HOW TO APPLY FOR COURT INTERPRETER LICENSURE WITH THE JBCC



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- ☐ Court Interpreter Licensure Requirements
- Online System overview (what you can do in the system)
- ☐ How to Apply for Licensure (step-by-step instructions)
- ☐ Licensed Court Interpreter Department's Information



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Application for New Licensure.
- 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.



COURT INTERPRETER LICENSURE REQUIREMENTS



COURT INTERPRETER LICENSURE REQUIREMENTS

The following steps must be completed in the order shown below:

- 1. Complete a 6-hour orientation course from our list of approved course providers.
 - You must complete the course prior to applying for licensure.
 - Contact course providers directly for information such as how to register, when, where, and how much it costs.
 - Your must keep a copy of your signed course completion certificate, which is only valid for 2 years.
- 2. Submit the Application for Licensure and pay the application fee via our online system.
 - You must provide your full legal name on the application. No nicknames or preferred names.
 - When paying fees, you must use the name and billing address information of the credit card holder on the credit card payment portion of the application.
 - If the information entered differs from that on file with the credit card company, the payment will not go through, and you will not be able to submit your application.
 - Payments cannot be mailed, nor can information be taken over the phone or via email.
 - You must upload a copy of the orientation course completion certificate to your application for licensure.
 - After you submit your application, an automated confirmation email is immediately sent to you. The email contains the fingerprint instructions you must follow for the background check.



COURT INTERPRETER LICENSURE REQUIREMENTS

The requirements for initial licensure are continued below:

- 3. Pass a state and national criminal history background check.
 - You **must** be fingerprinted using the JBCC service code for the Licensed Court Interpreter department.
 - You will receive the service code via the automated email confirmation which is sent to you immediately after submitting your application for certification. You must check your inbox **and** spam folder for this correspondence.
 - Anything that doesn't have "JBCC-Licensed Court Interpreter Program" on it will not be accepted.
 - You **must** upload a copy of your fingerprint receipt to your online application for licensure after you've completed the fingerprinting process.
 - You **must** email this department at <u>courtinterpreters@txcourts.gov</u> to advise you've uploaded the fingerprint receipt as we are not alerted otherwise. This will help prevent any unnecessary delays with your paperwork.



COURT INTERPRETER LICENSURE REQUIREMENTS

The requirements for initial licensure are continued below:

- 4. Pass all parts of a Commission-approved exam.
 - You **must** submit all required paperwork and supporting documentation <u>prior to</u> registering for the exam.
 - This includes the licensure application, application fee, orientation certificate, and fingerprinting receipt.
 - You must pass the written exam <u>prior to</u> registering for the oral exam; therefore, you cannot register for the oral
 exam until after you've received your official written exam results via email from our office. You can register for the
 written exam by logging into your online profile and clicking *Apply for Exam*.
 - The oral exam **must** be passed in one sitting. No exceptions.
 - Refer to the <u>Exams page</u> or our website for additional information on exam registration procedures, exam fees, exam dates and deadlines, etc.



HOW TO COMPLETE THE APPLICATION FOR NEW LICENSED COURT INTERPRETER



- GO TO THE LICENSED COURT INTERPRETER DEPARTMENT'S HOME PAGE.
- NOTE: YOU'LL SEE THE PDF GUIDE TO USING THE ONLINE SYSTEM, 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 ON THE COURT INTERPRETERS TAB



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



Online Certification and Licensing System

					_
	Guardians	Court Reporters	Process Servers	Court Interpreters	← Click He
Login Name Password	Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission				
Forgot Login/Password Login Password is case sensitive.	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/F	irms registered with S	State Click Here to cre	ate online profile.	
SITE LINKS To Search for Licensed Court	First Time Applica To apply for New Cert				To a
Interpreter : Click Here	Continuing Educa	tion Course Provid	er		
To search for an approved Continuing Education Course for Court Interpreter : Click Here	If you are a Continuing Education Course provider and need a course approval: Click Here				re
For any questions please contact us at <u>courtinterpreters@txcourts.gov</u> . For more information, please Click	rtinterpreters@txcourts.gov.				



