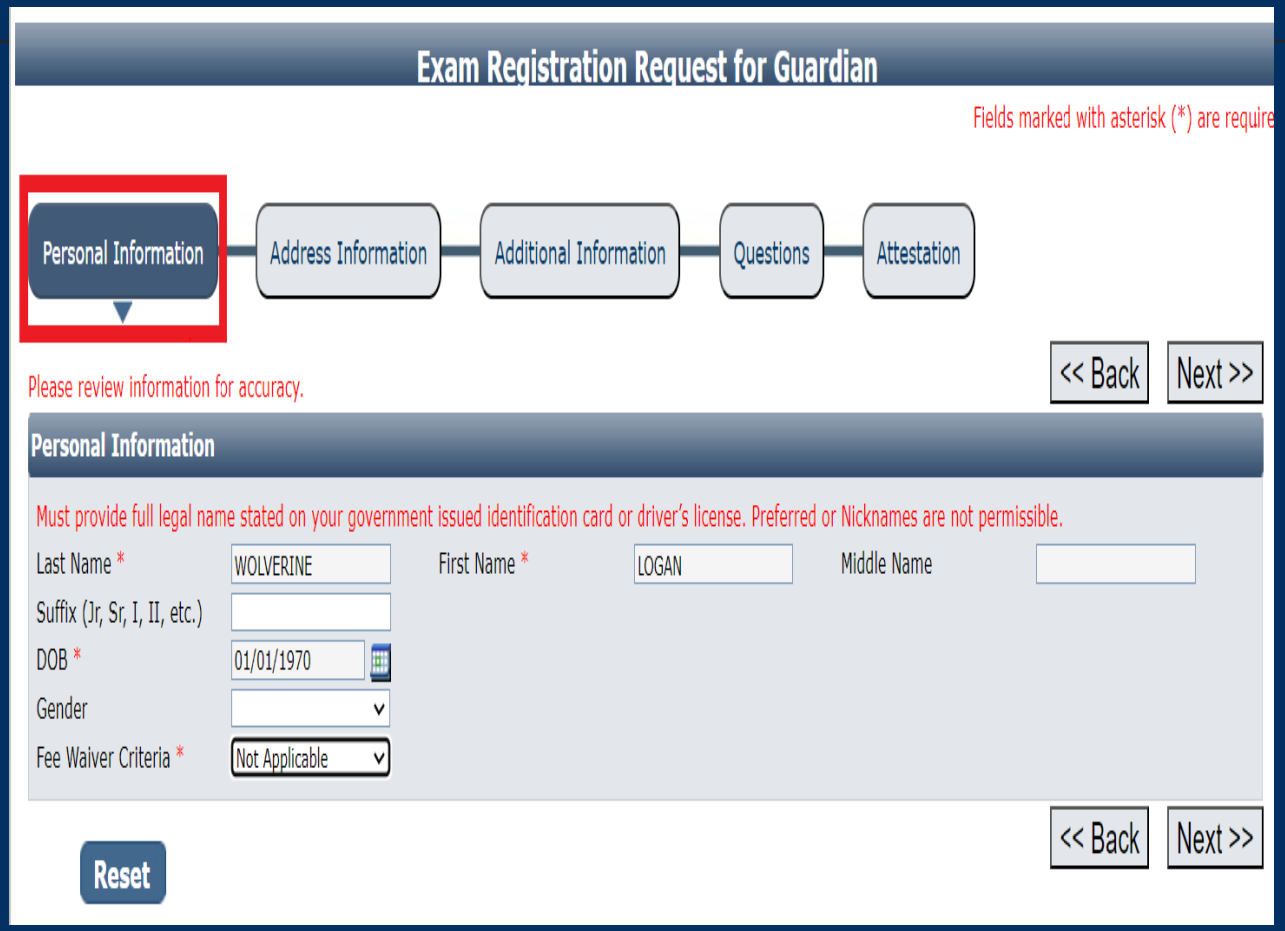
* Military Applicant, or
* Not Applicable *(if you're not an eligible military applicant).*

<u>Fee Waiver Requirements for Military Applicants. (You must meet 1 of the 2 below):</u>

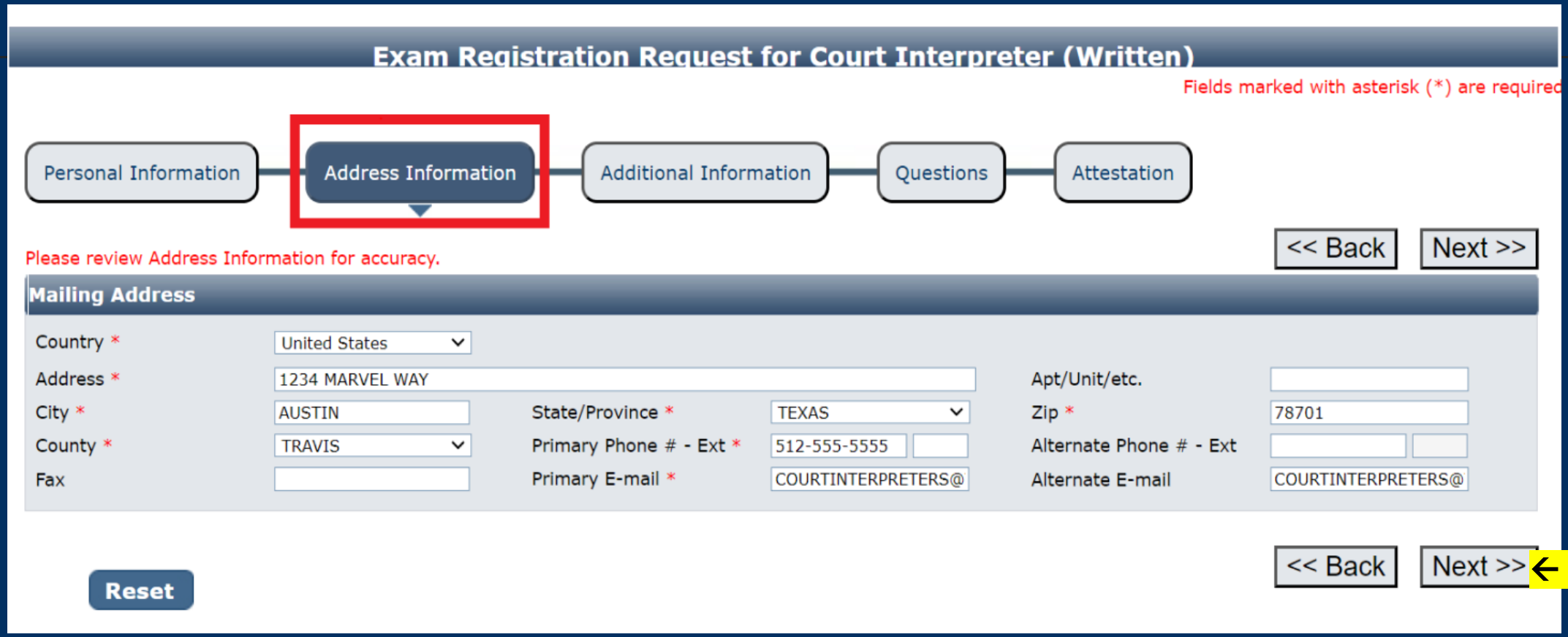
1. Hold a current court interpreter license issue by another state with requirements substantially equivalent to Texas, or

