

HOW TO REGISTER FOR THE COURT INTERPRETER'S EXAMINATION



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- ❑ Additional Information (*i.e., post exam instructions*)
- ❑ Contact Information for the Licensed Court Interpreter's Department



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*

JBCC Online Certification, Registration & Licensing System

Important:






If you get a message saying your data already exists in the online system, **do not create another profile**. If you do not recall your login credentials, please do one of the following:

1. Click the **"Forgot Login/Password"** link and follow the instructions accordingly, or
2. Contact us at courtinterpreters@txcourts.gov so a licensing specialist can assist you.

**ACCESS THE JBCC
CERTIFICATION,
REGISTRATION &
LICENSING SYSTEM**

← **Click Here**

Online System Resources

- [Guide to Using the Online System \(pdf\)](#) 
- [Watch How to Apply for Initial Licensure-Slideshow \(pdf\)](#) 
- [Watch How to Register for the Exam-Slideshow \(pdf\)](#) 
- [Watch How to Apply for Renewal- Slideshow \(pdf\)](#) 
- [Watch How to Apply for CE Approval Online-Slideshow \(pdf\)](#) 



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



Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)



Online Certification and Licensing System

USER LOGIN

Login Name
Password

[Forgot Login/Password](#)

Login

Password is case sensitive.

SITE LINKS

To Search for Licensed Court Interpreter : [Click Here](#)

To search for an approved Continuing Education Course for Court Interpreter : [Click Here](#)

For any questions please contact us at courtinterpreters@txcourts.gov.
For more information, please [Click Here](#)

Guardians

Court Reporters

Process Servers

Court Interpreters

Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission

The Licensed Court Interpreters program tests, licenses, and regulates those individuals who provide interpretations in a court room for individuals who do not speak English. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/licensed-court-interpreters/>

Existing Licensee

Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant

To apply for New Certification: [Click Here](#)

Continuing Education Course Provider

If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

We accept:



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



Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)



Online Certification and Licensing System

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

← Click Here

Password is case sensitive.

GuardiansCourt ReportersProcess ServersCourt Interpreters

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For any questions please contact us at courtinterpreters@txcourts.gov.
For more information, please [Click Here](#)



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

Contact Information

Name: BLUE BEETLE
1234 MARVEL WAY,
AUSTIN, TX 78701
Phone #: 512-555-5555
Email: COURTINTERPRETERS@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

View Pending Online Application(s)

Renew

Apply for Exam ← Click Here

Apply for New Certification

Print Receipt

General Fee Remittance

Pay Invoice(s)

Change of Endorsement

CE Approval Request

Track CE

Change Name

Change Password

Update Profile



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.

Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply for?

Exam Registration Request for Guardian

Reset **Next** ← **Click Here**



PERSONAL INFORMATION TAB

For “Fee Waiver Criteria”, select:

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

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

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”

Exam Registration Request for Guardian

Fields marked with asterisk (*) are required

Personal Information — Address Information — Additional Information — Questions — Attestation

Please review information for accuracy. << Back Next >>

Personal Information

Must provide full legal name stated on your government issued identification card or driver's license. Preferred or Nicknames are not permissible.

Last Name *	<input type="text" value="WOLVERINE"/>	First Name *	<input type="text" value="LOGAN"/>	Middle Name	<input type="text"/>
Suffix (Jr, Sr, I, II, etc.)	<input type="text"/>				
DOB *	<input type="text" value="01/01/1970"/>				
Gender	<input type="text"/>				
Fee Waiver Criteria *	<input type="text" value="Not Applicable"/>				

Reset << Back Next >>



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

Exam Registration Request for Court Interpreter (Written)

Fields marked with asterisk (*) are required

Personal Information — Address Information — Additional Information — Questions — Attestation

Please review Address Information for accuracy.

Mailing Address

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Address *	<input type="text" value="1234 MARVEL WAY"/>			Zip *	<input type="text" value="78701"/>
City *	<input type="text" value="AUSTIN"/>	State/Province *	<input type="text" value="TEXAS"/>	Alternate Phone # - Ext	<input type="text"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate E-mail	<input type="text" value="COURTINTERPRETERS@"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="COURTINTERPRETERS@"/>		

Reset<< BackNext >> **← 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.

Exam Registration Request for Court Interpreter (Written)

Fields marked with asterisk (*) are required.

Personal Information — Address Information — **Additional Information** — Questions — Attestation

<< Back Next >>

Exam Additional Information

Examination Requested Date *(Click here to view the available exam date) 06/03/2024

What is the reason for your testing? * Initial Licensure

Reset << Back Next >> ← Click Here



QUESTIONS TAB. ANSWER EACH QUESTION, THEN CLICK NEXT.

