

**Online courses offered by the New Mexico Center for Language Access
in partnership with the National Center for State Courts**

Course	Dates	Language	Description
Justice System Interpreting Certificate Program	Jan 27 May 12 Sep 8	Spanish & Language Neutral/ Spoken Languages only	This 26-week online program is designed to train interpreters who work throughout the justice system. Individuals interested in pursuing court interpreting certification are ideal candidates for this program. Program includes: Interpreting skills (consecutive and simultaneous interpreting, and sight translation) - Legal terminology - Ethics & Best Practices - Cultural competency - Experience through an internship (optional) TUITION: \$2,560.00 www.nmcenterforlanguageaccess.org
Intensive Interpreting Practice	Feb 3 June 2 Sep 29	Language Neutral/ Spoken Languages only	This 6-week self-directed online course is available to court interpreters and court interpreter certification candidates who wish to improve their skills in the three modes of interpreting. Course materials and content will be available to students weekly and relevant homework assignments will be reviewed by experienced faculty. TUITION: \$490.00 www.nmcenterforlanguageaccess.org
Introduction to Court Interpreting	Jan 27 April 7 Jul 14 Oct 20	Language Neutral/ Spoken Languages only	This 2-week online course provides a guided program of self-directed study and practice in the three modes of interpreting as well as English proficiency: vocabulary acquisition, idiomatic expressions and legal terminology. TUITION: \$150.00 www.nmcenterforlanguageaccess.org NV Residents: For Registration contact <i>Andrea Krlickova, Court Services Analyst, Certified Court Interpreter Program, NV Administrative Office of the Courts, 702 486 9332 - akrlickova@nvcourts.nv.gov</i>
Simultaneous Interpreting in Court: Theory & Practice	Feb 24 May 12 Aug 25	Language Neutral/ Spoken Languages only	This 4-week online course provides a guided program of self-directed study and practice in the techniques of vocabulary acquisition, listening skills, fluency development and other components of simultaneous interpreting. TUITION: \$375.00 www.nmcenterforlanguageaccess.org
Consecutive Interpreting in Court: Theory & Practice	Feb 10 July 14 Oct 20	Language Neutral/ Spoken Languages only	This 4-week online course provides a guided program of self-directed study and practice in the techniques of listening comprehension, memory expansion, note taking methodology and other components of consecutive interpreting. TUITION: \$375.00 www.nmcenterforlanguageaccess.org
The Business of Court Interpreting	Mar 10 Jul 21 Oct 27	Language Neutral/ Spoken Languages only	This 2-week self-directed online course is available to certified court interpreters and court interpreter certification candidates who wish to explore best business practices and related ethical implications of a free-lance interpreting practice through real-life case studies and resources, while improving their record-keeping and marketing efforts. TUITION: \$150.00 www.nmcenterforlanguageaccess.org
Face-to-face Interpreter Training Session	Mar 8-9 May 31-June 1 Sep 27-28 <i>Subject to change, contact to confirm:</i> aocpvc@nmcourts.gov	Language Neutral/ Spoken Languages only	This 2-day interactive training session includes intensive practice in the three modes of interpreting, ethics and best practices, and business-related presentations through analysis of real-life scenarios as well as the opportunity to take the practice simultaneous interpreting exam, interpreting practice through a mini mock trial role-play activity. TUITION: \$280.00 www.nmcenterforlanguageaccess.org

Refund policy: NMCLA will accept requests for refunds, minus 15% and a \$30 processing fee, up to five working days prior to the course start date. Requests must be sent in writing to Paula Couselo, NMCLA Director, at: aocpvc@nmcourts.gov NMCLA will not process refunds after that time as the decision to run a class is based on sufficient enrollment to cover costs. There are no refunds after this class has started. If the class is cancelled by NMCLA, students will receive telephone notification and a full refund. Please allow 4-6 weeks to process refund. www.nmcenterforlanguageaccess.org

Online Training!

Justice System Interpreting Certificate Program

DESCRIPTION

This **26-week online program** is designed to train interpreters who work throughout the justice system. Individuals interested in pursuing court interpreting certification are ideal candidates for this program. Attorneys, and experienced certified court interpreters and translators with a variety of backgrounds have designed this interdisciplinary curriculum. The program also includes an **optional 2-day face-to-face session**.

