



CALIFORNIA

Judicial Council of California

Candidate Information Bulletin for those taking the Written Exam, Oral Proficiency Exam, and Bilingual Interpreting Exam

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Introduction

A Message from the Judicial Council

The Judicial Council of California is responsible for the California Court Interpreters Program (CIP). The CIP works to ensure equal access to the courts for all persons regardless of their ability to communicate effectively in the English language.

California has both certified and registered court interpreters. The languages that require certification at this time include **American Sign Language (ASL), Arabic, Eastern Armenian, Western Armenian, Cantonese, Farsi, Japanese, Khmer, Korean, Mandarin, Portuguese, Punjabi (India), Russian, Spanish, Filipino (Tagalog), and Vietnamese.** Candidates in these spoken languages must take the Bilingual Interpreting Exam, as available. If your language is not included in this list, it is called a **registered language** and requires you to pass a two-part oral proficiency exam (OPE).

The Judicial Council of California has contracted with Prometric to administer its spoken language court interpreter certification and registration examinations. This bulletin provides you with information about the process for taking an examination and becoming certified or registered as a court interpreter by the Judicial Council of California.

The Judicial Council also welcomes bilingual staff to take the Oral Proficiency Exam.

At a Glance

Follow these main steps if you are interested in becoming a certified or registered California Court Interpreter.



To become a certified court or registered interpreter

- 1** Take and pass the Written Exam. Refer to other sections of this Candidate Information Bulletin posted online at www.prometric.com/cacourtint
- 2** Contact Prometric to schedule an appointment to take the oral exams relevant for your language.
- 3** Prepare for your oral exams using this bulletin and other materials.
- 4** Take the scheduled exam bringing required identification to the test center. (See Page 12.)
- 5** Pass the Bilingual Interpreting Exam for certified languages or the Oral Proficiency Exams for registered languages.
- 6** Submit a complete application packet to the Judicial Council.



To get answers not provided in this bulletin

First, make sure you review information on the website: www.courts.ca.gov/courtinterpreters specifically at: <http://www.courts.ca.gov/2695.htm>

Secondly, review the information available on the Prometric website: www.prometric.com/cacourtint

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Direct all questions and requests for information about exams to:

Prometric

7941 Corporate Drive
Nottingham, MD 21236
General Phone: 866.241.3118
Oral Proficiency Exam: 888.226.9406

Contact Us: www.prometric.com/contactus

Website: www.prometric.com/cacourtint

Direct questions about the court interpreter certification and registration process to:

Judicial Council of California

455 Golden Gate Avenue
San Francisco, CA 94102-3688
Phone: 866.310.0689
E-mail: courtinterpreters@jud.ca.gov
Website: <http://www.courts.ca.gov/courtinterpreters>

Understanding Certification and Registration Requirements

California is the most diverse state in the country, with approximately seven million potential court users who are limited English proficient and speak more than 200 languages. Court interpreters provide crucial language access for these individuals to court services. Court interpreters are provided in a large number of court case types.

Court interpreters must accurately interpret for individuals with a high level of education and an expansive vocabulary, as well as persons with very limited language skills, without changing the language register of the speaker. Interpreters are also sometimes responsible for orally translating written documents from English into the non-English language and from the non-English language into English ("sight translation").

Although U.S. citizenship is not required to work for the courts, a court interpreter must be able to prove that he or she can work legally in the United States.

Registered vs. Certified

If a language has a Bilingual Interpreting Exam available, interpreters of that language can attempt the several-step process for becoming a certified California court interpreter.

Interpreters of languages that are not specifically identified as certified in this bulletin can attempt the several step process for becoming a registered California court interpreter.

A given language has only one qualification status: either "certified" or "registered."
An interpreter cannot be "registered" or use registered exam scores for interpreting in one of the spoken certified languages.

Certified Languages

Currently, court interpreters in the following 15 spoken languages must be certified:

- Arabic
- Eastern Armenian
- Western Armenian
- Cantonese
- Farsi
- Japanese
- Khmer
- Korean
- Mandarin
- Portuguese
- Punjabi (India)
- Russian
- Spanish
- Filipino (Tagalog)
- Vietnamese

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Certified languages may change periodically, depending on the results of studies of language use in the courts and other administrative factors.



Note Bilingual Interpreting Exams are only available in the following 13 spoken languages as of Spring 2017:

Arabic (Egyptian) - Modern Standard Arabic in Sight and Simultaneous sections. Consecutive section utilizes Arabic Egyptian Colloquial.

Arabic (Levantine) - Modern Standard Arabic in sight and simultaneous sections. Consecutive section utilizes Arabic Levantine Colloquial.

Eastern Armenian

Cantonese - Sight translation: candidates choose at the exam site between Simplified & Traditional written script.

Farsi

Khmer

Korean

Mandarin - Sight translation: candidates choose at the exam site between Simplified & Traditional written script.

Portuguese

Punjabi (India)

Russian

Spanish

Filipino (Tagalog)

Vietnamese

Required Elements	Certified Language	Registered Language
Written Exam*	√	√
Oral Proficiency Exam (English)	Optional	√
Oral Proficiency Exam (Non-English Language)	Optional	√
Bilingual Interpreting Exam	√	Not available
Submit a complete application including certificate of completion for the on-line course "Interpreter Orientation: Working in the California Courts"	√	√
Attend a Judicial Council Code of Ethics Workshop within their first two-year compliance period	√	√

* As of January, 2018, a Written Exam score is valid for four years. If your most recent Written Exam score expires before you take the Bilingual Interpreting Exam, you will need to take and pass the Written Exam again.

Certified Court Interpreters

Only interpreters of certified languages who pass the Bilingual Interpreting Exam and complete the application and enrollment process with the Judicial Council are referred to as “certified court interpreters.” The Written Exam (Written Exam) is a prerequisite for the Bilingual Interpreting Exam.

The certification examination process consists of written and oral components. Candidates who pass the written component may go on to the oral component, which tests their interpreting skills in simultaneous and consecutive interpreting and in sight translation. As of January 1, 2018, all written exams previously taken or moving forward are valid for four years.

