

**Iowa State Court Administration, Language Access Services Office
Registration Form for the ALTA Oral Proficiency Interview**

1. Full Name: _____
Last First Middle

2. Residence Address: _____
Street Address or P.O. Box Number

City State Zip Code County

3. Telephone Number: _____
Residence Work Cell

4. Email Address: _____

5. Language: English and/or Other Language: _____

[Please note that effective 7/1/19, interpreters of a language for which there is no oral certification exam must achieve a score off 11 on the ALTA OPI in BOTH English and the non-English language to be placed on the roster.]

6. Last Four Digits of Social Security Number: _____

7. Provide the location where you would like the oral interview to take place.

- Office of Professional Regulation, 1111 East Court Ave., Des Moines, IA 50319
- District 1 (Waterloo)
- District 2 (Mason City)
- District 3 (Sioux City)
- District 4 (Council Bluffs)
- District 5 (Des Moines)
- District 6 (Cedar Rapids)
- District 7 (Davenport)
- District 8 (Ottumwa)

8. Provide 3 possible dates and times you are available for the oral interview:

We will do our best to try to accommodate your choices when scheduling the interview.

Times must be Monday through Friday, between 8:30 am and 4:00 pm CST. Dates must be at least 7 days from the date of filing registration form.

Choice #1 _____ Time _____ Date _____
Choice #2 _____ Time _____ Date _____
Choice #3 _____ Time _____ Date _____

COURT INTERPRETER CERTIFICATION TEST

Agreement and Oath for Test Candidates

I certify and affirm that I will not copy, record, discuss, nor in any way divulge the contents of the Iowa interpreting proficiency test, either during the testing period or at any other time thereafter.

Signature

Date

SPECIAL NEEDS: If you have any physical needs that might require special assistance to take the examination, please describe those special needs on the back of this page.

Registration Instructions:

1. Complete this registration form and mail it to: State Court Administration Language Access Services Office, Iowa Judicial Branch Building, 1111 E. Court Ave, Des Moines, IA 50319.
2. Include the registration fee of **\$65 (Iowa residents) per exam** or **\$130 (nonresidents) per exam** in a check or money order made payable to State of Iowa (no cash or credit cards are accepted). **NOTE:** If you cancel after noon (12 pm) the day before the exam, this fee is nonrefundable.

Examination Details

LOCATION: The exam will take place at the location you have selected. We will notify you by email with the exact address, room number, and time.

CANCELLATION DEADLINE: All fees must accompany registration form. If you need to change your interview time and date, please notify us by phone as soon as possible. If you cancel after noon (12 pm) on the day before the interview, there will be no refunds. NO EXCEPTIONS.

DESCRIPTION OF THE ORAL PROFICIENCY INTERVIEW:

The General Speaking and Listening Assessment available in more than 80+ languages, from the widely spoken languages (e.g. Mandarin, Spanish, English, Hindi, and Arabic), to the less commonly spoken (e.g. Haitian Creole, Baluchi, and Twi). Through a series of carefully designed questions, this exam is aimed at eliciting a candidate's ability to converse in the language being tested. The candidate is asked a series of questions that gradually increase in complexity, requiring the candidate to perform various spoken tasks. In doing so, ALTA's evaluators are able to accurately rate how well a candidate can speak the language.

DON'T FORGET:

- The interview call must take place between 5 minutes prior to the interview time and 10 minutes after. After this window of time, the interview will be cancelled without refund.
- Examinees should arrive at least 15 minutes prior to the start of the interview to sign in and be seated.
- Bring a Photo-ID for identification and sign in at the exam.
- You must attend a court interpreter orientation session and have passed the written exams before registering for the oral proficiency interview.
- If you have any questions, please email court.interpreter@iowacourts.gov or call 515.348.4904

DO NOT SUBMIT THIS PAGE WITH YOUR REGISTRATION