

Registration Instructions:

1. Complete this registration form and mail it to: Office of Professional Regulation, 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 Office of Professional Regulation (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 515.348.4670

DO NOT SUBMIT THIS PAGE WITH YOUR REGISTRATION