Registered Court Interpreters

Languages that Interpreters can be Registered

Interpreters of spoken languages not among the 15 certified languages, who complete the examination and enrollment process are called “registered interpreters.” They must pass the Written Exam, the English Oral Proficiency Exam (OPE), and an OPE in one or more non-English languages. The oral component tests functional speaking ability in the language being examined. **You may take the Written Exam and the Oral Proficiency Exams in any order.**

Testing Requirements for Qualification in Multiple Languages

- The Written Exam is required as part of both the registered and certified testing processes. If you pass this exam you may use it towards becoming registered or certified in any number of languages, subject to all retake policies.
- The English Oral Proficiency Exam is required as part of the registered testing process and you only need to pass it one time to use it towards becoming registered in any number of registered languages.
- A certified candidate **who passes the Bilingual Interpreting Exam** and then wishes to become registered in an additional language will only be required to take and pass the OPE in the additional language.

Registering and Scheduling Your Exam

CERTIFIED STATUS						
(Must pass Written and the corresponding language Bilingual Interpreter exam)						
Test Name	Appt. Time	Exam Time	When you can test	Cost	How to Schedule	Contact Information for scheduling
Court Interpreter Written	3 hrs.	2.25 hr.	Year round	\$131	Online or phone	www.prometric.com/cacourtint Phone: 866.241.3118
Bilingual Interpreter Exam Arabic (Egyptian) Arabic (Levantine) Cantonese Eastern Armenian Farsi Khmer Korean Mandarin Portuguese Punjabi (India) Russian Spanish Filipino (Tagalog) Vietnamese	1 hr.	~45 min	Twice a year March and September	\$340	Phone	Phone: 866.241.3118
REGISTERED STATUS						
(Must pass Written, OPE English and OPE in corresponding language)						
Test Name	Appt. Time	Exam Time	When you can test	Cost	How to schedule	How to schedule
Court Interpreter Written	2.75 hr.	2.25 hr.	Year round	\$131	Online or phone	www.prometric.com/cacourtint Phone: 866.241.3118
Oral Proficiency Exam English	1 hr.	~30 min	Year round	\$168	Phone only	Special Testing Accommodations 888.226.9406
Oral Proficiency Exam Foreign Language	1 hr.	~30 min	Year round	\$168	Phone only	Special Testing Accommodations 888.226.9406
BILINGUAL STAFF						
(Must pass OPE in corresponding language)						
Test Name	Appt. Time	Exam Time	When you can test	Cost	How to schedule	How to schedule
Oral Proficiency Exam Corresponding Language	1 hr.	~30 min	Year round	\$168	Phone only	Special Testing Accommodations 888.226.9406



Important The Bilingual Interpreting Exam retake policy permits you four (4) attempts to pass in a given language. If you do not pass the Bilingual Interpreting Exam within four attempts, you will be required to retake and pass the written exam before taking a Bilingual Interpreting Exam in the same language.

More Details on the Exam Scheduling Process

To register and schedule any exam, you must complete the following two steps with Prometric:

- 1 Complete the registration process, including making payment for each exam when you are ready to take it.
- 2 Schedule an appointment with Prometric to take your exam.

Unique Prometric identification Number (ID). As of March 1, 2009, Prometric’s data management system assigns a unique identification number, often called a Prometric ID, to every candidate. You must use your Prometric ID number when registering and scheduling any of the exams. **If you passed your most recent Prometric administered exam before March 1, 2009, or have never tested with Prometric before, you will need to obtain a Prometric ID number before registering for your exam.** This number will be provided to you by Prometric and cannot be provided to you by the Judicial Council at any time.

Photo identification and Name. You will be required to present a valid government-issued ID when you enter the test center. **For security purposes, you must register with the exact same name that appears on the photo ID.** If the name used when you registered for your exam does not exactly match your photo ID, you may not be allowed to take the exam.

Accommodations. If you require American Disabilities Act (ADA) accommodations, see the “Testing Accommodations” Section **before** registering.

Holidays. Testing generally does not occur on the following holidays:

<ul style="list-style-type: none"> • New Year’s Day • Martin Luther King Jr. Day • Presidents’ Day • Memorial Day 	<ul style="list-style-type: none"> • Independence Day • Labor Day • Thanksgiving Day • Christmas Day
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Additional holidays may be observed at the California test center where you schedule your exam appointment.

Test Centers

Each of the three types of exams in the California court interpreting testing program is taken in a different way, at different stations and even in different locations. They also must be scheduled differently. Please see the scheduling chart on page 5 for exam-specific contact information and an overview on how to schedule each type of exam. Written Exams are given at any **Prometric Test Center in California** (“Test Center”). Oral Proficiency Exams are given at a limited number of Test Centers which are able to offer special testing rooms for this exam. Bilingual Interpreting Exams are given at **Approved Test Sites**. Unless specified, we will refer to these interchangeably as centers or sites.

Written Exams

Your written exam will be given by computer at a Prometric test center in California and as of January 1, 2018, all previously taken written exams and moving forward are valid for 4 years. A complete list of the 21 test center locations in California may be found by going to <https://www.prometric.com/cacourtint> and clicking on the “Locate A Test Center” button. Alternatively, you may call 866.241.3118.

Test center locations are subject to change. Be sure to verify the address and directions to your destination before you leave for your exam. Personnel at the

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exam centers cannot answer questions regarding exam registrations, scheduling or rescheduling. If you have these types of questions, please call 866.241.3118.

Oral Proficiency Exams

Your OPE will be given at one of a select number of Prometric test centers in California. Each center has a limited number of stations for OPE testing on any one day. If your site is at capacity during the dates and/or times you wish to test, it may be necessary to schedule your test at another location, or take it on another day, or at a different time. Plan for a minimum of three to four weeks lead-time when scheduling your exam in order to ensure your desired location and date.

Test centers are located in a number of areas throughout the state. You will need to select your test center during the scheduling process by calling 888.226.9406. www.prometric.com/cacourtint



Bilingual Interpreting Exams

Your bilingual interpreting exam will be given at a Prometric approved test center in California. Each center has a set number of stations for testing. If your test center is at capacity, it may be necessary to schedule your test at another location. We encourage you to schedule your exam early to ensure your desired location.

Approved test centers are located in a number of areas throughout the state. You will need to select your test center during the scheduling process. Current Approved Test Centers are listed at

<https://www.prometric.com/CA/BilingualInterpreterExams>.

Completing the Registration and Scheduling Process

For Written Exam

Registering and scheduling by phone	
1	You may Register and schedule your exam at one time online at www.prometric.com/cacourtint . At the end of the online registration process, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.
2	Register and schedule your exam at one time by calling 866.241.3118 between 5 a.m. and 6 p.m. (Pacific time), Monday through Friday. When you call, the Prometric representative will process your registration information and provide you with your unique Prometric ID if you do not already have one.

