



Application for Court Interpreter Registration Renewal

Please print or type. The application will be returned, without being processed, if it is in any way incomplete or the applicable fee and any required documentation are not included. If you have any questions while completing this application, please contact program staff at (850) 922-5107 or via e-mail at interpreters@flcourts.org.

PURPOSE OF FORM: This form is to be used by interpreters who are registered by the Court Interpreter Certification Board, a body appointed by the Supreme Court of Florida, to apply for renewal of their registration.

INSTRUCTIONS: Return the completed and notarized form, along with the \$200.00 biennial renewal fee, to: Court Interpreter Certification and Regulation Program ■ Supreme Court Building ■ 500 S. Duval Street ■ Tallahassee, Florida 32399-1900. The fee must be in the form of a **cashier's check or money order**, made payable to the **State of Florida**.

I. APPLICANT PERSONAL INFORMATION

Full Name:
 Address:
 City, State, Zip Code:
 Last Five Digits of SSN:

Check Box to Not Show Address on the Web

Other Personal Contact Information:

Home Phone:
 Work Phone:
 Cell Phone:
 Fax Number:
 Email Address:
 Website:

Do Not Publish
(Check Box)

Please print clearly. Your contact information will be updated in our records.

Interpreter Designation Number (if any):	Language(s) of Registration:	Renewal Date:

FOR OFFICE USE ONLY

Date Received:	Fee Paid:	Cashier's Check / Money Order Number:	Date Entered:	Received By:

IMPORTANT INFORMATION:

PLEASE SUBMIT YOUR RENEWAL PACKET CONTAINING THIS APPLICATION, PAYMENT, CONTINUING INTERPRETER EDUCATION REPORTING FORM AND APPLICABLE CERTIFICATES, LAW-RELATED PROFESSIONAL INTERPRETING ASSIGNMENTS REPORTING FORM, AND AFFIDAVIT FOR COURT EMPLOYED STAFF INTERPRETERS (IF APPLICABLE) **SIX WEEKS IN ADVANCE OF YOUR RENEWAL DATE** TO ALLOW FOR PROCESSING TIME AND CONTINUED REGISTRATION. LESS PROCESSING TIME MAY RESULT IN YOUR REGISTRATION LAPSING UNTIL THE PROCESS IS COMPLETE. SEE PAGES 3-4 FOR FURTHER DETAILS, INCLUDING LATE FEE ASSESSMENT.

II. CRIMINAL OFFENSES

Since the submission of your application for registration and any corresponding state-level designation, have you been convicted of a felony or first degree misdemeanor, had adjudication of guilt withheld, pled nolo contendere to a crime which is a felony or first degree misdemeanor, or are you now under charges for any offense against the law? (You may omit parking violations and civil traffic infractions.) Yes No

If you answered “yes” to any of the above, you **must** provide the following information:

- a) A copy of the charging document;
- b) A statement, sworn to be truthful, as to the circumstances surrounding the offense;
- c) A statement describing and a copy of the order if you are currently on probation;
- d) Any effort at rehabilitation; and
- e) Any other information you believe would be helpful in reviewing your renewal application.

III. AFFIRMATION STATEMENT AND SIGNATURE

I, _____ affirm that the information supplied on this application and any additional materials or information required as part of the biennial renewal process is correct, and that to the best of my knowledge I qualify for the renewal for which I have applied, and that I will notify the Court Interpreter Certification and Regulation Program (CICRP) within 30 days of any such event: a) address change; b) legal name change; c) felony or first degree misdemeanor conviction; d) any change in the status of a professional license or certification which I currently hold. I further certify that I have read, understand, and agree to abide by the Florida Rules for Certification and Regulation of Spoken Language Court Interpreters.

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided in this application, or information required to be subsequently provided, may be grounds for revocation of registration and any corresponding state-level designation.

I understand that the biennial renewal fee is non-refundable, pursuant to rule 14.110(g). However, the renewal fee—less \$25 retained for administrative processing costs—will be returned to individuals who, upon review of their applications, are deemed ineligible to renew their registration.