Introduction to NMCLA & Online Learning 4 weeks	
Fundamentals of Translation & Interpreting 8 weeks	Ethics & Best Practices 4 weeks
	Criminal & Procedural Law Terminology 4 weeks
Justice System Interpreting 8 weeks	

ABOUT ONLINE LEARNING

- Classes are taught by nationally recognized instructors/certified interpreters
- Excellent preparation for Court Interpreter Certification Examinations
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due once or twice a week. A time commitment of at least 5 hours per week is required.
- Activities include interpreting assignments (in all three modes) readings, videos, discussion forums, quizzes, and lessons.

TOPICS INCLUDE

- Interpreting skills (consecutive and simultaneous interpreting, and sight-translation)
- English legal terminology and jargon
- Ethics & roles of the interpreter throughout the justice system
- Cultural competency
- Preparation to work as interpreters in any setting within the Justice System

Spanish & Language Neutral Versions All Spoken Languages are Welcome!

TUITION: \$2,560.00 *or* 3 installments of \$1,000.00

REQUISITES

While the online environment offers great flexibility, it is not for everybody. You are not required to have special computer skills, but some computer literacy is needed. Because most of our students have not taken online training before, we strive to make our courses user-friendly.

Participants will need a **headset**, built in or external **microphone**, and high-speed internet connection.

APPLICATION PROCESS

No experience in translation or interpreting is required. Visit www.nmcenterforlanguageaccess.org to complete these two steps:

Step I

Visit NMCLA's Admissions & Registration page and fill out the **Skills Assessment Request form**

Step II

Spanish applicants: Fill out the registration form for the Mandatory Skills Assessment and mail in your \$75.00 fees. Upon receipt of your skills assessment form and fees, we will set you up to do an oral interview to assess your Spanish and English language skills. *No experience in interpreting or translation is required.*

Upon review of ALL your credentials, we will inform you of the results and the registration process.

All other languages: Upon receipt of your *Skills Assessment form* we will get back to you with a *self-evaluation questionnaire*, which you will need to complete, sign and return by mail together with your fees.

HOW TO REGISTER

Registration information will be emailed to you upon admission.

Program begins: Jan 27 - May 12 - Sep 8

Refund policy: NMCLA will accept requests for refunds, minus 15% and a \$60 processing fee, up to seven days after the first day of class. Requests must be sent in writing to Paula Couselo, NMCLA Director, at: aocpvc@nmcourts.gov NMCLA will not process refunds after that time as the decision to run a program is based on sufficient enrollment to cover costs. If the program is cancelled by NMCLA, students will receive telephone notification and a full refund. Please allow 4-6 weeks to process refund. www.nmcenterforlanguageaccess.org

Online Training!

Feb 3 - June 2 - Sep 29

Intensive Interpreting Practice

Simultaneous/Consecutive Interpreting & Sight-Translation – Language Neutral

DESCRIPTION

This **6-week intensive** course is offered by the **New Mexico Center for Language Access**.

The course is available to court interpreter candidates who wish to undergo **intensive preparation** regarding the Consortium oral performance exam.*

Training is conducted in a language-neutral format. As such, the course provides a guided program of self-directed study and practice in the **techniques of simultaneous** and **consecutive interpreting**, **sight-translation**, and **legal terminology building**.

Participants are encouraged **but not required** to observe proceedings in open court (these do **not** need to be interpreted proceedings). The goal is that participants familiarize themselves with court protocols and terminology. Participants then share their observations and comments through a forum, moderated by the instructor.

**Participation in this course does not guarantee that candidates will pass the Consortium's examinations.*

DURATION

6 weeks

OBJECTIVES

- Improve overall interpreting skills through intensive practice.
- Develop self-evaluation mechanisms for accuracy and completeness with instructor guidance in a non-language-specific manner.
- Learn to research and format language-specific glossaries using a prescribed set of required terms, and learn to test, adjust and expand these glossaries.

ABOUT ONLINE LEARNING

- Upon registration, participants receive a student packet with the syllabus and login information to access the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due twice a week. A time commitment of at least 5 hours per week is required.
- Participants will practice extensively in the three modes of interpreting.
- Participants record and submit their assignments for feedback, using NMCLA's proprietary audio recording software.

INSTRUCTOR

Yuliya Fedasenko, M.A., CO, WA Certified Court Interpreter

PREPARING YOURSELF FOR THIS CLASS

You are a good candidate to this class if:

- You are familiar with common court procedures and terminology.
- You have experience as an interpreter in the three modes of interpreting.
- You have moderate computer skills.

This is not a beginner class. If you do not have intermediate interpreting skills, this class will be too challenging.