For Bilingual Interpreting Exams

Registering and scheduling by phone	
1	Register and schedule your exam at one time by calling 866.241.3118 between 5 a.m. and 6 p.m. (Pacific time), Monday through Friday. When you call, the Prometric representative will process your registration information and provide you with your unique Prometric ID if you do not already have one.
2	The representative will then be able to schedule your exam appointment. Please have your Visa, MasterCard or American Express information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

For Oral Proficiency Exams

Registering and scheduling by phone	
1	Register and schedule your exam at one time by calling 888.226.9406 between 5 a.m. and 3 p.m. (Pacific time), Monday through Friday. When you call, the Prometric representative will process your registration information and provide you with your unique Prometric ID if you do not already have one.
2	The representative will then be able to schedule your exam appointment. Please have your Visa, MasterCard or American Express information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

Admission letter/Confirmation Notice

Once you complete the exam registration and scheduling process, Prometric will email you an admission letter confirming your exam date, time and location. When scheduling your appointment, be sure to confirm your mailing address information. You will need to reference the admission letter or confirmation notice if you need to reschedule for any reason.

If you have not received an admission letter or confirmation notice 10 days before your test date, you are responsible for contacting Prometric at 866.241.3118.

Rescheduling Your Exam

Exam	Refund or Cancellation Policy – Fees	How to Reschedule
Written Exam	<ul style="list-style-type: none"> • No fee if you reschedule or cancel at least 30 calendar days prior to your appointment date. • \$50 fee if you reschedule or cancel 11 to 29 calendar days before your appointment date. • Rescheduling is not permitted one to 10 calendar days prior to your appointment. All exam fees are forfeited if you cancel 10 or less calendar days before the exam. 	Contact Prometric at 866.241.3118
Bilingual Interpreting Exam	<ul style="list-style-type: none"> • No fee if you reschedule or cancel at least 30 calendar days prior to your appointment date. • Rescheduling or cancellation is not permitted 0 to 29 calendar days prior to your appointment. All exam fees will be forfeited if you do not reschedule or cancel at least 30 days prior to your appointment. 	Contact Prometric at 866.241.3118
Oral Proficiency Exam (English/Non-English Language)	<ul style="list-style-type: none"> • No fee if you reschedule or cancel at least 30 calendar days prior to your appointment date. • \$50 fee if you reschedule or cancel 11 to 29 calendar days before your appointment date. • Rescheduling or cancellations are not permitted one to 10 calendar days prior to your appointment. All exam fees are forfeited if you cancel 10 or less calendar days before the exam. 	Contact Prometric at 888.226.9406

If Absent or Late for Your Appointment

If you miss your appointment or arrive late and are not allowed to test, you will forfeit your exam fees and will need to pay another exam fee when you schedule your next examination.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric at the appropriate number listed above for your exam. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency Closings

Severe weather or an emergency could require Prometric to cancel scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing center closures by calling Prometric. If the center is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for testing, your fee will be forfeited and you will need to register again and pay the exam fee(s) again.

***Testing
Accommodations***

ADA Accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA) for any of the three exams, please call Prometric at 888.226.9406. You will be requested to must submit professional medical documentation of your disability with your registration form to help us determine the necessary testing arrangements. Advance notice is required for all special testing arrangements.

Blind interpreters. Blind interpreters are not required to take the Written Exam and will receive a modified version of the Bilingual Interpreting Exam. Please note when you register that you will need this modified exam.

Religious Restrictions. If you are unable to take the exam on the scheduled test date because of religious restrictions, submit a letter of explanation from a recognized religious authority with your exam registration form. Prometric will provide you an alternative exam date.

Understanding General Exam Processes

Knowing what to expect when taking your exams may help you prepare for them. This section contains:

- Detailed information about the type of identification you need to bring with you;
- A high-level overview of the exams, and how they are delivered;
- Regulations that will be enforced at the test center;
- General strategies for the day of your exam;
- General information on rating and score reporting; and
- Information on the appeals process

This section will be followed by detailed information on the content of each of the three types of exams along with relevant specifics on how they are rated.

Required Identification

You must present a **valid** form of identification to be admitted to a test center. That identification document **must**:

- Be government-issued (e.g., driver’s license, state-issued identification card, passport or military identification card).
- Be current (not expired).
- Contain both a current photo and your signature.
- Have a name written in the English alphabet that exactly matches the name used to register for the exam (including designations such as “Jr.” and “III”).
- A student ID (even from a public school, college or university) is not acceptable.

Your identification will be held by test center staff while the exam is administered. Your identification will be returned to you once the exam is over and you have returned all testing materials to the head proctor.



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment. As a result, you must pay another exam fee before scheduling another appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Exam Overview

Exam	Description and Method of Delivery
Written Exam	135 question multiple choice computerized exam at a proctored test center
Oral Proficiency Exam (English)	20-30 minute interview over the telephone from a proctored test center
Oral Proficiency Exam (Non-English Language)	20-30 minute interview over the telephone from a proctored test center
Bilingual Interpreting Exam	4 part, proctor administered interpreting exam

Test Center Regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations will be observed at each test center. The test center will be monitored by professional proctor staff and on-site Prometric managerial staff. All test sessions are audio recorded. Failure to follow any of these security procedures may result in the disqualification of your exam.

- 1** You will be continuously monitored by video, physical walk-throughs and the observation window during your test.
- 2** You must present valid (unexpired) and acceptable ID(s) in order to take your test. (See "Identification required" in the above section.)
- 3** You are required to sign in on the test center roster upon arrival. The head proctor will hold your ID to ensure the security of all test materials. You will receive your ID once you sign out and any and all of your test materials have been returned to the head proctor.
- 4** You are required to sign out on the test center roster each time you leave the test room. You must also sign back in and show your ID to the Test Center Administrator (TCA) in order to be re-admitted to the test room. If you leave the testing room at any time, you will lose exam time.
- 5** You are **prohibited** from communicating, publishing, reproducing, or transmitting any part of your test, in any form or by any means, verbal or written, for any purpose.
- 6** You **must not** talk to other candidates or refer to their screens, testing materials, or written notes in the test room.
- 7** You **must not** refer to testing materials before or after any of the exams.
- 8** You **must not** use written notes, published materials, or other testing aids during the exam.
- 9** Your test has **no** scheduled breaks. You are permitted to take an unscheduled break during your **Written Exam only**. If you take an unscheduled break, the test timer will continue to count down.
- 10** Repeated or lengthy departures from the test room for unscheduled breaks will be reported by the test center administrator.
- 11** If you need access to an item stored in the test center during an unscheduled break such as food or medicine, you must inform the TCA **before** you retrieve the item. You are not allowed to access any prohibited item.
- 12** Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times.
- 13** You are allowed to bring center-supplied tissues into the testing room. And you are **allowed** to bring soft earplugs for the Written Exam only.
- 14** You **must not** bring any personal/ unauthorized items into the testing room. Such items include but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, and photographic equipment. Weapons are not allowed at any Prometric test center. You will be asked to empty and turn your pockets inside out prior to every entry into the test room to confirm that you have no prohibited items.
- 15** You **must** return all materials issued to you by the proctor at the end of your test.
- 16** You must conduct yourself in a civil manner at all times when on the premises of the test center. Exhibiting abusive behavior towards the proctors, or any other staff member of the test center, may result in criminal prosecution.
- 17** To protect the privacy of all testers, the proctor can neither confirm nor deny if any particular individual is present or scheduled at the test center.