IN THE FIRST TIME APPLICANT SECTION, CLICK ON THE CLICK HERE LINK.



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



Online Certification and Licensing System

	Guardians	Court Reporters	Process Servers	Court Interpreters
JSER LOGIN ogin Name rassword	Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission			
orgot Login/Password Login assword is case sensitive.	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.			
		•		
SITE LINKS	To apply for New Cert	int tification Click Here	← Click Horo	
To Search for Licensed Court Interpreter : Click Here		tion Course Provid		
To search for an approved Continuing Education Course for Court Interpreter : Click Here				ourse approval: Click Here
For any questions please contact us at <u>courtinterpreters@txcourts.gov</u> . For more information, please Click Here	We accept: VIS	DISCOVER AND	ATELISAN SORUES	



FIRST, YOU MUST CREATE YOUR ONLINE PROFILE.

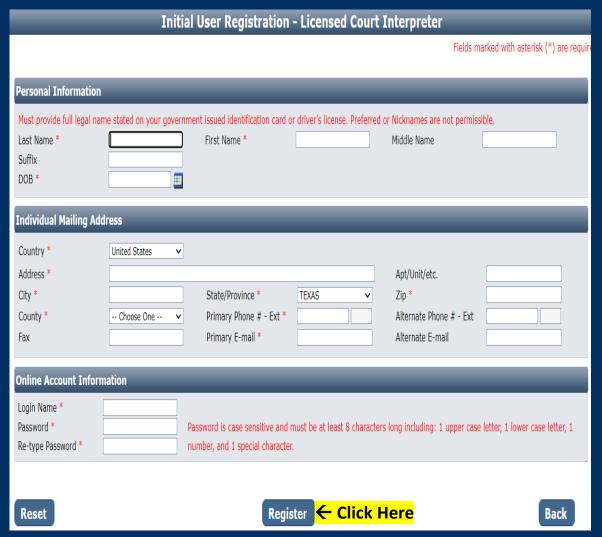
On the Initial User Registration page, complete all fields with a red asterisk by them. These are required fields:

- Your full legal name (no nicknames)
- Your Date of Birth (i.e., DOB)
- Your Mailing Address
- Your phone number
- Your email address

In the Online Account Information section, you must:

- Enter a login name
- Enter (i.e., create) a password.

Click Register to start the application process.





ON THE APPLICATION FOR NEW LICENSED COURT INTERPRETER PAGE, CLICK NEXT.





PERSONAL INFORMATION TAB. ENTER ALL REQUIRED INFORMATION ON THIS PAGE.

For **Fee Waiver Criteria**, select:

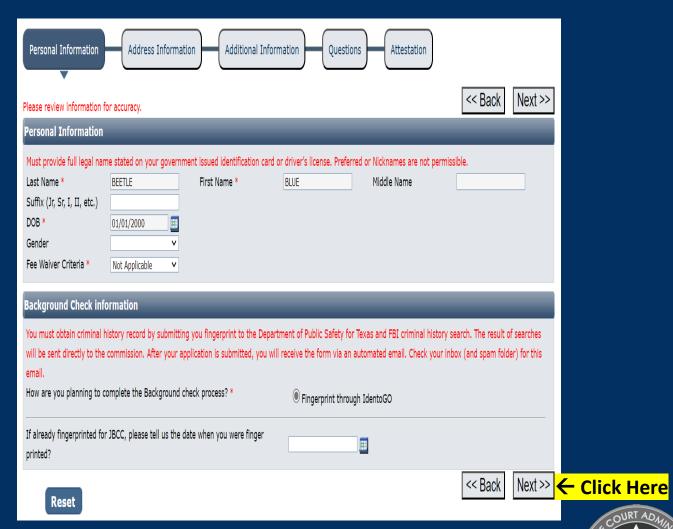
- * Military Applicant, or * Not Applicable (if you're not an eligible military applicant. See requirements below).