2. Held a TX court interpreter license within 5 years preceding the date of your application.

Click "**Next**"

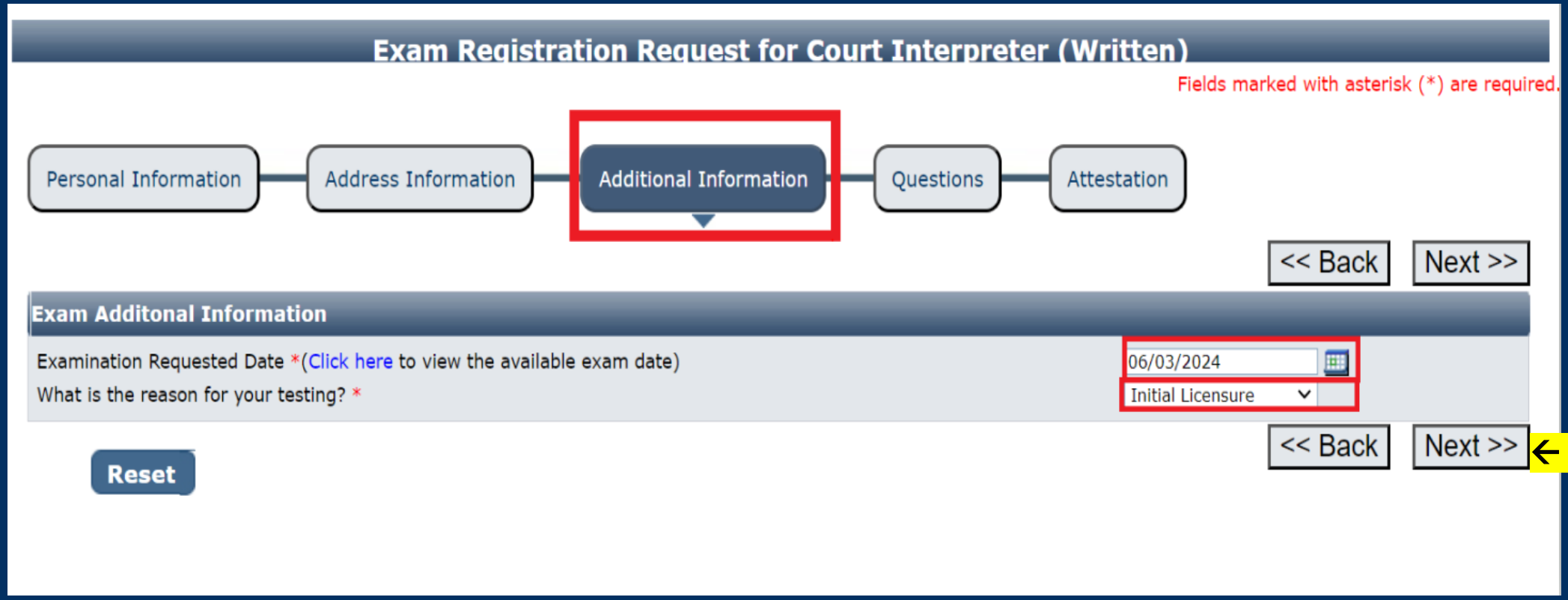


Address Information tab: Complete all fields with a red asterisk, then click Next on the screen below:



← Click Here

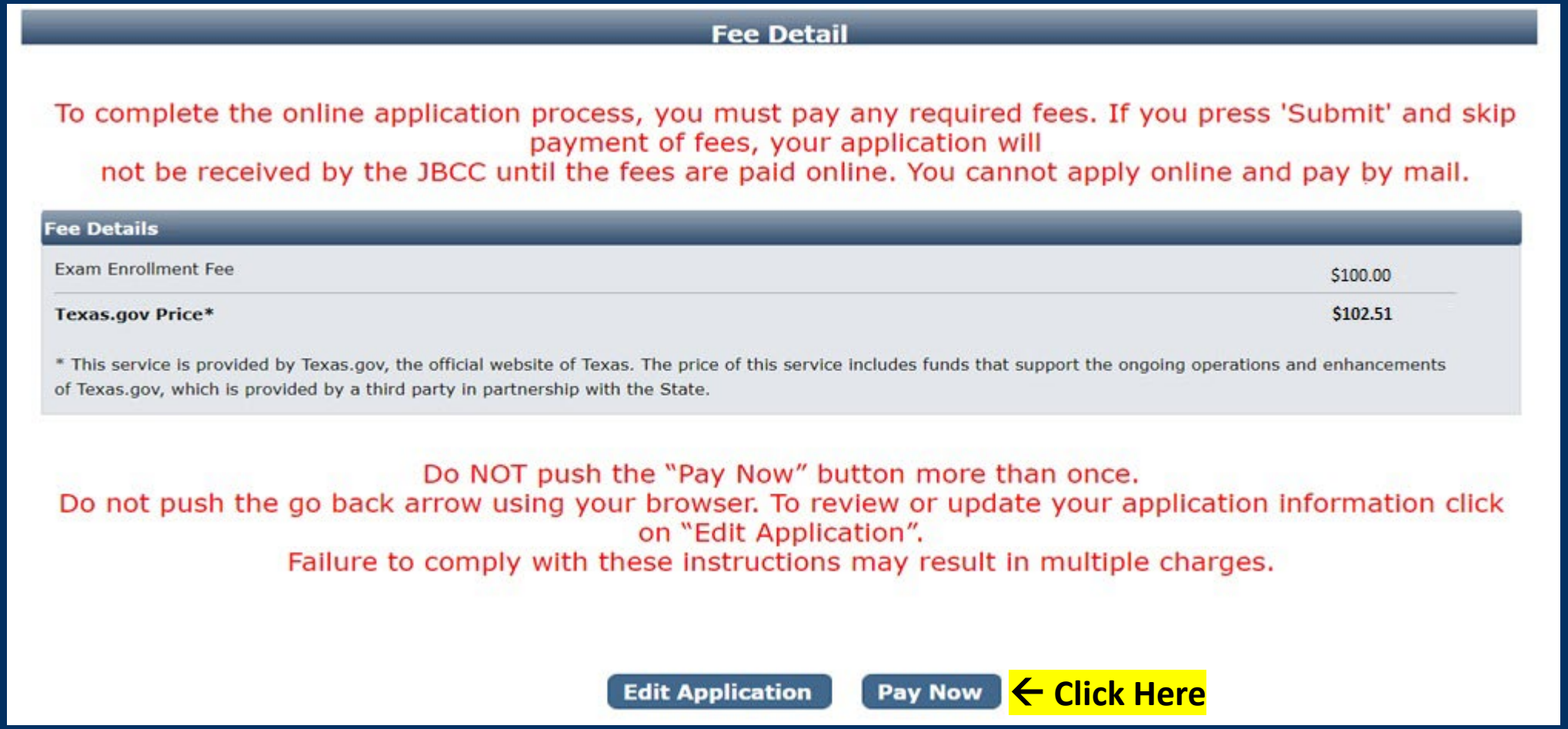
ADDITIONAL INFORMATION TAB. ENTER THE EXAMINATION REQUESTED DATE (I.E., THE DATE LISTED ON OUR WEBSITE).
SELECT YOUR REASON FOR TESTING: INITIAL LICENSURE, RE-TAKE EXAM, UPGRADE A LICENSE, OR ADDING A LANGUAGE.