18 Persons not scheduled to take a test are not permitted to wait in the test center.

Failure to follow any of these security procedures may result in the disqualification of your exam. Prometric reserves the right to audio and videotape any exam session.

For more information on Prometric test center regulations, please visit:

www.prometric.com/en-us/for-test-takers/prepare-for-test-day/documents/TestCenterRegulations.pdf

Copyrighted Questions. All Written Exam, and Bilingual Interpreting Exam questions and materials are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If Questions Arise. Test center administrators **are not allowed** to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

General Strategies for the Day of Your Exam

Make sure to **confirm your testing location** prior to the day of the exam, as each of your exams may be scheduled at different locations.

Arrive at the test center early to allow for parking, walking to the room and signing in. Be sure to listen very carefully to all instructions that are read to you by the proctor and test center staff. Ask questions if you do not understand the instructions.

Each Candidate will go through our security check in and check out procedures upon arrival and departure of the exam. The security check includes inspection of jewelry/accessories, glasses, pocket checks, as well as wrist and ankle checks. Please refrain from bringing any personal items, as they will not be permitted in the testing room with you.

Your attitude about the test process can make a difference. Approach the exams confidently. Be sure to get plenty of rest the night before you are testing.

Other important items to note:

- Remember to bring a valid, government-issued photo identification card, such as a driver's license, state issued identification card, passport, or military identification card with you to the test center.
- Since you may have scheduled one or more of your exams for the same visit to the Prometric test center, be sure to identify which of your exams is scheduled at which time since there are different procedures for the Written Exam and for the OPEs.
- Once you arrive and check-in at the location, your identity will be verified, and for the Written Exam, you will be seated at a computer testing station. For an OPE you will be taken to an individual and secure room with a phone line. When taking the Bilingual Interpreting Exam, you will be shown to a waiting area until it is your time to test.
- Under no circumstances will you be permitted to bring items with you into the test room. This includes cell phones, briefcases, backpacks, outerwear, etc. Pocket items (keys and wallet) must remain in your pocket during testing. Do not bring dictionaries, books, notes, reference materials or any other aids to the exam center, as you will not be allowed to use them.

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- Note-taking is allowed during the exam with the note paper and pencil provided to you at the test center. You are **not** allowed bring your own materials into the test center.
- Warm up prior to taking the Bilingual Interpreting Exam by practicing interpreting aloud for a brief period. If you are taking an OPE, you may want to simply speak aloud briefly in the language for which you will be testing.

Expected Time at Prometric Test Center

Exam	Time you should plan to be at test center
Written Exam	3 hours
Oral Proficiency Exam (English)	1 hour
Oral Proficiency Exam (Non-English Language)	1 hour
Bilingual Interpreting Exam	1 hour



Arrival. You should arrive at least **30 minutes before** your scheduled appointment. This allows time for you to sign in and for the test center staff to verify your identification.

Rating and scoring of the exams

Exam	How the Exam is Rated	Passing Requirements	How You will Receive Scores
Written Exam	Computerized tabulation	Answer 80% or more correctly	At the end of your exam
Oral Proficiency Exam (English)	2 independent, certified ACTFL raters, selected from a national pool	Registered Status - <i>Advanced High</i> or higher Bilingual Staff - Consult with your employer for minimum level required.	Within 30 days via US Mail
Oral Proficiency Exam (Non-English Language)	2 independent, certified ACTFL raters selected from a national pool	Registered Status - <i>Advanced High</i> or higher Bilingual Staff - Consult with your employer for minimum level required.	Within 30 days via US Mail
Bilingual Interpreting Exam	A minimum of two independent NCSC raters selected from a national pool	Interpret a minimum of 70% of the scoring units correctly on each of the four parts	Within 60-90 days via US mail

Prometric communicates confidential score reports according to the chart above. **Do not call** the Judicial Council regarding exam results. Any communications concerning your exam results should be addressed to Prometric as the test administrator. To protect your privacy and to maintain the confidentiality of this information, Prometric will not give exam results over the phone.

Please note that your exam results will be shared with the Judicial Council and the National Center for State Courts. Your exam results will not be made public.

Duplicate Score Report. You may call 866.241.3118 or write to Prometric to request a duplicate of your score report for a period of one year after an exam.

Appeals process

Our goal is to provide a quality exam and testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, you may submit an appeal.

Grounds for an appeal include evidence of bias, fraud, discrimination, significant irregularity in the exam administration, or inappropriate application of ADA or other accommodations. Appeals based on exam content will not be considered.

You may submit an appeal in writing within 60 days of receipt of your examination results. Your appeal letter must state the evidence and basis for your appeal and include all relevant facts. Your appeal letter also must include your name and your unique Prometric identification number, the exam title, the date you tested, the test center location, and the details of your concern. Be sure to include your contact information and submit the appeal by completing the contact us form at <https://www.prometric.com/contact-us>. Then choose "I am a test taker" and in the second dropdown chose "I want to register and appeal". Then complete the require information and submit.

The Appeals Committee will review your concern and send you a written response within 45 business days of receipt. **Faxed appeals will not be accepted.**

Details for the Written Exam

This Written Exam is administered by Prometric for the Judicial Council of California, Court Interpreters Program, utilizing Prometric's computer based testing process. The content of the Written Exam questions is the National Center for State Courts' *Court Interpreter Written Examination*, and is used with permission.

Content Overview

The written examination covers a wide range of important skills. This section provides information on the specific knowledge, skills and abilities covered in the exam. The written exam is administered on a computer and contains 135 multiple-choice questions. You will have two hours and 15 minutes to complete it.