Exam Registration Request for Court Interpreter (Written)

Fields marked with asterisk (*) are required

Personal Information — Address Information — Additional Information — **Questions** — Attestation

<< Back Next >>

Questions

#	Question	Response
1	Do you currently have a current licensed court interpreter certification? If Yes, please provide the certification # and language which you are certified.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Have you tested before for Court Interpreter Exam? If yes, please provide Date(s) Previously Tested.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Are you taking the written exam for ASL purposes?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Reset << Back Next >> ← Click Here



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.

Exam Registration Request for Court Interpreter (Written)

Fields marked with asterisk (*) are required.


Personal Information — Address Information — Additional Information — Questions — **Attestation**

<< Back

Attestation

You must check the following:

I declare under penalty of perjury that the information provided in this application is true and correct.

Applicant's Name * Date * 

Submit Application

<< Back



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

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details

Exam Enrollment Fee	\$100.00
Texas.gov Price*	\$102.51

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the "Pay Now" button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".
Failure to comply with these instructions may result in multiple charges.

[Edit Application](#)

[Pay Now](#)

[← Click Here](#)



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.

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Country * Complete all required fields [*]
United States

First Name * ✓ Last Name * ✓

Address * ✓

Address 2

City * ✓ State *

City * ✓ State *

ZIP/Postal Code * ✓

Phone Number * ✓

Email * ✓

Receipt Email Addresses

[Next >](#) **← Click Here**

Transaction Summary

Fee(Exam Registration Request for Court Interpreter (Written))	\$102.51
Texas.gov Price	\$102.51

Need Help?

Please complete the Customer Information Section

Payment Information



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

1 Payment Type > 2 Customer Info > 3 Payment > 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓ [Edit](#)




Address Blue Beetle 1234 Marvel Way Austin, TX 78701	Phone Number 5125555555
Country United States	Email Address COURTINTERPRETERS@TXCOURTS.GOV
Receipt Email Addresses	

Payment Information ✓ [Edit](#)

Credit Card Visa [REDACTED] Exp [REDACTED]	Name on Credit Card Blue Beetle
---	---

Complete all required fields [*]

Credit Card Number *

Credit Card Type
  

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Payment Address is the same as Customer Information *

[Next >](#) **← Click Here**

[Cancel](#)

Transaction Summary

Fee(Exam Registration Request for Court Interpreter (Written))	\$102.51
Texas.gov Price	\$102.51

Need Help?

Please enter the address currently on file with your credit card company below



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

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

[Edit](#)

Address
Blue Beetle
1234 Marvel Way
Austin, TX 78701


Phone Number
5125555555

Country
United States

Email Address
COURTINTERPRETERS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information ✓



Address
Blue Beetle
1234 Marvel Way
Austin, TX 78701

Phone Number
5125555555

Country
United States

Email Address
COURTINTERPRETERS@TXCOURTS.GOV

Receipt Email Addresses

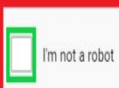

Payment Information ✓

[Edit](#)

Credit Card
Visa ****6781
Exp. 03/2028

Name on Credit Card
Blue Beetle

Verification

  [Click Here](#)

[Cancel](#) [Submit Payment](#) [Click Here](#)