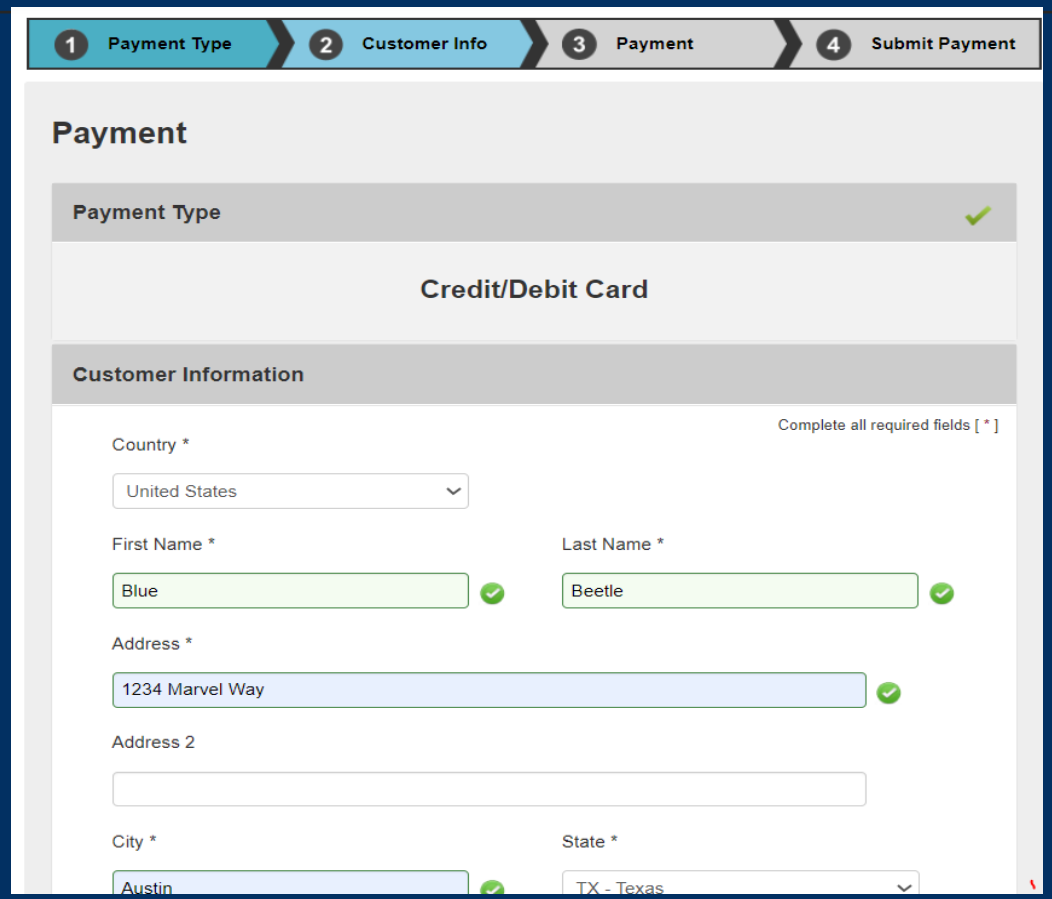
QUESTIONS TAB. ANSWER EACH QUESTION, THEN CLICK NEXT.

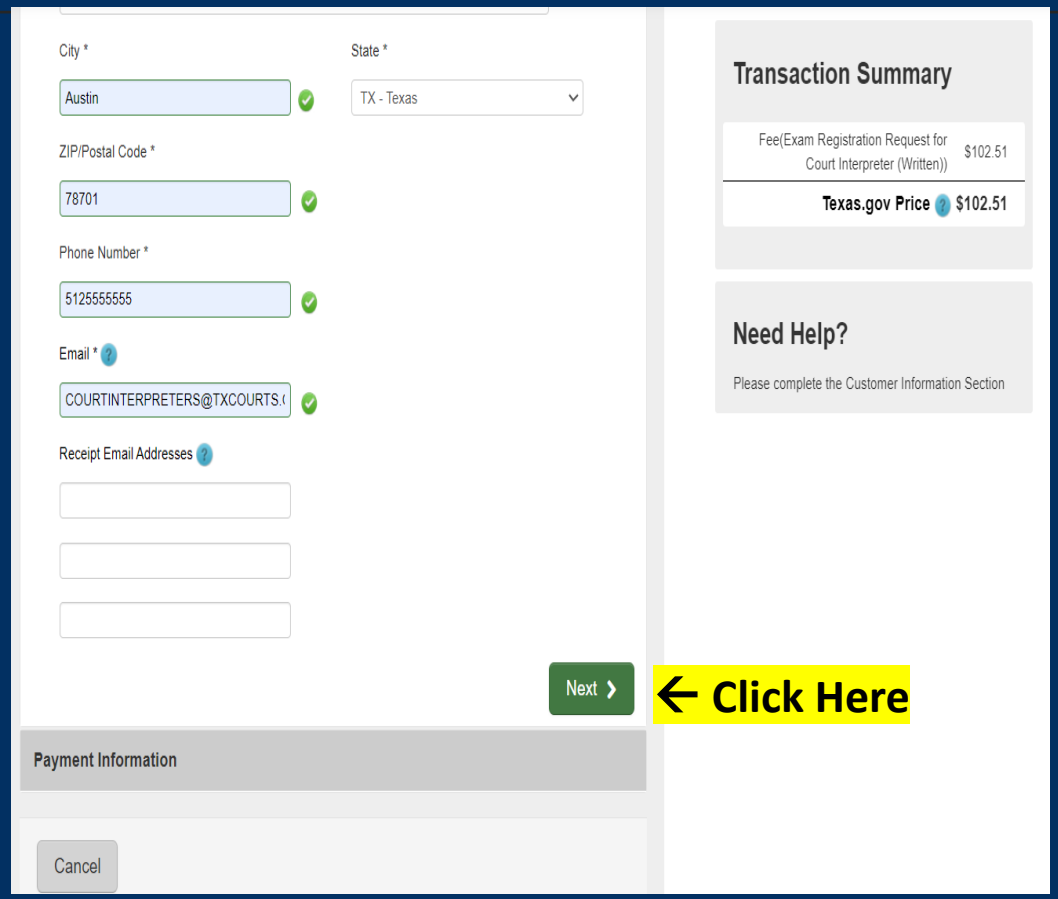
ATTESTATION TAB. CHECK THE DESIGNATED BOX. ENTER YOUR NAME (I.E., THE APPLICANT'S NAME). PRESS TAB ON YOUR KEYBOARD TO TAB OVER AND ENTER THE DATE, THEN TAB OVER AGAIN TO THE SUBMIT APPLICATION BUTTON AND PRESS ENTER ON YOUR KEYBOARD TO CLICK ON IT.