The written test is divided into the following 10 sections:

- General Vocabulary: Sentence Completion
- General Vocabulary: Synonyms in Context
- General Vocabulary: Synonyms
- General Vocabulary: Antonyms
- Idioms
- Ethics and Professional Conduct: Sentence Completion
- Court-Related Questions
- Sequence
- Professional Conduct Questions
- Scenarios

Important As of January, 2018, a Written Exam score is valid for four years. If your most recent Written Exam score expires before you take the Bilingual Interpreting Exam, you will need to take and pass the Written Exam again.

Computerized Testing

Your exam will be given by computer at a Prometric test center using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. Before you start the exam, you will receive a personalized tutorial to the testing system.

The tutorial features:

- Moving the mouse and using the mouse to select answers and to change answers.
- Marking a question for review.
- Reviewing questions.
- Viewing a summary list of questions showing answered and unanswered questions.
- Submitting a test for scoring.

You have 15 minutes for the tutorial. The tutorial is not included as part of the testing time. The time remaining for your exam is displayed in the upper right-hand corner of the computer screen.

If there is a power outage, the time will stop counting down. When power is restored, the examination will resume at the point where it left off.

Once the exam is finished, you will be asked to complete a brief online survey sponsored by the Judicial Council, as well as questions about your testing experience. This feedback helps the Judicial Council and Prometric to gauge and

measure the performance of the test experience, and improve the overall quality of service.

Long-term Preparation for the Written Exam

To maximize your study time and begin preparing for a career in court interpreting, keep these tips in mind:

- Review the National Center for State Courts (NCSC) resources for court interpreters, including the Written and Oral Exam Resources (<http://www.ncsc.org/Education-and-Careers/State-Interpreter-Certification.aspx>)
- Make sure you fully understand the terms for each content area. Create your own glossary of terms and look up any new words in a reference book.
- Review material at law libraries to strengthen your knowledge of legal terms and the California legal system.
- Review the California Professional Standards and Ethics publication at: <http://www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf>
- Read a wide variety of magazines; legal, ethnic and general circulation newspapers; and literature in English and your paired language. Research the definitions and correct usage of unfamiliar words.
- The exam will contain items at various levels of ability. Consequently, it is important to be able to understand, apply and analyze the material as you would on the job. Although all written exam questions will be in a multiple-choice format, the items will be presented in a number of formats.

Some test takers are anxious about taking tests and need to simulate the test-taking situation. If this is true for you, try practicing in a quiet, distraction-free environment.

Unsuccessful Candidates

If your scores were not close to the 80% pass point, you may need considerable study and development to be a viable candidate. You are permitted to take the written exam two times per year (365 days), but you must wait a minimum of 90 days before retaking the written exam.



Important The Bilingual Interpreting Exam retake policy permits you four attempts to pass in a given language. If you do not pass the Bilingual Interpreting Exam within four attempts, you will be required to retake and pass the written exam before taking a Bilingual Interpreting Exam in the same language.

Passing Candidates

After passing both the Written Exam and the relevant oral exams for your language, you must submit a complete application to the Judicial Council. For more information on the oral exams, review all of the documents located online at

www.prometric.com/cacourtint

To maintain certified or registered status, interpreters must fulfill all compliance requirements as detailed on the Judicial Council website:

www.courts.ca.gov/courtinterpreters

Rescheduling a Failed Written Exam

If a candidate fails the written exam and wants to test again, he or she must re-register with Prometric online at www.prometric.com/cacourtint or by calling 866.241.3118. While a candidate can call to re-register for a failed written exam 48 hours after exam results are known, the candidate must wait a minimum of 90 days before taking the written exam again. Candidates are limited to two attempts to pass a written exam within a one year period (365 days).

Details for the Oral Proficiency Exam

The Oral Proficiency Exam (OPE) measures your ability to communicate in the language being tested. Your exam will be given by a live, trained and certified American Council on the Teaching of Foreign Languages (ACTFL) interviewer over a secure telephone connection. You will partake in the phone conversation from a secured Prometric test center. Your exam will be recorded by the ACTFL interviewer so that it can later be rated.

The exam itself is a 20-30 minute conversation over the telephone, between you on one end of the phone line and an ACTFL trained and certified interviewer on the other end of the phone line. The exam has four components:

- Warm-up
- Level checks
- Probes
- Wind down

During the test, the interviewer will engage you in discussion of topics of interest, and then probe your level of speaking ability.

It is critical that you arrive on time and alert staff at the Prometric test center that you are taking an OPE because **the ACTFL telephone interviewer is not required to wait for you if you are late for your scheduled time.**

Preparing for the OPE

The Oral Proficiency Exam is designed to test your ability to communicate in a single spoken language. This is **quite different** from an oral interpreting exam. Because the Oral Proficiency Exam is testing your present ability to communicate in the language being tested, there is limited preparation that is likely to be helpful. Practicing your conversation skills in the language of your exam is one way you may prepare.

Passing Candidates. After passing the Written Exam, the English OPE and the non-English language OPE, you must submit a complete application to the Judicial Council. To maintain registered status, interpreters must fulfill all compliance requirements as detailed on the Judicial Council website:

www.courts.ca.gov/courtinterpreters

Bilingual staff should share their exam scores with their court.

Rescheduling a Failed OPE.

If a candidate fails an OPE and wants to test again, he or she must re-register with Prometric again by calling 888.226.9406. While a candidate can call to re-register for a failed OPE 48 hours after exam results are known, the candidate must wait a minimum of 90 days before taking the OPE again.

Details for the Bilingual Interpreting Exam

The Bilingual Interpreting Exams administered by Prometric for the Judicial Council of California, Court Interpreters Program, are National Center for State Courts *Court Interpreter Oral Examination* exams and/or exams built with the same construction.

The Bilingual Interpreting Exam includes four sections which each require a passing score:

- Sight translation – English into non-English language: oral interpretation of a document written in English into the non-English language.
- Sight translation – non-English language into English: oral interpretation of a document written in the non-English language into English.
- Consecutive interpretation - interpretation from English into the non-English language and from the non-English language into English.
- Simultaneous interpretation - interpretation from English into the non-English language.

Bilingual Interpreting Exam timer

You are expected to be able to complete your exam without the use of a watch, clock, or timer. However, during the exam, the proctor will use a timer during the sight and consecutive translation sections. The timer will be placed so that it is easy for the proctor to operate it. You may request to have the timer adjusted so that you can see it. You must request this adjustment before beginning these portions of the interpreting exam.

