

# Application Form: Spoken Language Court Interpreter

## THE COURT INTERPRETER PROGRAM

The Court Interpreter Program in BC provides spoken and visual language interpreters, and CART captioners at all levels of court and for all proceedings. The program is overseen by the Court Interpreter Program Lead.

## BECOMING A COURT INTERPRETER

### Step 1: Complete the application form

Before you submit your application, ensure that you have:

- completed all relevant sections
- included evidence of qualifications where requested
- resume (optional)
- signed and dated the application.

### Step 2: Submit your completed form

Your completed application form, along with all relevant documentation, must be emailed or mailed to:

Court Interpreter Program Lead  
Court Services Branch  
6<sup>th</sup> Floor, 850 Burdett Avenue (the Courthouse)  
Victoria, BC V8W 1B4  
Email: [AskCIP@gov.bc.ca](mailto:AskCIP@gov.bc.ca)

### Step 3: Review by Court Services Branch

The Court Interpreter Program Lead will:

- evaluate your application
- check your references
- assign you a level (e.g. level 1 - 4) based on qualifications

### Step 4: Entering into a contract

If your application is successful, the CIP lead will:

- send you a service contract to review and sign
- provide you with information about completing a criminal record check

The Court Services Branch will collect your personal information as part of your participation in the Court Interpreter Program in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact Senior Manager, Business Strategy & Transformation at PO Box 9249 STN PROV GVT, Victoria, BC, V8W 9J2 or by phone at 250-387-0722.

## Questions:

Should you have any questions about the application process, please contact the Court Interpreter Program Lead at [AskCIP@gov.bc.ca](mailto:AskCIP@gov.bc.ca)

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### SECTION 1 – CONTACT INFORMATION

*Please indicate the best telephone number and email to use when offering you an assignment.*

<b>Salutation</b>	Mr./ Ms./ Mrs./ Dr.:	<b>GST # (if applicable)</b>	
<b>Name</b>	First:	Middle:	Last:
<b>Tel</b>	Daytime #:	Evening #:	Cell #:
<b>Email</b>	Email 1:		Email 2:
<b>Address</b>	Number and street	City	Province      Postal code

### SECTION 2 – POST-SECONDARY EDUCATION *(not related to interpreter training)*

Post-secondary education: degrees, diplomas, certificates, other training, e.g. BA, Political Science, UBC (1989); Diploma in Health Services, York University (2007); Certificate in Early Childhood Education, Ohio State, USA (2010).	Date graduated/ completed

### SECTION 3 – INTERPRETING QUALIFICATIONS: proof must be submitted

CERTIFICATIONS	Date 1 <sup>st</sup> certified	Language(s)
<b>Certified court interpreter:</b> you must submit proof of current certification (photocopy or scanned copy)		
Certified court interpreter (C. Crt. I.) through a professional organization that is a member of Canadian Translators, Terminologists, and Interpreters (CTTIC), e.g. STIBC, ATIO. <i>If yes, name the organization:</i>		
USA Certified court interpreter: Washington State, Oregon, California, or other. <i>If yes, name of the state:</i>		
US Federal Court Certified Interpreter		
Certified court interpreter through a jurisdiction other than those above <i>If yes, name:</i>		
<b>Certified interpreter – other, e.g. Certified Conference Interpreter.</b>		
<i>If yes, type of certification and issuing organization:</i>		

Memberships	No	Yes	Expiry date	Language
Certified member of STIBC (court interpreting)				
Associate member of STIBC (court interpreting)				
Associate member of a professional organization—other than STIBC—that is a member of Canadian Translators, Terminologists, and Interpreters (CTTIC) (court interpreting)				
Other court interpreting related membership: <i>Name:</i>				

