

# Application Form: Visual 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
- 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 or level 2) 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 – TYPE OF INTERPRETER

	Yes	No	Comments
American Sign Language – English Interpreter			
Deaf Interpreter			
Langue des signes quebecoise-French Interpreter			

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

CERTIFICATIONS	Yes	No	Date 1 <sup>st</sup> certified
Certificate of Interpretation (COI) from the Association of Visual Language Interpreters of Canada (AVLIC)			
National Interpreter Certification from the Registry of Interpreters for the Deaf (RID), USA			
Certified Deaf Interpreter (CDI) from the Registry of Interpreters for the Deaf (RID), USA			
Other:			

Memberships	Yes	No	Membership expiry date
Member in good standing of the Association of Visual Language Interpreters of Canada (AVLIC)			
Member in good standing of the Westcoast Association of Visual Language Interpreters BC (WAVLI)			
<ul style="list-style-type: none"> <li>Title used:</li> <li>• Registered ASL/English Interpreter (R.A.S.L.E.I.)</li> <li>• Registered Sign Language Interpreter (R.S.L.I.)</li> <li>• Registered Visual Language Interpreter (R.V.L.I.)</li> </ul>			
Member of other AVLIC affiliate Chapters in Canada			
<ul style="list-style-type: none"> <li>Name:</li> </ul>			
Member in good standing of the Registry of Interpreters for the Deaf (RID)			
Other:			

Education: Sign language related diplomas and degrees	Yes	No	Date graduated
Diploma in Sign Language Interpretation from Douglas College, BC			
Diploma in Sign Language Interpretation from Lakeland College, Alberta			
Bachelor of Arts in ASL-English Interpretation through Red River College and the University of Manitoba, Manitoba			

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Education: Sign language related diplomas and degrees	Yes	No	Date graduated
Honours Bachelor of Interpretation (ASL-English), George Brown College, Ontario			
Diploma: Certificate in interpretation visuelle (French-LSQ), Universite du Quebec a Montreal			
Diploma in ASL-English Interpretation, Nova Scotia Community College, Nova Scotia			
Other sign language <i>diploma</i> or <i>degree</i> program not listed above:			

Education: other sign language training including professional development courses	Yes	No	Date completed
Court-specific sign language training			
<ul style="list-style-type: none"> <li>• name/description:</li> </ul>			
Other:			
<ul style="list-style-type: none"> <li>• name/description:</li> </ul>			

Education – other not related to sign language	Yes	No	Date completed
Other degrees, diplomas, certificates			
<ul style="list-style-type: none"> <li>• name/description</li> </ul>			

Experience
<p>1. Approximately how many hours of <b>non-court interpreting</b> have you had since becoming certified/since graduation?</p>          <p>2. Approximately how many hours of experience interpreting <b>in court</b> have you had since becoming certified/since graduation?</p>          <p>Comments:</p>

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### SECTION 4 – REFERENCES (references cannot be a family member)

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

### SECTION 5 – 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)