Taking the Bilingual Interpreting Exam

When interpreting, remember that accuracy is your key to success. You should not add or delete material nor should you paraphrase or summarize. The following general strategies may be helpful to keep in mind while taking the interpreting exam.

Sight translation

- You will have **6 minutes** to render an interpretation. First, scan the entire passage for meaning. Concentrate on what the passage says, and then concentrate on finding the closest equivalent in the target language.
- In the initial reading, write down any terminology that you are unable to translate the exact equivalent of in the target language, explain the term; if you cannot explain the term, read it in the source language and continue. Do not take up a great portion of your allotted time trying to think of a word that escapes you for the moment.
- During the initial reading, identify and anticipate areas where syntax may be a problem such as passive voice, use of the subjunctive, and number and sequence of qualifiers/adjectives (e.g., the two red, Italian, convertible sports cars).
- Read carefully; it is unacceptable for an interpreter to make mistakes on items such as dates, numbers and names.
- Documents used in the exam are taken directly from authentic sources and include specialized terminology. It is incumbent upon you to convey the meaning accurately.

- Pace yourself so that you do not rush through your rendition or run out of time.

Consecutive Interpretation

- You will be required to retain up to 40 words at a time.
- Always be ready with pencil and paper in hand.
- Take notes on non-contextual information such as names, dates, numbers and times.
- Try to see in your mind the events that are unfolding through the script. Imagine that you are a participant in the dialog. (Interpreters generally perform better on the consecutive interpretation if they become immersed in the situation at hand.)
- Stay focused – concentrate; it is imperative that you not let your mind wander.
- Speak clearly and audibly; people requiring the services of an interpreter need and deserve clarity.
- Ask for a repetition if you are concerned you may make an error. It is better to ask for a repetition than to be inaccurate. You are permitted two repetitions during the consecutive portion.

Simultaneous Interpretation

- Determine the best volume level for the recorded script and for your own voice. You must wear headphones, but you may choose to wear the headphones in any position and over only one ear if you prefer.
- Remember to lag behind a certain number of words in order to avoid false starts and changes of meaning.
- Keep focused; you may find it helps to sit up straight and keep objects that distract you out of reach to avoid having your mind wander.
- Be aware of intonation in your target language delivery (e.g., ensure that questions are rendered as questions and statements are rendered as statements).
- Keep up with the source material and be sure to render the information accurately.
- If you miss a word either because you have fallen behind or do not know the word, choose a strategy that enables you to recover as quickly as possible.
- If you make a mistake, correct it as soon as possible and move on quickly to avoid the risk of future errors or omissions.

More on the Three Modes of Interpreting Assessed in the Bilingual Interpreting Exam

Sight Translation

Sight translation includes English Language Sight to non-English Language and non-English Language Sight to English. You will orally translate one document written in English into the non-English language, and one document written in the non-English language into English.

The sight translation documents each have approximately 225 words. Once instructions are provided, you will have 6 minutes to review a document and render an interpretation. While rendering your interpretation, if you come across a word or phrase that you are unfamiliar with or that you have forgotten, rather than spend too much time on it, just read it in the language in which it is written and continue your interpretation where you can.

Consecutive Interpreting

Consecutive interpreting requires English to non-English Language and non-English language to English proficiency. This mode is typically performed during testimony

from the witness stand. The interpreter is silent until the witness, judge, or other party stops speaking, at which time the interpreter's rendition of the complete utterance is given. During the exam, this component is designed as a role-play exercise. Typically, roles for a judge, attorney, and witness are included.

All of the roles are recorded. Passages are played aloud from a scripted recording that simulates a court proceeding. Passages are up to 40 words in length. Everything you hear in English must be interpreted into the non-English language. Everything you hear in the non-English language must be interpreted into English.

Note-taking is allowed during the exam with the note paper and pencil provided to you at the test center. You are **not** allowed bring your own materials into the test center. Most candidates find it helpful to write down pertinent details such as names, addresses, dates, and numbers. Remember that note-taking should enhance your recall abilities but not interfere with your ability to interpret promptly. You must render your interpretation immediately after the passage is played. Notes must be turned in before you leave the examination room.

Simultaneous Interpreting

Simultaneous interpreting (English to Non-English Language) is usually performed at the defense table for the defendant where the interpreter must render interpretations of all utterances. The interpreter lags slightly behind the speaker, interpreting the utterances simultaneously.

During the actual examination, you will use a headset to listen to the instructions and the simultaneous text. The instructions for the simultaneous text are recorded in English. A brief pause follows the instructions; then the examination material is presented in English for interpretation into the non-English language. The material is recorded at a rate of approximately 120 words per minute. The exercise is approximately 800-850 words in length and is about seven minutes long. You will be able to adjust the volume, but you will not be able to stop the recording during the test. If you stumble over or forget a word, it may be best to leave it rather than fall behind.

Long-term Preparation for the Bilingual Interpreting Exam

To maximize your study time, keep these tips in mind:

- Review the National Center for State Courts (NCSC) resources for court interpreters, including the Oral Exam Resources (<http://www.ncsc.org/Education-and-Careers/State-Interpreter-Certification.aspx>)
- Plan to study every day in preparation for the examination. Budget your time; set aside a definite study period for each day. Begin concentrating as soon as you sit down to study. Shorter periods of daily study are often more effective than occasional periods of longer study.
- Study both by yourself and with others to encourage an exchange of ideas. Your study should focus on learning the principles and practices of a language interpreter as well as gaining a broad understanding of the exam content areas.
- Build a personal library of your language and English dictionaries (general and legal), textbooks on language usage and expanding vocabulary, and textbooks on the theories and practices of court interpreting.
- Interpreters often take public speaking courses and/or engage in dramatic or theatrical endeavors to gain confidence in speaking before an audience.