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<b>EDUCATION in COURT INTERPRETING (proof may be requested)</b> (leave blank if doesn't apply)	<b>Date graduated/ completed</b>	<b>Language</b>
Vancouver Community College (VCC): <ul style="list-style-type: none"> <li>• Court Interpreter Certificate 1980-2012</li> </ul>		
Vancouver School of Interpreting (VANSIT): <ul style="list-style-type: none"> <li>• Certificate in Court Interpreting (2016 – present)</li> </ul>		
Simon Fraser University (SFU): <ul style="list-style-type: none"> <li>• Legal Interpretation and Translation Certificate: Mandarin Chinese.</li> </ul>		
Master of Conference interpreting Glendon College, York University:		
Ontario, Ministry of Attorney General: <ul style="list-style-type: none"> <li>• Court Interpretation Program: Accredited Interpreter</li> </ul>		
Ontario, Ministry of Attorney General: <ul style="list-style-type: none"> <li>• Court Interpretation Program: Conditionally Accredited Interpreter</li> </ul>		
MCIS Language Services Certificate: <ul style="list-style-type: none"> <li>• Accredited Professional Interpreter – legal/court</li> </ul>		
Aquinas Institute Corporation: <ul style="list-style-type: none"> <li>• Certificate of completion: Court-Judicial-Legal Interpreter Training (2016 – present)</li> </ul>		
The Interpreter's Lab: <ul style="list-style-type: none"> <li>• Interpreting in Court and Legal Settings Training (May 2020 – present)</li> </ul>		
USA: <ul style="list-style-type: none"> <li>• Registered Court Interpreter (Name of state):</li> </ul>		
Graduated from a government accredited Canadian college or university in court interpreting (not listed above). <ul style="list-style-type: none"> <li>• (Name of university/college and program name/qualification received):</li> </ul>		
<b>Other court interpreting education completed</b> that is not listed above e.g. workshops or courses on Canadian law and the legal system for court interpreters; individual courses about court interpreting; short programs on court interpreting:		
Education in court interpreting <b>in progress</b> :		

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EDUCATION in INTERPRETER TRAINING - <u>NOT COURT SPECIFIC</u> , e.g. community interpreter training; health interpreter training, CILISAT examination	Date graduated/completed	Language
UBC: <ul style="list-style-type: none"> <li>Certificate in Translation and Interpretation for Business (Chinese/English)</li> </ul>		
Immigration and Refugee Board: IRB Accredited Interpreter		
Vancouver Community college (VCC): Community Interpreting Program (2017 – present)		
The Interpreter’s Lab: Interpreting in Community Setting and Interpreting in Healthcare Setting		
Other:		
<b>OTHER – No education/training in interpreting</b>	<b>Yes</b>	<b>Language</b>
Bilingual – no court or other interpreter training		

### SECTION 4 – INTERPRETING EXPERIENCE

Experience
<p><b>Court Interpreting</b></p> <p>1. Approximately how many <b>YEARS</b> of experience interpreting <b>in court</b> have you had?</p> <ul style="list-style-type: none"> <li><i>Comments (by language if applicable):</i></li> </ul> <p>2. Approximately how many <b>HOURS</b> of experience interpreting <b>in court</b> have you had?</p> <ul style="list-style-type: none"> <li><i>Comments (by language if applicable):</i></li> </ul> <p><b>Non-court interpreting</b></p> <p>3. Approximately how many <b>YEARS</b> of experience in <b>non-court interpreting</b> have you had?</p> <ul style="list-style-type: none"> <li><i>Comments (by language if applicable):</i></li> </ul> <p>4. Approximately how many <b>HOURS</b> of experience in <b>non-court interpreting</b> have you had?</p> <ul style="list-style-type: none"> <li><i>Comments (by language if applicable):</i></li> </ul>

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### SECTION 5 – REFERENCES (references cannot be a family member)

Reference #1 – Professional reference within past 3 years	
<b>Name</b>	<b>Title</b> (e.g. Instructor, VCC College; Director, Immigrant Services)
<b>Address</b>	<b>Relationship to you</b> (e.g., teacher, previous employer, client, colleague.)
<b>Tel</b>	<b>Email</b>
Reference #2 – Professional or character reference	
<b>Name</b>	<b>Title</b> (e.g. Instructor, VCC College; Director, Immigrant Services)
<b>Address</b>	<b>Relationship to you</b> (e.g., teacher, previous employer, client, colleague)
<b>Tel</b>	<b>Email</b>

### SECTION 6 – DECLARATION

By signing this application, I certify that the information I have provided is correct, true, and complete. I am aware that providing any false information will invalidate my application.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)