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

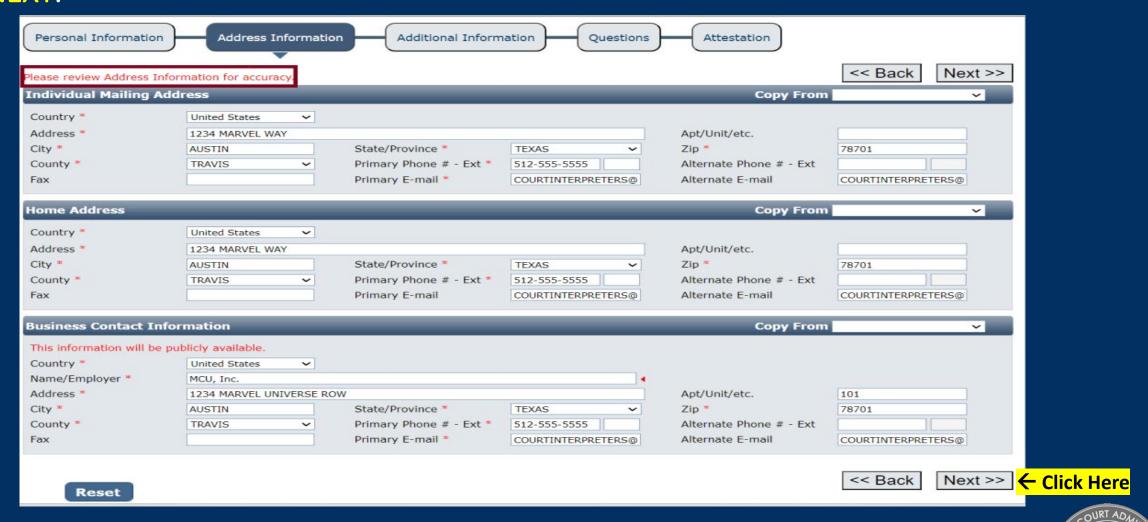
- 1. Hold a current court interpreter license issue by another state with requirements substantially equivalent to Texas, **or**
- 2. Held a TX court interpreter license within 5 years preceding the date of your application.

Skip the Fingerprint question, as first-time applicants will not have been fingerprinted for the JBCC yet. You'll get fingerprint instructions via automated email <u>after</u> your application is submitted to us. Check your inbox (and spam folder) for this correspondence.

Click Next



ADDRESS INFORMATION TAB COMPLETE ALL FIELDS WITH A RED ASTERISK, THEN CLICK NEXT.



ADDITIONAL INFORMATION TAB. TO UPLOAD YOUR ORIENTATION COURSE CERTIFICATE, CLICK DOCUMENTS (0) ON SCREEN BELOW TO GET TO THE DOCUMENT UPLOAD PAGE.

