

# Office of Language Access

## 2019 Calendar of Events

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### Orientation Workshops

The two-day workshop covers the interpreter's role and professional ethics, the modes of interpreting used in court, legal terminology and court protocol. This first step must be completed before candidates may undertake any examinations, or apply for registered status/official court interpreter designation.

### Orientation Workshop Locations & Dates

Location	Date	Registration Deadline
1001 Vandalay Drive Frankfort, KY	March 22-23, 2019	Friday, March 8, 2019
1001 Vandalay Drive Frankfort, KY	June 21-22, 2019	Friday, June 7, 2019
1001 Vandalay Drive Frankfort, KY	September 27-28, 2019	Friday, September 13, 2019

### IMPORTANT NOTICE

The Office of Language Access and the Administrative Office of The Courts do not reimburse travel expenses or meals, nor do we make hotel arrangements.

Guests/children are not allowed. We do not offer any financial assistance. Recording the Orientation workshop is strictly prohibited.

# Information for Participants

- All scheduled dates are subject to change or cancellation. However, every effort will be made to adhere to the schedule as it appears.
- Interested participants are encouraged to enroll at the earliest possible opportunity since space is limited and classes often reach capacity four to six weeks prior to the scheduled registration deadline. Confirmation is on a first-received basis and will be determined upon receipt of a registrant's completed registration form and payment.
- Shortly after we receive your registration and payment, we will send you an e-mail notification. Once the registration deadline expires, an email confirmation will be sent to you at the email address provided on your registration form. If for any reason your workshop choice date cannot be granted you will be notified and alternative dates will be suggested.
- Participants registering for the two-day Orientation Workshop must remit a money order/cashier's check for the total amount. **We do NOT accept personal checks or cash.**
- A registration form can be found online for the Orientation Workshop. To register, complete the applicable form and mail it, together with the appropriate fee to the address below. Every effort will be made to register you for the date you request.
- Please **mail** a completed registration form, along with a cashier's check or money order to:

**Office of Language Access  
Kentucky Administrative Office of The Courts  
1001 Vandalay Drive  
Frankfort, KY 40601**

- Make **cashier's check or money order** payable in U.S. funds to: **Kentucky State Treasurer.**
- All registration forms and fees **MUST** be received by close of business on the registration deadline date. Confirmation is subject to space availability. **Postmarks are NOT accepted.** **Fees are refundable for cancellations received in writing PRIOR to the respective event registration deadline. However, all fees are non-refundable and non-transferable AFTER the registration deadline expires.**