HIT THE **PAY NOW** BUTTON TO BE TAKEN TO THE PAYMENT PORTAL.

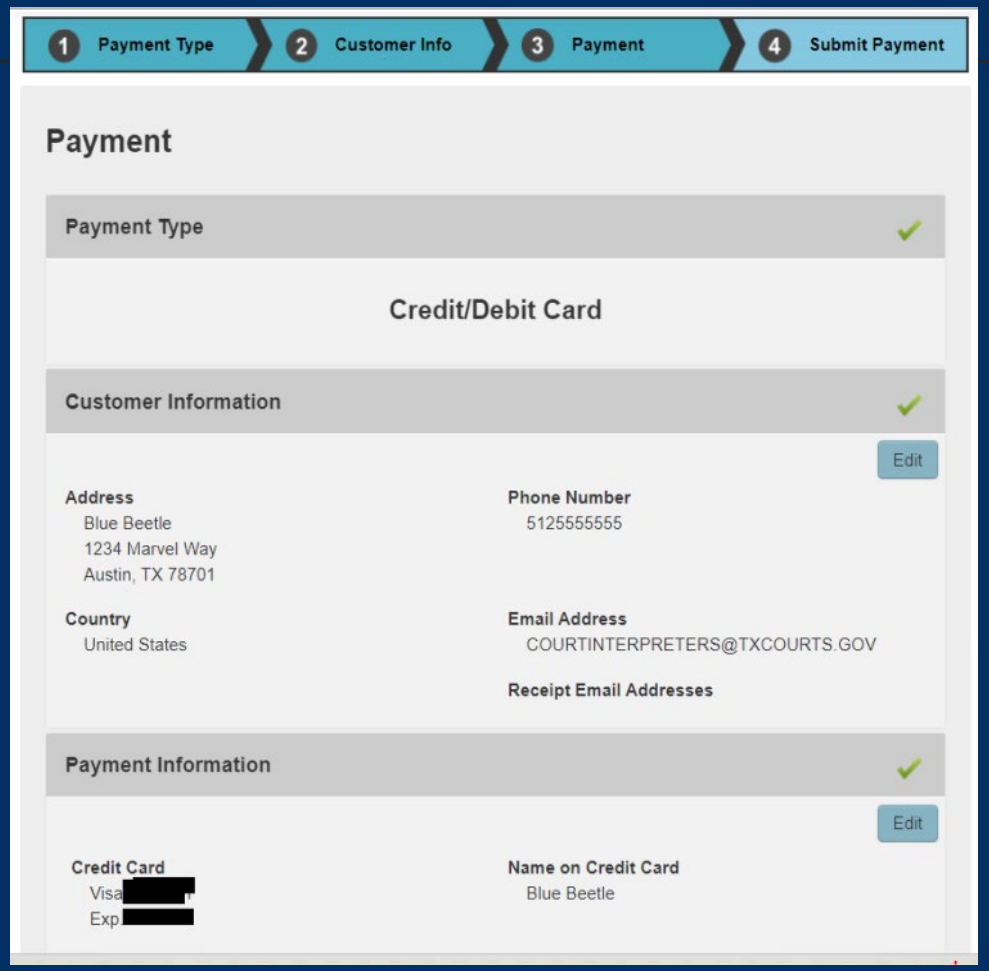


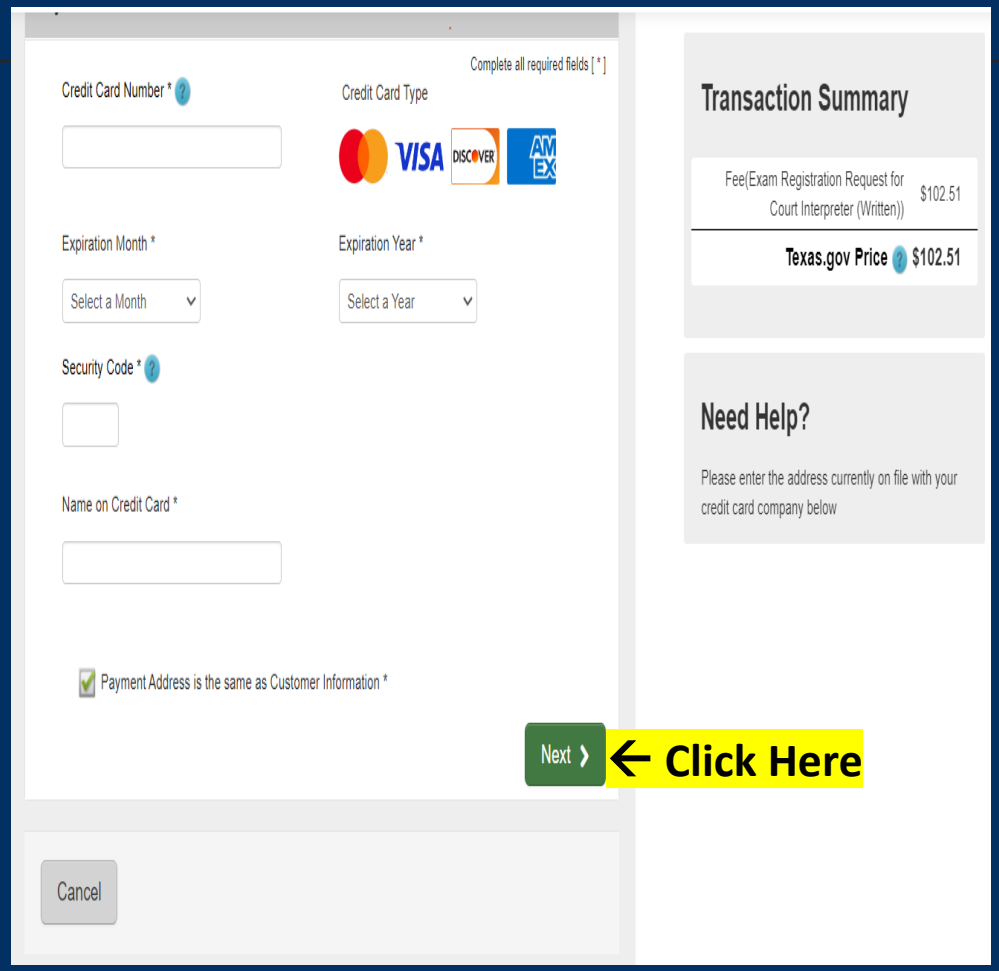
ENTER YOUR NAME AND THE BILLING ADDRESS CURRENTLY ON FILE WITH THE CREDIT CARD COMPANY OF THE CARDHOLDER. CLICK NEXT. FYI: IF THE INFORMATION DOES NOT MATCH, THE PAYMENT WILL NOT GO THROUGH, AND YOU WON'T BE ABLE TO SUBMIT YOUR APPLICATION.