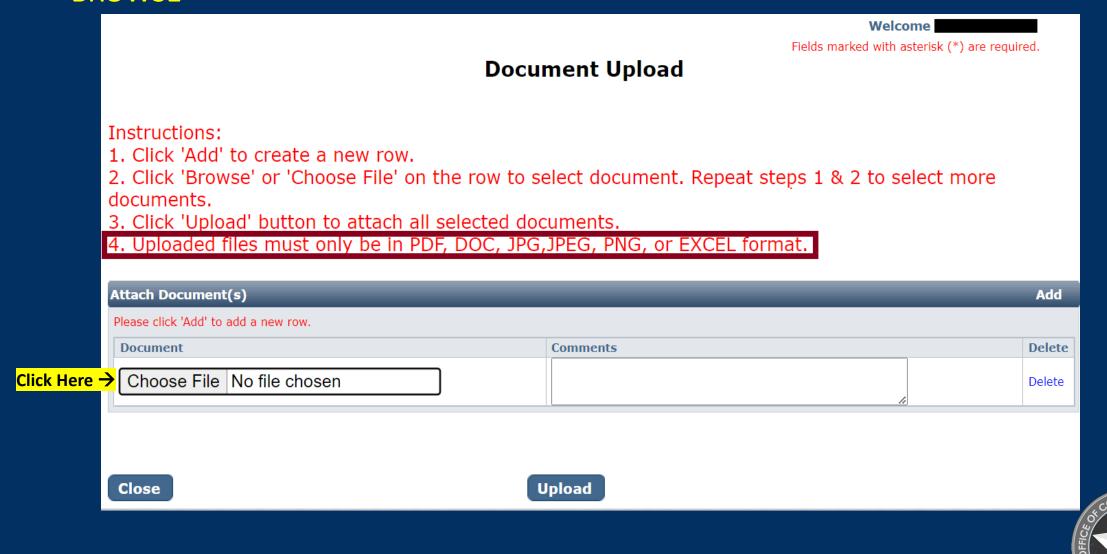




FOLLOW THE INSTRUCTIONS ON THE DOCUMENT UPLOAD PAGE TO UPLOAD THE COURSE CERTIFICATE FROM YOUR DEVICE TO YOUR ONLINE APPLICATION. CLICK ADD.

Welcome BLUE BEETLE Fields marked with asterisk (*) are required. **Document Upload** Instructions: 1. Click 'Add' to create a new row. 2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents. 3. Click 'Upload' button to attach all selected documents. 4. Please confirm all documents are correct before uploading them. Any document uploaded here cannot be deleted. 5. Uploaded files must only be in PDF, DOC, JPG, JPEG, PNG, or EXCEL format. ← Click Here Attach Document(s) Please click 'Add' to add a new row. Close Upload

FOLLOW THE INSTRUCTIONS ON THE DOCUMENT UPLOAD PAGE TO UPLOAD THE COURSE CERTIFICATE FROM YOUR DEVICE TO YOUR ONLINE APPLICATION. CLICK CHOOSE FILE OR BROWSE



FOLLOW THE INSTRUCTIONS ON THE DOCUMENT UPLOAD PAGE TO UPLOAD THE COURSE CERTIFICATE FROM YOUR DEVICE TO YOUR ONLINE APPLICATION. CLICK UPLOAD





WHEN YOUR CERTIFICATE IS UPLOADED, YOU'LL KNOW IT'S UPLOADED WHEN THE DOCUMENTS (0) CHANGES TO DOCUMENTS (1) AS SHOWN ON THE SCREEN BELOW. CLICK NEXT.



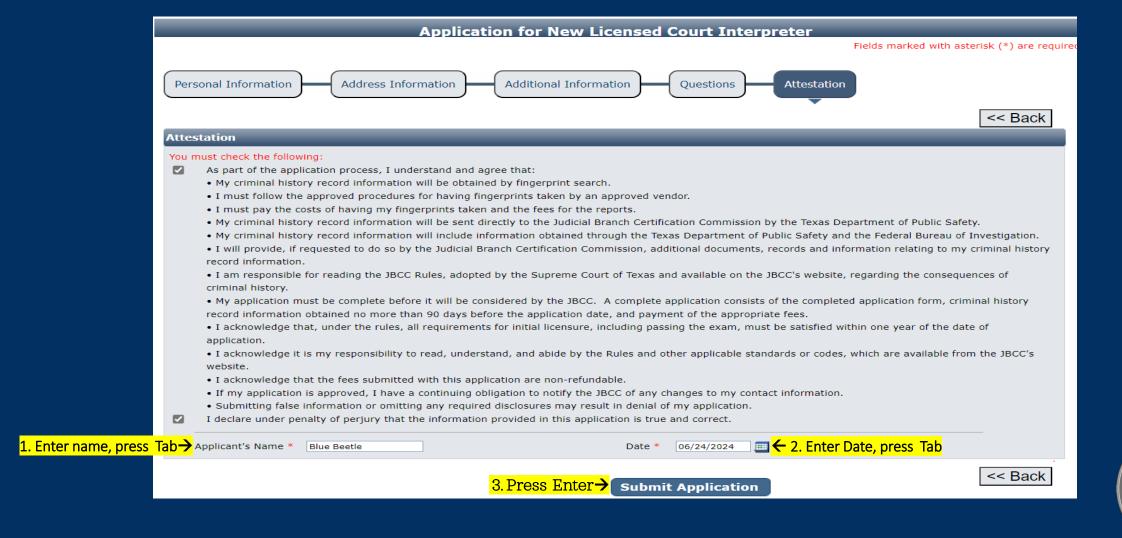


ON THE QUESTIONS TAB OF THE APPLICATION (AS SHOWN BELOW). ANSWER ALL QUESTIONS ON THIS PAGE, THEN CLICK NEXT.