While the online environment offers great flexibility, it is not for everybody. You are not required to have special computer skills, but moderate computer literacy is needed. Because most of our students have not taken online training before, we strive to make our courses user-friendly. However, as an online course, you may be challenged to use and develop new computer skills, you will not receive immediate feedback and your learning will be dependent upon the time you invest in the exercises and assignments. Please make certain that you are committed to both the work required and to making the online learning environment work for you.

EQUIPMENT, HARDWARE & SOFTWARE NEEDED

Headset, built in or external **microphone**, and high-speed internet connection. - **RAM**: 64 Megabytes (128 or more preferred). **Hard Drive**: 6 Gigabytes. - **Preferred Browsers**: IE 5.5 or later, Firefox. - **Java/Java Script**: latest version (can be downloaded for free). - **Adobe reader**

TUITION: US\$ 490.00

HOW TO REGISTER

- Go to the **Admissions & Registration** page at www.nmcenterforlanguageaccess.org, and fill out the **registration form**. Upon submission of your form, you will receive an automated message to mail in your payment.

You must be registered at least a week before class begins in order to participate.

Online Training

Jan 27 - April 7 - Jul 14 - Oct 20

Introduction to Court Interpreting— *Language Neutral*

DESCRIPTION

This 2-week self-directed course is offered by the **New Mexico Center for Language Access** in partnership with the **National Center for State Courts**.

This online course is available to **court interpreter certification candidates**. Course materials and content will be available to students weekly and relevant homework assignments will be assigned. Students will have the opportunity to interact with the instructors and other students through a forum.

OBJECTIVES

- Participants will study a variety of commonly used legal terms.
- Participants will improve their general vocabulary in English: use of synonyms, antonyms, slang, idioms, and formal vocabulary.
- Participants will also practice and improve their skills in the three modes of interpreting.

ABOUT ONLINE LEARNING

- Upon registration, participants receive a student packet with the syllabus and login information to access the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. A time commitment of at least 5 hours per week is required.
- Participants will practice in the three modes of interpreting.
- Participants practice and record their assignments using NMCLA's proprietary audio recording software. Other activities include readings, videos, forums, quizzes, and lessons.

While the online environment offers great flexibility, it is not for everybody. You are not required to have special computer skills, but moderate computer literacy is needed. Because most of our students have not taken online training before, we strive to make our courses user-friendly. However, as an online course, you may be challenged to use and develop new computer skills, you will not receive immediate feedback and your learning will be dependent upon the time you invest in the exercises and assignments. Please make certain that you are committed to both the work required and to making the online learning environment work for you.

INSTRUCTORS

- **Yuliya Fedasenko, M.A.**, CO, WA, Certified Court Interpreter.
- **William Burrell, M.A.**, NY, Federally Certified Court Interpreter

EQUIPMENT, HARDWARE & SOFTWARE NEEDED

Please make sure you meet these technical requirements before you register for this class.

Participants will need a **headset**, built in or external **microphone**, and high-speed internet connection. - **RAM**: 64 Megabytes (128 or more preferred). - **Hard Drive**: 6 Gigabytes. - **Preferred Browsers**: IE 5.5 or later, Firefox. - **Java**: latest version (can be downloaded for free). - **Adobe reader** (to download and view pdf files).

REQUISITES

No application is required.

CONTINUING EDUCATION CREDITS

Most state courts recognize NMCLA courses for continuing education credit. To confirm and establish the number of credits recognized per course, please consult with you state's program manager.

TUITION

\$150.00

NV Residents: \$150.00 For Registration contact *Andrea Krlickova, Court Services Analyst, Certified Court Interpreter Program, NV Administrative Office of the Courts, 702 486 9332 - akrlickova@nvcourts.nv.gov*

HOW TO REGISTER

You must be registered at least a week before class begins in order to participate.

- **All states with the exception of NV:** Go to the **Admissions & Registration** page at www.nmcenterforlanguageaccess.org, fill out the **registration form**. Upon submission of your form, you will receive an automated message with instructions for mailing in your payment.

Online Training!
Feb 24 - May 12 - Aug 25

Simultaneous Interpreting in Court: Theory & Practice

All spoken languages

DESCRIPTION

This course is offered by the **New Mexico Center for Language Access** in partnership with the **National Center for State Courts**. The course is available to both non-certified court interpreter candidates who wish to undergo intensive preparation regarding the Consortium oral performance exam* and others pursuing continuing education credits. Training is conducted in a language-neutral format. As such, the course provides a guided program of self-directed study and practice in the techniques of vocabulary acquisition, listening skills, fluency development and other components of simultaneous interpreting.