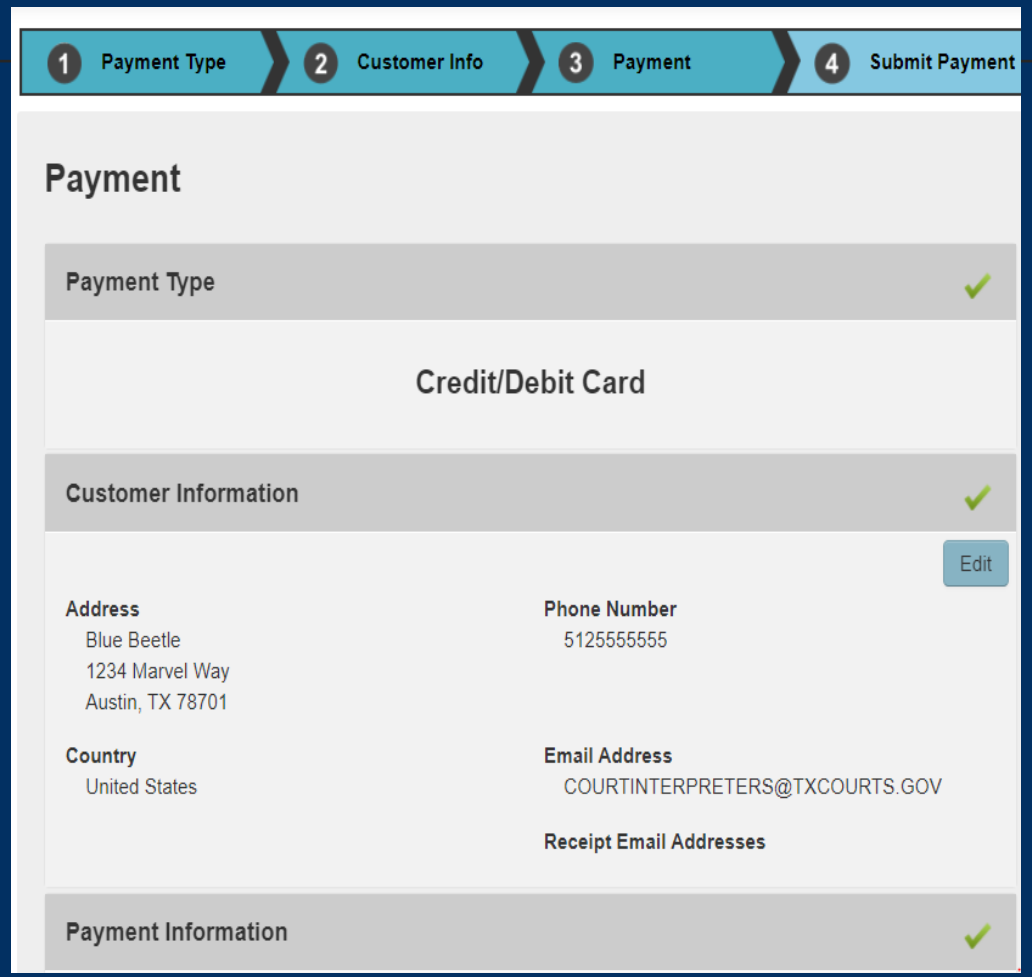


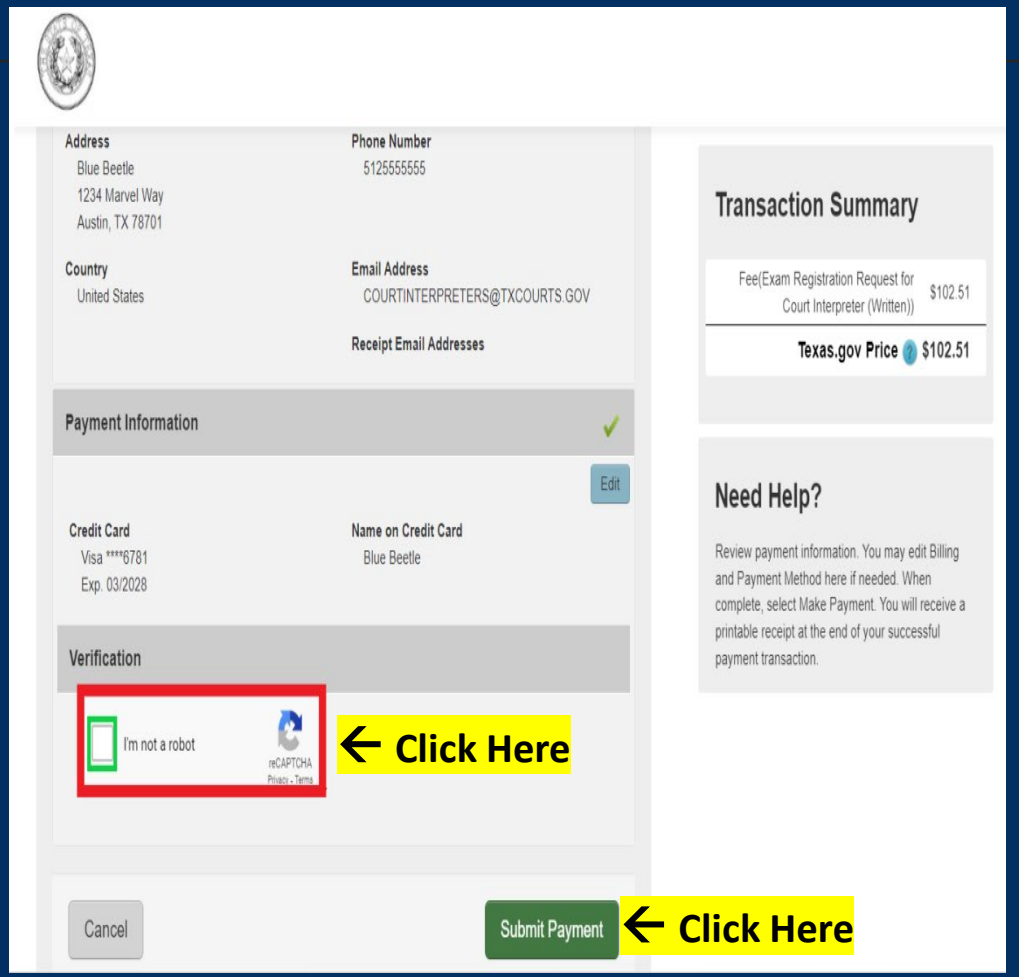
ENTER THE NAME AND CREDIT CARD INFORMATION OF THE CARDHOLDER. CLICK **NEXT**.