ATTESTATION TAB. READ THE ENTIRE PAGE, THEN CHECK ALL BOXES. ENTER YOUR FIRST AND LAST NAME THEN PRESS THE TAB BUTTON ON YOUR KEYBOARD TO ENTER THE DATE. LASTLY, PRESS THE TAB BUTTON ON YOUR KEYBOARD TO GO TO THE SUBMIT APPLICATION BUTTON AND PRESS ENTER ON YOUR KEYBOARD TO CLICK ON IT AND SUBMIT YOUR APPLICATION. YOU WILL THEN BE TAKEN TO THE FEE DETAIL PAGE TO PAY THE APPLICATION FEE.





CLICK 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

Licensing/Certification fee

\$200.00

Texas.gov Price*

\$204.76

* 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.

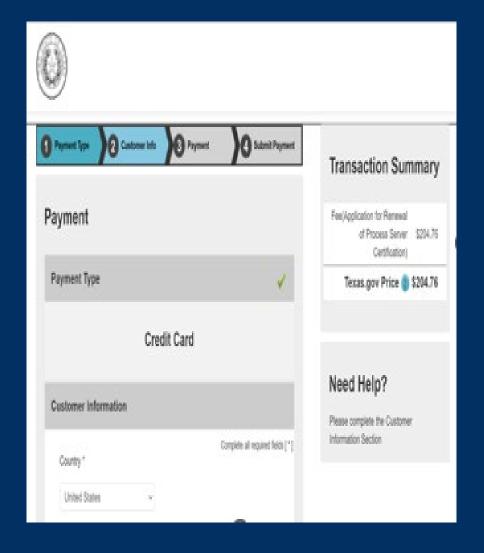
Edit Application

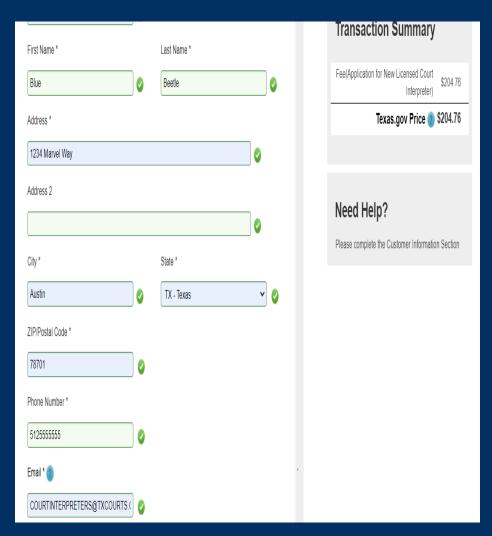
Pay Now





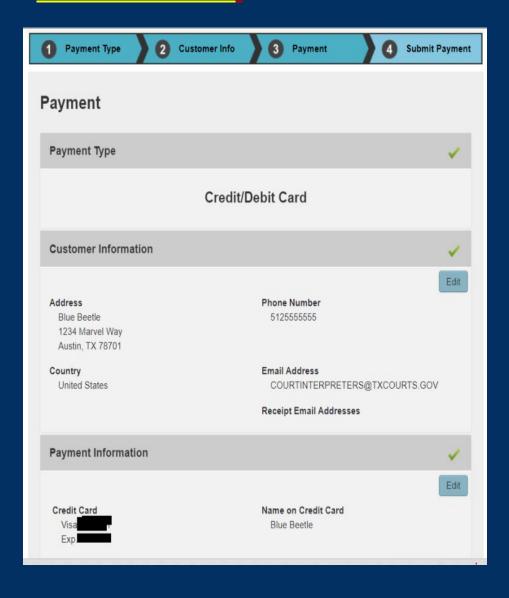
ENTER YOUR NAME AND THE BILLING ADDRESS CURRENTLY ON FILE WITH THE CREDIT CARD COMPANY OF THE CARDHOLDER. SCROLL TO THE BOTTOM AND CLICK NEXT.