Must Be Signed in Presence of Notary	Signature of Applicant	Date
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IV. NOTARY AFFIDAVIT

Notary Public Embossed Seal or Stamp	State	County (or City)
	Sworn and Subscribed Before Me, This Day Of 20	
	Notary Public Signature	My Commission Expires
Notary Public Name <i>(Type or Print)</i>		

Personally Known	or Produced ID	Type of ID
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Renewal Fee (Cashier’s Check or Money Order) Enclosed:

Initial

Florida Court Interpreter Registration Maintenance

The Florida Rules for Certification and Regulation of Spoken Language Court Interpreters provide that in order to maintain one's registered status, a registered court interpreter shall:

- Uphold the "Code of Professional Conduct";
- Obtain 16 continuing education credits every two-year renewal period;
- Maintain the status of no criminal record which, in the judgment of the Court Interpreter Certification Board (CICB), is relevant to the performance and professional responsibilities of the court interpreter, and must inform the CICB as to any criminal convictions;
- Maintain all applicable court interpreter registration maintenance requirements; and
- As provided under rule 14.200(c)(2), complete 20 law-related professional interpreting assignments, or a lesser number of assignments totaling no fewer than 40 hours, every two-year compliance period.
- Unless previously designated as certified, language-skilled, or provisionally approved, agree to diligently pursue official state-level designation and, within the first year of any two-year renewal period, submit to at least one approved oral testing measure applicable to the interpreter's language of expertise as prescribed by rule 14.200(b)(7). Additionally, pursuant to rule 14.200(i), registration may be revoked in the discretion of the CICB for any interpreter who fails to demonstrate minimum threshold performance standards on the applicable oral testing measure according to standards prescribed by the CICB and published in CICB operating procedures.

BIENNIAL RENEWAL REQUIREMENTS:

Interpreters must also meet the following requirements to maintain their registration and any corresponding official state-level designation each biennial renewal period:

- All renewal materials, including the biennial renewal fee and completed and notarized renewal application, should be submitted six (6) weeks in advance of an interpreter's renewal date to allow for processing time and continued registration and, if applicable, official state-level designation. Pursuant to Rule 14.200(g), registration and any corresponding official state-level designation shall be suspended automatically upon failure to comply with all renewal and maintenance requirements under rule 14.200(c), but may be reinstated upon application to the CICB, accompanied by payment, and made within 60 days of the date of suspension.
- Payment of a late renewal fee is required if the fee or other required reporting forms are not received within the 60-day grace period following expiration of registration and any corresponding official state-level designation. Pursuant to Rule 14.200(g), upon expiration of the 60-day grace period, registration and any corresponding state-level designation shall be revoked and any request for reinstatement must be made pursuant to rule 14.450.
- All payments and forms must be received within sixty (60) days of one's registration expiration date to avoid loss of registration and any corresponding official state-level designation.

- Completion of 16 CIE credits, to include a minimum 2 ethics-related credits, every two-year compliance period.
- Completion of 20 law-related professional interpreting assignments, or a lesser number of assignments totaling no fewer than 40 hours, every two-year compliance period.
- Unless previously designated as certified, language-skilled, or provisionally approved:
 - take an oath to uphold the Code of Professional Conduct;
 - undergo and pass a background check according to standards prescribed by the board and published in board operating procedures; and
 - agree to diligently pursue official state-level designation and, within the first year of any two-year renewal period, submit to at least one approved oral testing measure applicable to the interpreter's language of expertise as prescribed by rule 14.200(b)(7).

REVOCAION OF REGISTRATION and OFFICIAL STATE-LEVEL DESIGNATION:

- If an interpreter's registration and, if applicable, official state-level designation is revoked, the interpreter will be removed from the Registry and the trial courts will be so notified. Pursuant to rule 14.450, the interpreter may seek reinstatement by petitioning the CICB. Such request shall be granted when the CICB determines, based on relevant facts and circumstances, good cause exists warranting reinstatement. Absent undue hardship, the CICB may impose as a condition of reinstatement a requirement that applicants satisfy all prerequisites otherwise required of persons newly seeking registration, including passing the applicable oral testing measure for any official state-level designation revoked as a result of revocation of registration.