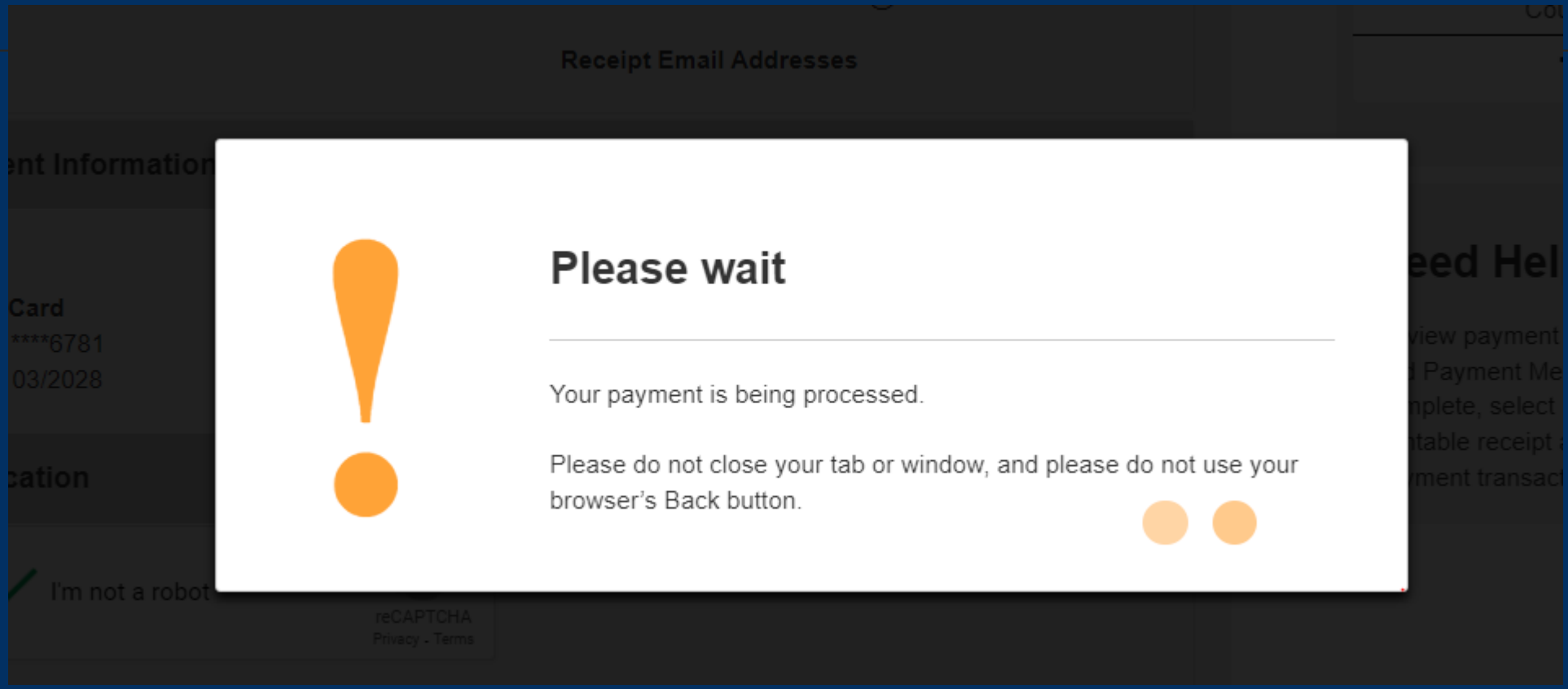


CHECK THE **I'M NOT A ROBOT** BOX, FOLLOW ANY INSTRUCTIONS THAT POP UP, THEN CLICK **SUBMIT PAYMENT**.





YOU'LL SEE THE MESSAGE BELOW AS YOUR PAYMENT IS BEING PROCESSED.



AFTER YOUR PAYMENT IS PROCESSED, YOU'LL BE TAKEN TO THE CONFIRMATION PAGE OF YOUR APPLICATION. FROM HERE YOU SHOULD PRINT YOUR PAYMENT RECEIPT AND APPLICATION SUMMARY FOR YOUR RECORDS, THEN CLICK RETURN TO HOME.

Exam Registration Request for Court Interpreter (Written) Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Exam Registration Request for Court Interpreter (Written)** has been submitted. Your online transaction number is **266423** . Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print payment receipt: Click Here

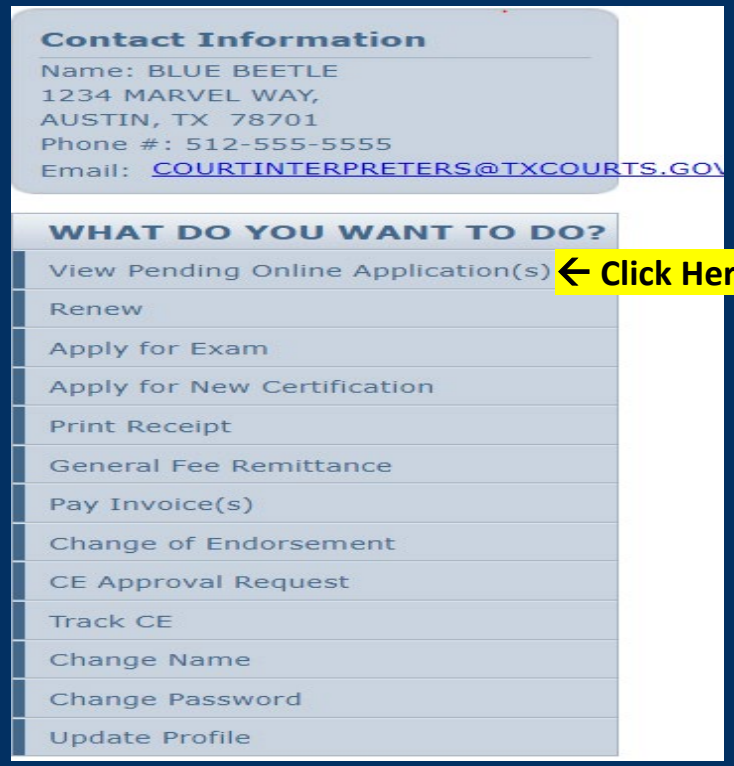
To View/Print application summary: Click Here

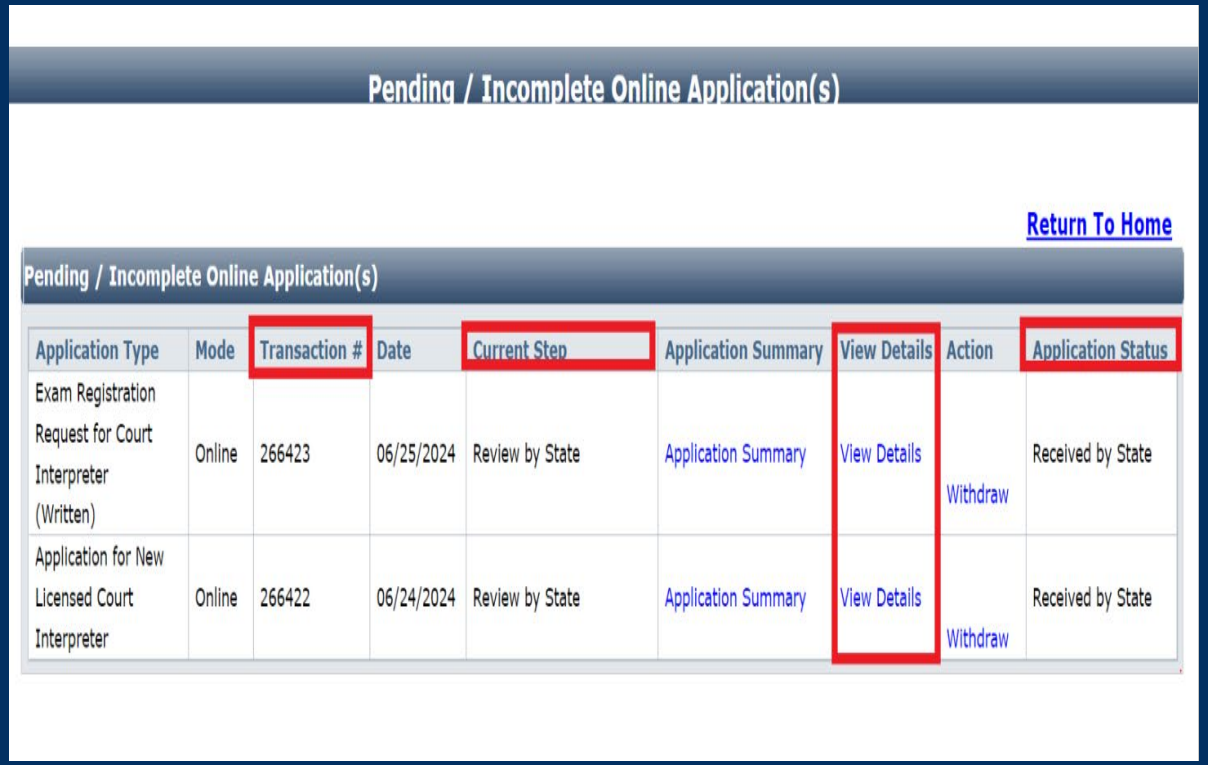
Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