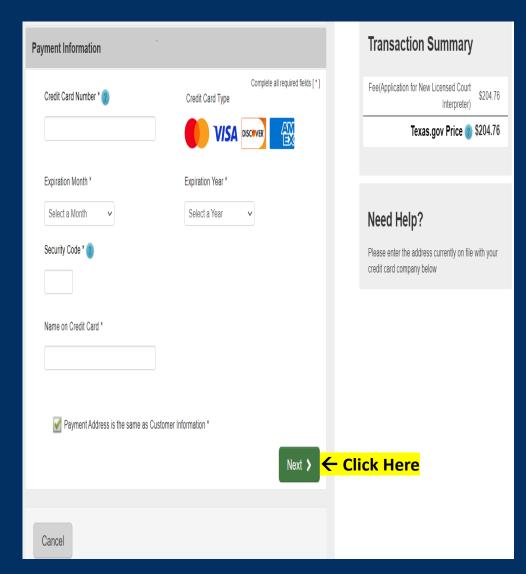






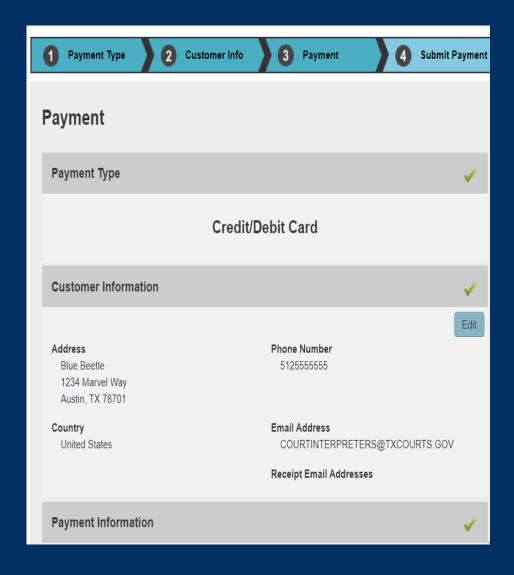
ENTER YOUR NAME AND THE <u>BILLING ADDRESS CURRENTLY ON FILE WITH THE CREDIT</u> CARD COMPANY OF THE CARDHOLDER. SCROLL TO THE BOTTOM AND CLICK **NEXT**.

