



**Kentucky Court of Justice Policy for
Interpreters for the Deaf and Hard of Hearing
(Visual Language Interpreters)
Effective May 31, 2009**

The Director of the Administrative Office of the Courts (AOC) has established a statewide interpreting policy for visual language interpreter services for the Court of Justice (COJ). Refusal to accept or adhere to these policies shall be grounds for disciplinary action against staff interpreters; and shall result in removal of freelance interpreters from the AOC Directory thereby precluding participation in COJ interpreting services.

All interpreters for the deaf and hard of hearing (visual language), including both staff interpreters and freelance interpreters, shall be fully licensed pursuant to KRS 309.301. Interpreters shall also be required to meet criminal background check requirements, attend the orientation workshop, and adhere to continuing education and court observation requirements as provided in the Amendments to the Rules of Administrative Procedure, Part IX, Procedures for Appointment of Interpreters (AP Part IX). Freelance Interpreters shall be required to have an annual criminal background check and shall annually update their personal information. The criminal background check materials shall be provided by the AOC.

Criminal Background Check:

The Interpreter Certification Request Form for a criminal background report shall be used by the AOC to determine whether or not an interpreter applicant is eligible to work as a court interpreter. The AOC shall mail the applicant the results of his/her criminal background report. If the interpreter applicant does not have an acceptable criminal background, the candidate shall not be allowed to interpret for the Court of Justice or to reapply to the AOC for the interpreter certification process.

Orientation Workshop

Materials presented at the workshop shall include the following areas: (1) appropriate modes of interpreting to be used in the courts; (2) ethical responsibilities of court interpreters; (3) proper interpreting skills, and (4) basic descriptions of the COJ and AOC. The AOC shall provide the candidate with materials for the workshop. An interpreter shall only be required to attend the workshop once. Upon successful completion of the workshop, the candidate shall be listed in the AOC Interpreter Directory.

Interpreter applicants who have passed the criminal background check shall have one (1) year to complete the orientation workshop or to complete the next available workshop.

Continuing Education

All interpreters listed in the AOC directory shall complete twenty-four (24) clock hours of continuing education units (CEUs) for each two (2) year compliance period. Each clock hour of activity shall be counted as one CEU. All CEUs must be approved by the AOC. At least four (4) hours of CEUs must be on ethics. The CEUs can be earned by attending courses, workshops, lectures, or other activities that have topics which are relevant to court interpreting and where attendance is monitored and verifiable. The AOC will accept RID approved Professional Studies CEUs. An interpreter may also receive CEUs for instructing, training, or presenting at a pre-approved activity. The AOC shall require verification of attendance or participation through the completion of the AOC Continuing Education Form, AOC-INT-02.

Court Observation or Work Hours

All interpreters listed in the AOC directory shall complete twenty-four (24) clock hours of court observation or court interpreting work, during each two (2) year compliance period. The observation hours shall be completed observing cases in which an interpreter is present when possible. If observing cases where an interpreter is involved is not possible observation times for cases without an interpreter may be approved. Verification of court observation hours shall be made by completing the AOC Court Observation Form. Court interpreting hours shall be verified by the AOC using the AOC-INT-01 form.

A handwritten signature in cursive script, appearing to read "Laura Sturgeon".