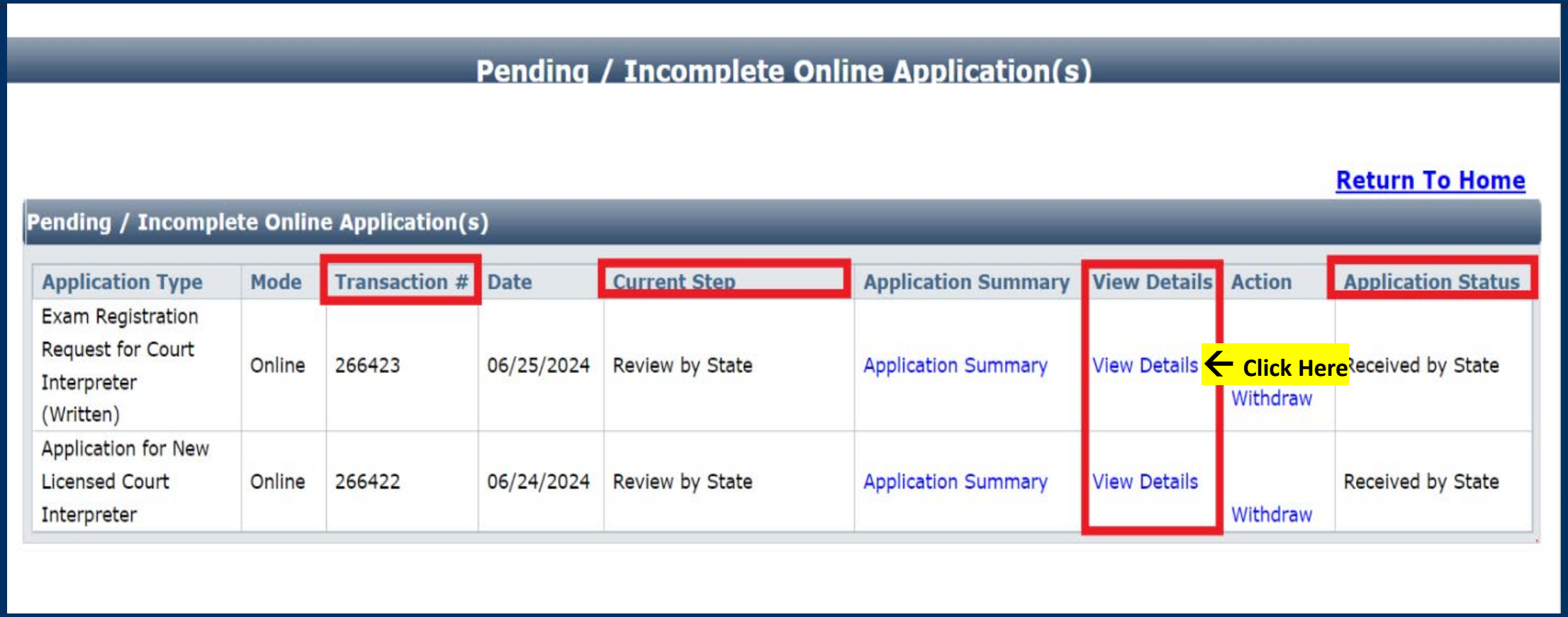
Click Here → Return to Home Logout

CLICK **VIEW PENDING ONLINE APPLICATION(S)** ON YOUR HOME PAGE MENU. YOU'LL BE ABLE TO SEE THE APPLICATION YOU JUST SUBMITTED. THIS IS HOW YOU CONFIRM RECEIPT. THIS IS WHERE YOU'LL BE ABLE TO TRACK THE APPLICATION STATUS. IN THE **CURRENT STEP** COLUMN, THE STATUS **REVIEW BY STATE** WILL BE REFLECTED. APPLICATIONS REMAIN PENDING UNTIL THE APPLICATION IS APPROVED. WHEN THE APPLICATION IS PROCESSED, YOU'LL BE SENT AN AUTOMATED EMAIL CONFIRMATION ADVISING THE APPLICATION HAS BEEN RECEIVED AND WHEN IT'S APPROVED. ONCE PROCESSED, THE APPLICATION WILL NO LONGER SHOW UP ON THIS PAGE. CHECK YOUR INBOX (AND SPAM FOLDER) FOR THIS CORRESPONDENCE.





IF YOU WANT TO VERIFY THE CERTIFICATE YOU UPLOADED WAS ATTACHED, ON THE **VIEW PENDING ONLINE APPLICATION(S)** PAGE, CLICK ON THE **VIEW DETAILS** LINK.



Pending / Incomplete Online Application(s)