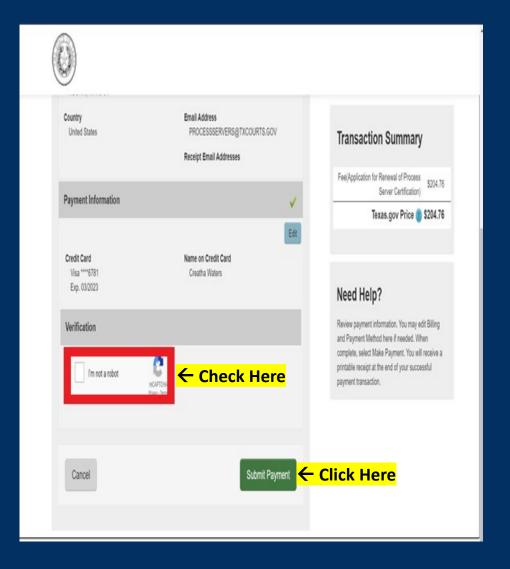






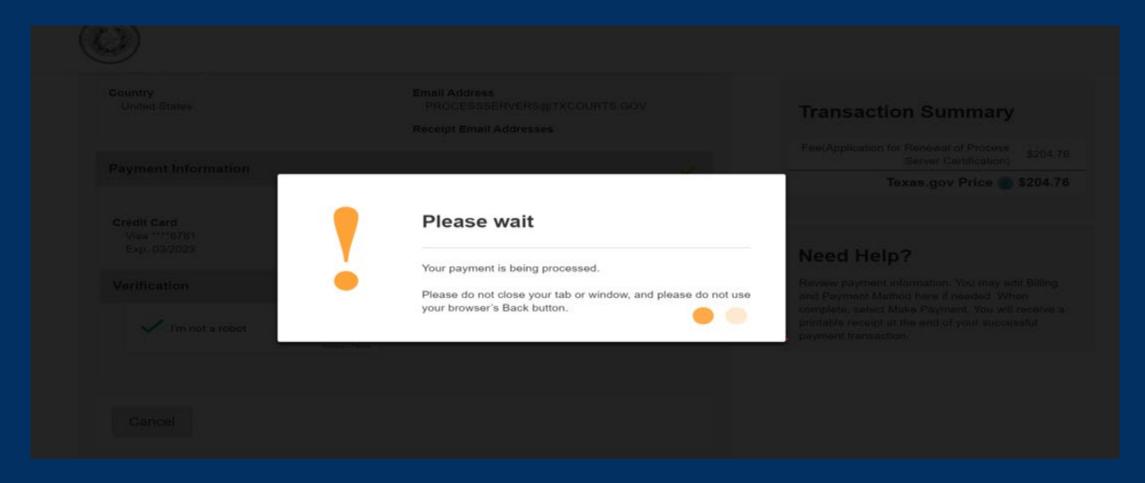
CHECK THE I'M NOT A ROBOT BOX, FOLLOW ANY INSTRUCTIONS THAT POP UP, THEN CLICK SUBMIT PAYMENT.







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

Application for New Licensed Court Interpreter 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 **Application for New Licensed Court Interpreter** has been submitted. Your online transaction number is **266422**. 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	Finger Print Receipt	Documents (0)	Pending
2	All	Mandatory Required Document(s)	N/A	Pending
3	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. THE STATUS 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 APPROVED AND 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, GO TO THE VIEW PENDING ONLINE APPLICATION(S) PAGE. CLICK ON THE VIEW DETAILS LINK.

Pending / Incomplete Online Application(s) Transaction # Date **Application Status Application Type Application Summary** View Details | Action **Current Step** Application for New Online 266422 06/24/2024 Review by State Application Summary View Details ← Click Hereceived by State Licensed Court Withdraw Interpreter



UNDER THE CHECKLIST, CLICK MANDATORY REQUIRED DOCUMENT(S).

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Application for New Licensed Court Interpreter	266422	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Finger Print Receipt Click Ho	ere → Documents (0)	Pending
2	All	Mandatory Required Document(s) ← Click Here	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

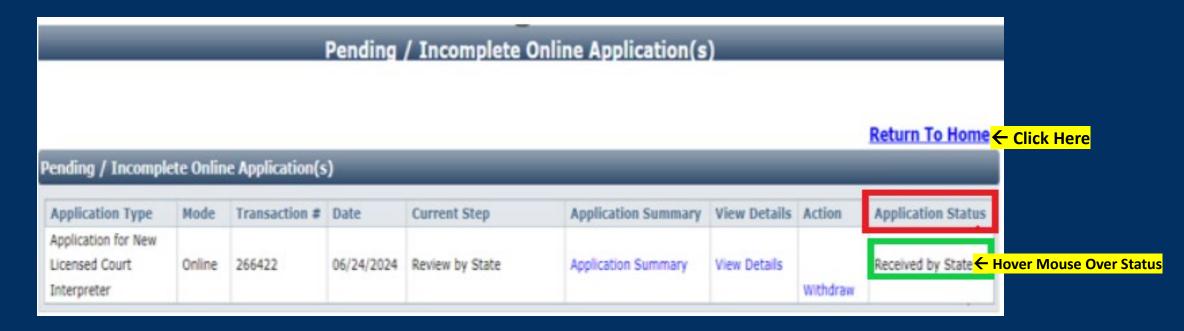
Back To Pending Application List ← Click Here





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 LISTED STATUS TO SEE DESCRIPTIVE TEXT WHICH TELLS YOU WHAT THE STATUS MEANS.



CLICK RETURN TO HOME TO GET BACK TO YOUR PROFILE'S HOME PAGE. FROM THERE, CLICK LOGOUT TO EXIT THE SYSTEM.



INTERPRETER
DEPARTMENT'S
INFORMATION

Phone: 512-475-4368, Ext. 4

Email:

courtinterpreters@txcourts.gov

Website:

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