Transaction Summary

Fee(Exam Registration Request for Court Interpreter (Written)) \$102.51

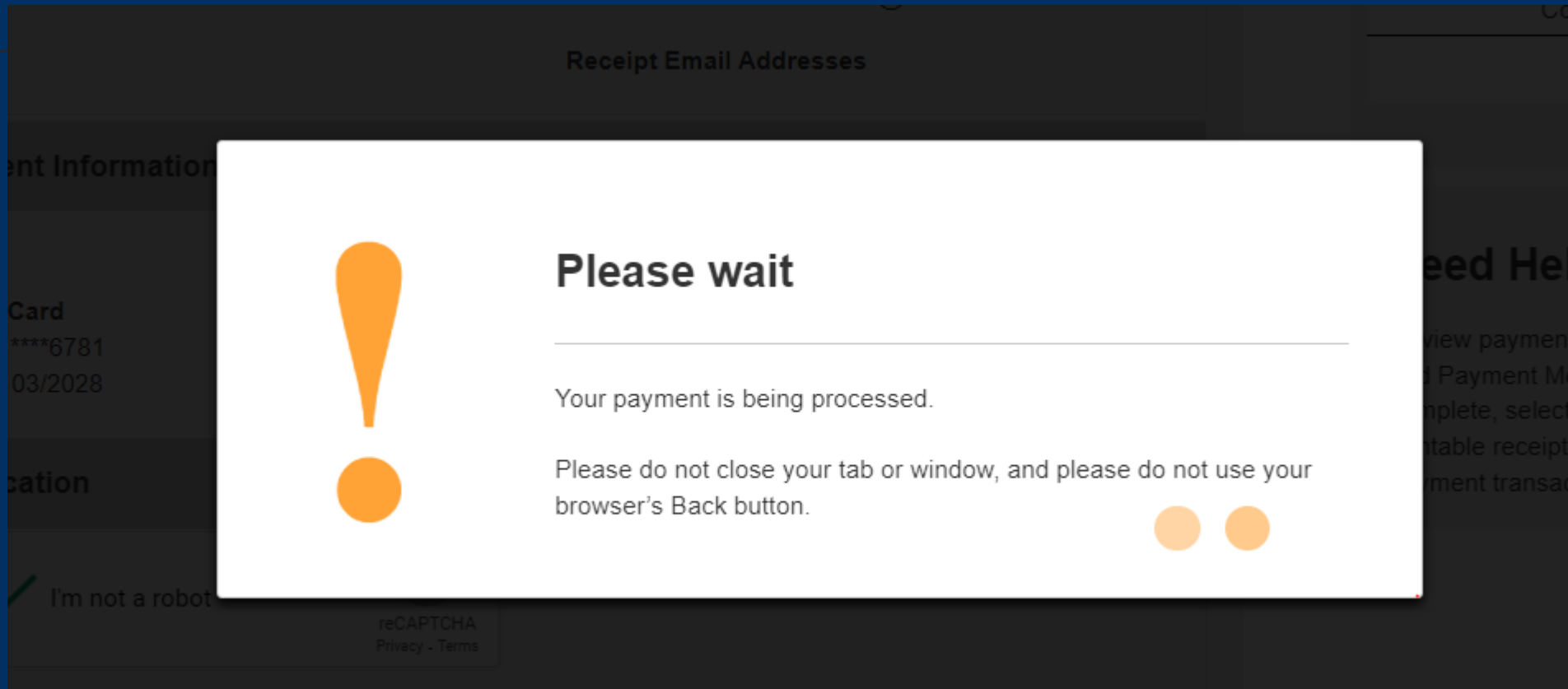
Texas.gov Price \$102.51

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.



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



The image shows a dark-themed web interface with a white modal box in the center. The modal contains an orange exclamation mark icon on the left. To the right of the icon, the text reads: "Please wait", followed by a horizontal line, "Your payment is being processed.", and "Please do not close your tab or window, and please do not use your browser's Back button." At the bottom right of the modal, there are two orange dots. The background of the page is dark and shows some blurred text, including "Receipt Email Addresses", "Card", "03/2028", "I'm not a robot", and "reCAPTCHA".

Receipt Email Addresses

ent Information

Card
****6781
03/2028

ation

I'm not a robot

reCAPTCHA
Privacy - Terms

eed Hel

view payment
Payment Me
plete, select
table receipt
ment transac

Please wait

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.



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.**

Contact Information
 Name: BLUE BEETLE
 1234 MARVEL WAY,
 AUSTIN, TX 78701
 Phone #: 512-555-5555
 Email: COURTINTERPRETERS@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

- View Pending Online Application(s) ← Click Here
- Renew
- Apply for Exam
- Apply for New Certification
- Print Receipt
- General Fee Remittance
- Pay Invoice(s)
- Change of Endorsement
- CE Approval Request
- Track CE
- Change Name
- Change Password
- Update Profile

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	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



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	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

← Click Here



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.

The screenshot displays a web interface for tracking applications. At the top, a dark blue header reads "Pending / Incomplete Online Application(s)". Below this, a "Return To Home" link is visible. The main content is a table with the following columns: Application Type, Mode, Transaction #, Date, Current Step, Application Summary, View Details, Action, and Application Status. Two rows are shown: one for "Exam Registration Request for Court Interpreter (Written)" and another for "Application for New Licensed Court Interpreter". The "Application Status" for the first row is "Received by State", which has a tooltip that reads "Your application has been received and is pending review by staff." The "Application Status" header is highlighted with a red box, and the tooltip is highlighted with a green box. At the bottom of the page, the footer text reads: "Althent Licensing System Version 11.3.14.05 Dated: May 15, 2024 | Copyright © 2024 Althent Inc."

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		Received by State <small>Your application has been received and is pending review by staff.</small>
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ON THIS PAGE, CLICK RETURN TO HOME.

Pending / Incomplete Online Application(s)								
Pending / Incomplete Online Application(s)								
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[Return To Home](#) ← Click Here

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/>