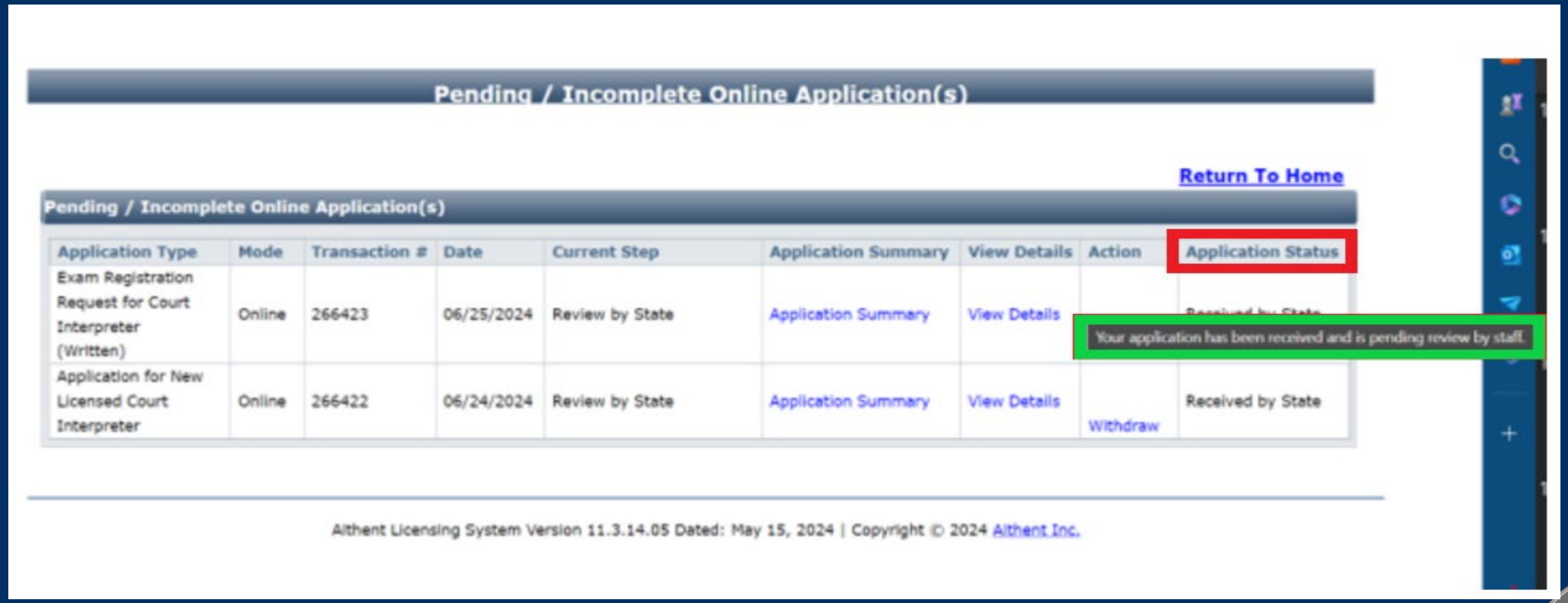
Return To Home

Pending / Incomplete Online Application(s)

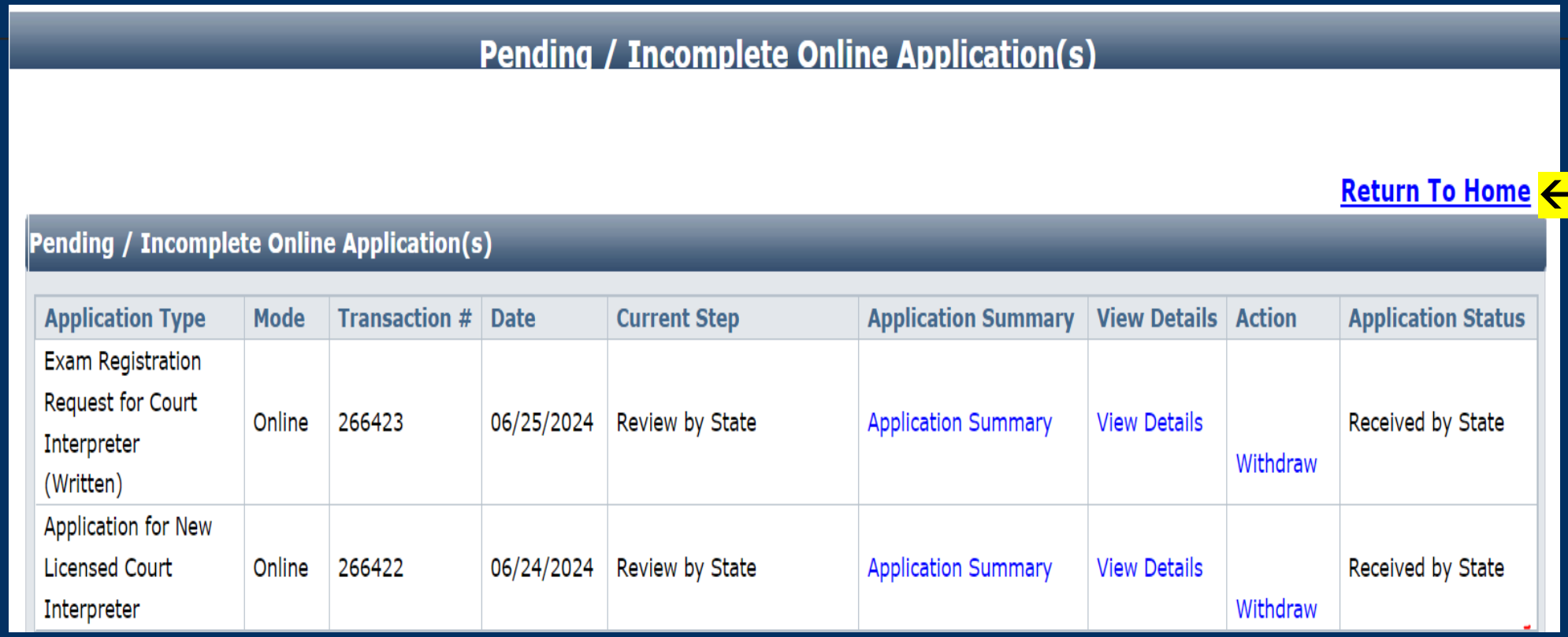
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Exam Registration Request for Court Interpreter (Written)	Online	266423	06/25/2024	Review by State	Application Summary	View Details ← Click Here	Withdraw	Received by State
Application for New Licensed Court Interpreter	Online	266422	06/24/2024	Review by State	Application Summary	View Details	Withdraw	Received by State

ON THIS PAGE, YOU CAN SEE YOUR APPLICATION'S STATUS, AS WELL AS TRACK ITS PROGRESS FROM START TO FINISH.

THE APPLICATION STATUS WILL CHANGE AS YOUR APPLICATION GOES THROUGH THE REVIEW PROCESS. SIMPLY HOVER YOUR MOUSE OVER THE STATUS TO SEE DESCRIPTIVE TEXT WHICH TELLS YOU WHAT THE STATUS MEANS, AS SHOWN IN THE SCREENSHOT BELOW WHEN THE MOUSE WAS HOVERED OVER THE RECEIVED BY STATE STATUS.



ON THIS PAGE, CLICK **RETURN TO HOME**.



Once on the home page of your profile, to logout, simply click Logout next to your name in the top corner of the screen.

ADDITIONAL INFORMATION

POST EXAM INFORMATION FOR APPLICANTS

- **Notification of official exam results:**
  - Oral exam results will be provided within 90 days of the exam date via email.
  - Written exam results will be provided within 30 days of the exam date via email.

- **Exam Results and Licensure Status Inquiries:**
  - Please refrain from submitting inquiries regarding your exam results or licensure status until after the above-mentioned, established, time frames have passed. This will help to ensure that staff can prioritize processing your results and approving your applications timely.

- **Issuance of Licensure Cards:**
  - Licensure cards will be mailed no later than 30 days after the official exam results are issued for those who have passed all required parts of the exam.

LICENSED COURT INTERPRETER DEPARTMENT'S INFORMATION

Email:

Courtinterpreters@txcourts.gov

Phone:

512-475-4368, Ext. 4

https://www.txcourts.gov/jbcc/licensed-court-interpreters/