

# Arizona Court Interpreter Credentialing Program

## 2016 Oral Proficiency Interview Registration Request

**Instructions:** Please complete all the fields and return to the Arizona Court Interpreter Credentialing Program (ACICP) by the registration deadline of your first preferred session.

**NOTE:** *You must save this form to your computer (desktop, C: drive, etc.) prior to filling it out and emailing it to ACICP. If you do not save it first, the form will not retain your information, causing delays in processing your request.*

**Contact Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

**Prerequisites Affirmation:** Please confirm that you have completed the following requirements in order to register for the oral proficiency interview. For more information about the following prerequisites, visit the [Earning a Credential](#) page.

I have registered in the [Arizona Court Interpreter Registry](#).

I have completed the ACICP online ethics class.

I have completed the online ACICP courts class.

**\*OR\***

I am a court employee and my supervisor did not require that I complete the ACICP courts overview class.

**I affirm that the above statements are true and correct.**

\_\_\_\_\_  
Type Name Here

\_\_\_\_\_  
Today's Date (MM/DD/YYYY)

**Language Selection:** Please select the working language in which you would like to rate fluency. For more information about the oral proficiency interview process, visit the [Oral Proficiency Interview Information](#) page.

**Language:**

**Check the appropriate box:**

This will be the first time I am taking the OPI in Arizona.

I am retaking the OPI.

Please provide the date (MM/YYYY) and location of any prior attempts: \_\_\_\_\_

**Registration:** The date, time, and locations for upcoming oral proficiency interview sessions are listed on the following page.

**Please select up to THREE (3) sessions below, using numerals for your most preferred ("1") to your least preferred ("3").**

3	Tuesday, September 6, 2016	9:00 a.m. - 12:00 p.m.	15 minutes before your assigned interview time	THURSDAY, AUGUST 11, 2016	FRIDAY, AUGUST 12, 2016
	Tuesday, September 6, 2016	2:00 p.m. - 5:00 p.m.			
1	Wednesday, September 7, 2016	9:00 a.m. - 12:00 p.m.	<b>FLAGSTAFF:</b>	THURSDAY, AUGUST 11, 2016	FRIDAY, AUGUST 12, 2016
	Wednesday, September 7, 2016	2:00 p.m. - 5:00 p.m.			
2	Thursday, September 8, 2016	9:00 a.m. - 12:00 p.m.	15 minutes before your assigned interview time	THURSDAY, AUGUST 11, 2016	FRIDAY, AUGUST 12, 2016
	Thursday, September 8, 2016	2:00 p.m. - 5:00 p.m.			

Candidate Name: \_\_\_\_\_

You will be assigned a specific time on one of your preferred selections whenever possible. Please note the ACICP will make every effort to accommodate your preferences, however candidates are encouraged to submit their registration request at the earliest opportunity as space is limited and registration is on a first-come, first-served basis. Additionally, note that the ACICP reserves the right to cancel any testing session listed should there be an insufficient number of participants or if other circumstances necessitate cancellation. In the unlikely event we cannot grant any of your requests or a testing session is cancelled, we will contact you with alternatives, including other open oral proficiency interview session options or possible placement on a waitlist. For more information about registration priority, the waitlist process, or cancellation of a scheduled testing session, please contact the ACICP at (602) 452-3333. For more information about the following date/time/location selections, visit the [Schedule and Calendar](#) page.

<b>2016-2: ORAL PROFICIENCY INTERVIEW</b>					
<b>Preference:</b>	<b>Date:</b>	<b>Time Blocks:</b>	<b>Check-In Time:</b>	<b>Registration Deadline</b>	<b>Payment Deadline:</b>
PHOENIX:					
	Thursday, September 15, 2016	9:00 a.m. – 12:00 p.m.	15 minutes before your assigned interview time	<b>THURSDAY, AUGUST 11, 2016</b>	<b>FRIDAY, AUGUST 12, 2016</b>
	Thursday, September 15, 2016	2:00 p.m. – 5:00 p.m.			
	Friday, September 16, 2016	9:00 a.m. – 12:00 p.m.			
	Friday, September 16, 2016	2:00 p.m. – 5:00 p.m.			
TUCSON:					
	Tuesday, September 13, 2016	9:00 a.m. – 12:00 p.m.	15 minutes before your assigned interview time	<b>THURSDAY, AUGUST 11, 2016</b>	<b>FRIDAY, AUGUST 12, 2016</b>
	Tuesday, September 13, 2016	2:00 p.m. – 5:00 p.m.			
	Wednesday, September 14, 2016	9:00 a.m. – 12:00 p.m.			
	Wednesday, September 14, 2016	2:00 p.m. – 5:00 p.m.			
FLAGSTAFF:					
	Thursday, September 15, 2016	9:00 a.m. – 12:00 p.m.	15 minutes before your assigned interview time	<b>THURSDAY, AUGUST 11, 2016</b>	<b>FRIDAY, AUGUST 12, 2016</b>
	Thursday, September 15, 2016	2:00 p.m. – 5:00 p.m.			

Candidate Name: \_\_\_\_\_

**Americans with Disabilities Act (ADA) and Other Special Accommodations:** If you have a disability recognized by the ADA or state law, you may request reasonable accommodation using the Request for Special Accommodation Form that can be provided to you by the ACICP. The completed form must be submitted to the ACICP by the registration deadline of the earliest preferred oral proficiency interview session you wish to attend. The ACICP will email the form to the email provided in the [Arizona Court Interpreter Registry](#). For additional information, please contact the ACICP at (602) 452-3333 / (602) 452-3545 (TDD).

[ ] I would like to request an ADA or other special accommodation. (A form will be sent to you.)

**Oral Proficiency Interview Fees:**

For more information about program fees, visit the [Fee Schedule](#) page.

In-State: \$65.00 per attempt

Out of State: \$100.00 per attempt

**Payment Method/Procedure:** After submitting this form, you will receive an email from the ACICP confirming receipt of your registration request and providing a link to make payment online. You must submit payment prior to the payment deadline of your earliest preferred oral proficiency interview session. Once payment is made, your registration will be finalized and you will receive a final confirmation email no later than one week before the interview date. It is important to note that all communication from the ACICP will be done through email. It is imperative that you maintain an up-to-date email address in the [Arizona Court Interpreter Registry](#).

**Form Submission:** This form must be received by the registration deadline of your earliest preferred oral proficiency interview session (see registration deadlines above). You must **EMAIL** this form as an attachment to [interpreters@courts.az.gov](mailto:interpreters@courts.az.gov). Paper forms will not be accepted. To help ensure important ACICP communications are received, the ACICP recommends that you place [interpreters@courts.az.gov](mailto:interpreters@courts.az.gov) on your email "safe sender" list. (For more information about "safe sender" lists, please consult your email provider.)

**For additional information or questions,  
please contact  
[interpreters@courts.az.gov](mailto:interpreters@courts.az.gov)  
or  
(602) 452-3333**

**[www.azcourts.gov/interpreter](http://www.azcourts.gov/interpreter)**