- Coursework in languages and interpreting techniques is highly recommended. A person with college-level language skills in both languages is advised to attend interpreting courses offered by qualified providers. Some educational institutions provide training on the different techniques (e.g., shadowing, décalage) that will develop and strengthen a student's ability to perform all modes of interpreting. Such institutions are best suited to monitor your interpretations and thereby ensure that you are meeting established criteria for the interpreting venue you have chosen. The schools also help you to acquire the specialized terminology successful interpreters need.
- Immerse yourself in the culture of both languages until you are thoroughly comfortable with the idioms and colloquialisms of each. Your goal should be to transition easily between languages.
- Watch television programs and listen to radio broadcasts recorded in both languages.
- Practice consecutive and simultaneous interpretation with tapes designed exclusively for this purpose and during television programs featuring trials, news broadcasts or radio programs. Tapes from court reporting schools may also be used to practice simultaneous interpretation.
- Practice falling behind a certain number of words in order to avoid false starts and changes of meaning. Most people need to practice for hundreds of hours before they are able to perform this skill competently. Interpreting schools are best suited to help you develop the necessary skills.
- Meet and talk with state certified court interpreters to learn more about their work and the skills required to be a court interpreter. Ask them to recommend study material.
- Contact the interpreter coordinator at your local court. Ask to observe interpreters on the job and learn about courtroom protocol.
- Visit and observe interpreters on the job where possible. Find out which courts are open to the public and practice interpreting the proceedings.
- Tape record or videotape your renditions to evaluate your performance for accuracy, clarity and coherence and to build confidence.
- Learn to judge how much time has elapsed as you interpret to pace yourself so that you do not rush through your rendition.
- The simultaneous portion of the exam requires practice, practice and more practice. Listen to taped recordings using headphones and practice interpreting. This will enable you to determine the best volume level for the recorded script and for your own voice.
- In a court setting, interpreters are expected to handle a large number of dates, numerical figures and dollar amounts. Interpreters must be able to record numbers and read them back accurately.
- Strengthen your retention skills by developing a note-taking system. The court interpreter exam requires the interpreter to retain up to 40 words at a time. Note-taking should enhance your recall abilities, but not interfere with your ability to interpret without lengthy pauses. Note taking is an aid to the interpreter when it is second nature. It is very hard to improvise abbreviations and symbols on the spur of the moment.

Rating the Bilingual Interpreting Exam

Bilingual Interpreting Exams are recorded and later rated. Exams are assessed based on the number of scoring units interpreted correctly. Scoring units are particular words and phrases that are selected to represent various features of language that interpreters encounter in their work, and that they must render accurately and completely, without altering the meaning or style of speech. The exam raters determine whether those scoring units are interpreted correctly or incorrectly. When interpreting into the non-English language, the exam raters will consider correct any rendering that would be acceptable in any appropriate spoken variety of the non-English language.

Each portion of the exam has a fixed number of scoring units. The candidate must interpret a minimum of 70% of the scoring units correctly on each part of the Bilingual Interpreting Exam in order to pass. For more information on scoring units, please review the *Oral Exam Overview* (i.e. Bilingual Interpreting Exam Overview) and *Test Construction Manual* located online at www.prometric.com/cacourtint.

The Judicial Council of California has partnered with Prometric and the National Center for State Courts (NCSC) to ensure that industry best practices and standards are applied to the court interpreter examination program.

To ensure fairness, accuracy and consistency in the scoring of the examinations, a team of psychometric professionals and subject matter experts have structured the rating process to employ rigorous methods of rater selection, training and quality assurance measures.

Passing candidates. After passing both the Written Exam and the Bilingual Interpreting Exam, the Judicial Council of California will send an application to you. You must submit a complete application to the Judicial Council. To maintain certified status, interpreters must fulfill all compliance requirements. For more details: <http://www.courts.ca.gov/documents/CIP-2013-Compliance-Requirements.pdf>.

Rescheduling a failed Bilingual Interpreting Exam. If a candidate fails the interpreting exam and wants to take it again, he or she must re-register and re-schedule with Prometric online at www.prometric.com/cacourtint or by calling 866.241.3118.

Self-Study Suggestions and Reference Materials

Court interpreting is a very demanding job that requires complete fluency in both English and the non-English language. The level of expertise required for this profession is far greater than that required for everyday bilingual conversation. The interpreter must be able to handle the widest range of language terms that might be presented in the courts, everything from specialized legal and technical terminology to street slang. Although there are currently no minimum requirements that must be met in order to begin the exam process for certification, applicants are encouraged to complete formal, college-level course work and training in both languages and in modes of interpreting before testing.

A list of institutions that offer interpreter training programs is available online at www.courts.ca.gov/courtinterpreters. This is not a complete list. You are encouraged to call your local college or university and ask if it offers such a program. This list does not constitute an endorsement of these programs but is provided for your information only.

The following self-study techniques are also suggested:

- Expand your vocabulary;
- Develop your own glossaries;
- Develop interpreting techniques; and
- Attend proceedings in the California trial courts to gain familiarity with legal proceedings and legal terminology.

A Skill Building Exercise document containing suggestions on effective listening techniques, memorization techniques, and exercises in public speaking, is available in the Additional Resources section online at www.prometric.com/cacourtint by selecting the Bilingual Interpreting Exam.

For additional information, please review the *Written Exam Overview* and the *Oral Exam Overview* (i.e. Bilingual Interpreting Exam overview) located online at www.prometric.com/cacourtint

Additionally, suggested skills-enhancing exercises are available online on www.prometric.com/cacourtint. The included skills-enhancing exercises provide tips to help you develop the following interpreting techniques:

- Consecutive interpretation;
- Sight translation; and
- Simultaneous interpretation.

Reference Lists

The references contained in this list are a sample of reference materials available to assist you in studying for your exam. Exam items are not necessarily taken directly from these references, but content of these materials covers many of the topic areas in the exam. In addition, review the National Center for State Courts <http://www.ncsc.org/Education-and-Careers/State-Interpreter-Certification.aspx>.

Reference List	
1	<i>American Heritage College Dictionary</i> , Houghton Mifflin Company, 2002.
2	<i>The Elements of Style</i> , William Strunk Jr., & E.B. White, Longman, 2000.
3	<i>Random House Webster's College Dictionary</i> , Random House, 2000.
4	<i>Roget's II: The New Thesaurus</i> , American Heritage Dictionaries, eds., Houghton Mifflin, 2003.
5	<i>What's the Rule? A Simple Guide to Perfect Punctuation</i> , Kathy Sole, Real World Publications, 1999.

Additional references. While you are free to use materials of your own choosing to prepare for your exam, you may find the following sources to be a good starting point in your search for study materials.

