

MEMORANDUM

TO: COURT INTERPRETER PROGRAM WRITTEN EXAM PARTICIPANTS
FROM: STEPHANIE L. MINOR
DATE: SEPTEMBER 16, 2009
RE: REGISTRATION FOR WRITTEN EXAMINATION

Enclosed is the registration information for the 2010 Written Examination testing schedule. Please read all enclosed information carefully and respond accordingly. If you have any questions, please do not hesitate to contact our office. Thank you!

REGISTRATION INFORMATION

To be eligible to register for the written examination, you must have an approved application on file. If you do not have an application on file, please contact our office at (501)682-9400 or (800)950-8221 to request a copy of the Requirements and application, or online at http://courts.arkansas.gov/court_interpreters/index.cfm and choose the tab "How To Become an AOC Interpreter". If you are requesting one sure to give your full name, with the spelling, and full address when leaving a voicemail requesting application information to help us fulfill your request for information more efficiently.

You must pre-register for the written exam as no registrations will be accepted the day of the Exam. The registration fee for the Written Exam is \$25.00. Checks must be made out to the Supreme Court Foreign Language Interpreter Fund only. Space is limited, therefore participants will be registered in the order they are received. If the exam for which you are registering is full, you will be notified immediately in order to register for another date. **DO NOT SELECT MORE THAN ONE TESTING DATE.** You are only permitted to test once in a 12 month period. If you have more than one date selected one will be chosen for you by our office. Registration confirmation for your testing date will be sent out and you are only registered for the date specified on the confirmation. Pay careful attention to the deadlines for each testing date.

EXAM DATES AND LOCATION INFORMATION

DATE	TIME	LOCATION	DEADLINE
January 23, 2010	12:30 pm – 3:30 pm	Springdale	December 20, 2009
February 27, 2010	12:30 pm – 3:30 pm	Little Rock	January 27, 2010
March 13, 2010	12:30 pm – 3:30 pm	Springdale	February 12, 2010
April 17, 2010	12:30 pm – 3:30 pm	Little Rock	March 18, 2010
May 22, 2010	12:30 pm – 3:30 pm	Springdale	April 22, 2010
June 5, 2010	12:30 pm – 3:30 pm	Little Rock	May 5, 2010

Exams scheduled for the Little Rock location will be administered in Room 101 at the Justice Building, 625 Marshall Street, Little Rock, Arkansas 72201. Exams scheduled for the Springdale location will be administered at the Jones Center for Families, Room 218-Oklahoma City Room, 614 East Emma Street, Springdale, AR 72765.

On the day of the exam, any participants arriving after the start time will not be permitted to take the exam and will be required to register for another exam date if space is available. NO EXCEPTIONS will be made as this very disruptive to the staff and others already in the testing process. Please be considerate and arrive on time.

WRITTEN EXAM INFORMATION

The Written Examination is a basic overview of English and the language in which you are seeking to work towards certification. You must pass this exam in order to continue the certification process in Arkansas. Please remember this is *not* the Language Exam that will certify you to interpret in the Arkansas Courts. That exam is given once a year and you must complete the Written Examination and the Orientation Training before you can proceed to the next step. Further information regarding the Written Examination will be mailed to participants with the registration confirmation.

Enclosures