General Interest	
1	<i>An Introduction to Court Interpreting: Theory and Practice</i> , E.M. DeJongh, University Press of America, Lanham, MD, 1992.
2	<i>The Bilingual Courtroom: Court Interpreters in the Judicial Process</i> , Susan Berk-Seligson, University of Chicago Press, Chicago, 1990.
3	<i>The Bilingual Family: A Handbook for Parents</i> , Edith Harding and Philip Riley, Cambridge University Press, 1986; reprinted 1991.
4	<i>But They Don't Speak the Language: Achieving Quality Control of Translation in Criminal Courts</i> , Carlos A. Astiz, <i>The Judges' Journal</i> , Spring 1986, 32-35.
5	<i>Ethical Conduct for the Court Interpreter, The Court Manager</i> , National Association Management, 1988.
6	<i>Fundamentals of Court Interpretation: Theory, Policy and Practice</i> , R.D. Gonzalez, V.F. Vasquez and H. Mikkelson, Carolina Academic Press, Durham, NC, 1991.
7	<i>How Best to Use an Interpreter in Court</i> , Alexander Rainof, <i>California State Bar Journal</i> , Vol. 55, No. 5, May 1980, 196-200.
8	<i>It's Greek to Me!</i> , Michael Macrone, Cader Books, Harper Collins Publishers, New York, 1991.

General Interest (cont'd)	
9	<i>Language Interpretation and Communication</i> , David Gerver and H. Wallace Sinaiko, Eds., Plenum Press, New York & London, 1978.
10	<i>The Language of Judges</i> , Lawrence M. Solan, University of Chicago Press, Chicago, 1994.
11	<i>Linguistic Evidence: Language, Power, and Strategy in the Courtroom</i> , William N. O'Barr, Academic Press, New York, 1982.
12	<i>L'interprétation à l'apres des Tribunaux</i> , Roda P. Roberts, Ed., Editions de L'Universite d'Ottawa, Ottawa, 1981. (Articles in both French and English).
13	<i>The Miracle of Language</i> , Richard Lederer, Pocket Books, Simon & Schuster, Inc., New York, 1991.
14	<i>The New Interpreters Handbook: A Step-by-Step Guide to Becoming a Professional Interpreter</i> , Iberia Language Press, Anaheim, 1987.
15	<i>Rules Versus Relationships: The Ethnography of Legal Discourse</i> , John M. Conley and William M. O'Barr, University of Chicago Press, 1990.
16	<i>Skills for Bilingual Legal Personnel</i> , M.R. Frankenthaler, South-Western Publishing Co., Cincinnati, 1982.
17	<i>That's Not What I Meant!</i> , Deborah Tannen, Ballentine Books, New York, 1987; reprinted 1991.
18	<i>Where Showing the Finger Points to the Truth</i> , Alexander Rainof, <i>California Attorneys for Criminal Justice Forum</i> , Vol. 1-8, No. 4, July-August 1991, 50-52.
19	<i>Witness for the Defense: The Accused, the Eyewitness and the Expert Who Puts Memory on Trial</i> , Elizabeth Loftus and Katherine Ketcham, St. Martin's Press, New York, 1991.

Slang/Idioms	
1	<i>Handbook of Commonly Used American Idioms</i> , Adam Mikkai, Maxine T. Boatner and John E. Gates, Barron's Educational Series, New York, 1984.
2	<i>NTC's Dictionary of American Colloquial Expressions</i> , Richard A. Spears, National Textbook Company, Illinois, 1989; 1992.
3	<i>Smaller Slang Dictionary</i> , Eric Partridge, Dorset Press, New York, 1986.
4	<i>Thesaurus of American Slang</i> , Robert L. Chapman, Harper & Row, New York, 1989; 1991.

Legal Terminology	
1	<i>Dictionary of Criminal Justice Terms</i> , Gould Publications, New York, 1984.

Dictionaries	
1	<i>Random House Word Menu</i> , Stephen Glazier, Random House, New York, 1992.
2	www.glossarist.com

Bilingual Glossaries	
1	<i>Articles of Clothing and Adornment Terminology Including Accessories, Textiles, Jewelry, Cosmetics, and Colors, English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
2	<i>Consecutive Forensic Interpretation, Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
3	<i>Financial, Real Estate and Automotive Terminology</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
4	<i>Fingerprints Terminology English/Spanish with Definitions and Illustrations</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1986.
5	<i>Firearms and Ballistics Terminology English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.

Bilingual Glossaries (cont'd)	
6	Free glossary of English-Spanish legal terms at http://ernestoromero.net/LS.pdf .
7	<i>Glossary of Insults and Invective English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
8	<i>GRE Level General Spanish and English Terminology: False Cognates and Translation/Interpretation Annotated Bibliography</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1993.
9	<i>The Interpreter's Companion</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1991.
10	<i>Medical and Drug Terminology</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
11	<i>Penal and Civil Terminology English-Spanish</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
12	<i>Weapons Other Than Firearms and Tools Used as Weapons</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.

Bilingual and Generic Books for Skills Enhancement	
1	<i>The BBI Combinatory Dictionary of English: A Guide to Word Combinations</i> , Morton and Evelyn Benson, and Robert Ilson, John Benjamin's Publishing Co., Philadelphia, 1986.
2	<i>Consecutive Forensic Interpretation Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
3	<i>The Interpreter's Edge</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
4	<i>The Interpreter's Edge, Generic Edition, Self Study Packet</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
5	<i>The Interpreter's Edge, Self Study Packet</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
6	<i>The Interpreter's Edge (With Korean Tape Set)</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
7	<i>The Jury Process in the United States and Mexico: English-Spanish Reference and Simultaneous Interpretation Training Manual</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.
8	<i>Translation Spanish into English, Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.
9	<i>Using the BBI: A Workbook with Exercises for the BBI Combinatory Dictionary of English</i> , Richard Young, John Benjamin's Publishing Co., Philadelphia, 1991.

Tapes for Simultaneous Practice	
1	ACEBO Press, P.O. Box 7485, Spreckels, CA 93962, 831.455.1507, fax: 831.455.1541.
2	Alexander Rainof, 2835 Colorado Avenue, Santa Monica, CA 90404, 310.828.4950, fax: 310.828.4911.
3	Alicia Ernard Productions, P.O. Box 802382, Santa Clarita, CA 91380-2382, 661.296.4682, www.aliciaernand.com .
4	Bryan College of Court Reporting, 2511 Beverly Blvd., Los Angeles, CA, 213.484.8850, www.bryancollege.edu/ .
5	Tapes in various speeds; get 110 words per minute and above; English only.
6	<i>The Interpreter's Edge Self-Study Package</i> , interpreter training (includes tapes).
7	<i>The Interpreter's Edge Turbo Supplement</i> , advanced training.
8	<i>The Jury Process</i> , three tapes in English with Spanish translations.