**Participation in this course does not guarantee that candidates will pass the Consortium's examinations.*

OBJECTIVES

- Improve simultaneous interpreting skills through intensive practice.
- Develop self-evaluation mechanisms for accuracy and completeness with instructor guidance in a non-language-specific manner.
- Learn to research and format language-specific glossaries using a prescribed set of required terms, and learn to test, adjust and expand these glossaries.

ABOUT ONLINE LEARNING

- Upon registration, participants receive a student packet with the syllabus and login information to access the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due twice a week. A time commitment of at least 5 hours per week is required.
- Participants will practice extensively in the simultaneous mode of interpreting.
- Participants record and submit their assignments for feedback, using NMCLA's proprietary audio recording software. Other activities include readings, videos, forums, quizzes, and lessons.

TOPICS INCLUDE

Week 1: *Basic principles; team interpreting; overcoming terminology gaps; methods of terminology research; methods of self-evaluation*
Week 2: *Federal courts and jurisdictions; improving fluency and speed; legal terminology research*
Week 3: *Criminal and civil courts and jurisdictions; effects and remedies of fatigue; improving accuracy, speed and diction*
Week 4: *Mental and physical preparation for interpreting; dealing with courtroom situations*

INSTRUCTORS

- **Yuliya Fedasenko, M.A.**, CO, WA, Certified Court Interpreter.
- **William Burrell, M.A.**, NY, Federally Certified Court Interpreter

PREPARING YOURSELF FOR THIS CLASS

You are a good candidate to this class if:

- You are familiar with common court procedures and terminology.
- You have experience as a simultaneous interpreter.
- You have moderate computer skills.

This is not a beginner class. If you do not have intermediate simultaneous interpreting skills, this class will be too challenging.

While the online environment offers great flexibility, it is not for everybody. You are not required to have special computer skills, but moderate computer literacy is needed. Because most of our students have not taken online training before, we strive to make our courses user-friendly. However, as an online course, you may be challenged to use and develop new computer skills, you will not receive immediate feedback and your learning will be dependent upon the time you invest in the exercises and assignments. Please make certain that you are committed to both the work required and to making the online learning environment work for you.

CONTINUING EDUCATION CREDITS

Recommended number of CEUs: 10

Please check with your state's court interpreter program manager as the CEUs allocation policy may vary from state to state. *No final grade provided.*

EQUIPMENT, HARDWARE & SOFTWARE NEEDED

Headset, built in or external **microphone**, and high-speed internet connection. - **RAM:** 64 Megabytes (128 or more preferred). **Hard Drive:** 6 Gigabytes. - **Preferred Browsers:** IE 5.5 or later, Firefox. - **Java/Java Script:** latest version (can be downloaded for free). - **Adobe reader**

TUITION: \$375.00

HOW TO REGISTER

You must be registered at least a week before class begins in order to participate.

- Go to the **Admissions & Registration** page on NMCLA's website and select "**Click here to register.**" Fill out the registration form. Upon submission of your form, you will receive instructions to mail in your payment.

www.nmcenterforlanguageaccess.org

Online Training!

Feb 10 – Jul 14 – Oct 20

Consecutive Interpreting in Court: Theory & Practice

All spoken languages

DESCRIPTION

This course is offered by the **New Mexico Center for Language Access** in partnership with the **National Center for State Courts**.

The course is available to both non-certified court interpreter candidates who wish to undergo intensive preparation regarding the Consortium oral performance exam* and others pursuing continuing education credits.

Training is conducted in a language-neutral format. As such, the course provides a guided program of self-directed study and practice in the techniques of listening comprehension, memory expansion, note taking methodology and other components of consecutive interpreting.

**Participation in this course does not guarantee that candidates will pass the Consortium's examinations.*

OBJECTIVES

- Participants will practice and develop their power of recall and improve their memory using their individual note-taking systems, visualization, and other methods.
- Participants will be exposed to a variety of symbol systems, abbreviations, keyword techniques, and other methods of recording in note form the short to medium utterances typical in witness testimony.
- Participants will develop and improve their personalized note-taking method and will practice note-taking using audio files depicting realistic courtroom dialogues.

ABOUT ONLINE LEARNING

- Upon registration, participants receive a student packet with the syllabus and login information to access the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due twice a week. A time commitment of at least 5 hours per week is required.
- Participants will practice extensively in the consecutive mode of interpreting.
- Participants record and submit their assignments for feedback, using NMCLA's proprietary audio recording software. Other activities include readings, videos, forums, quizzes, and lessons.

TOPICS INCLUDE

- Historical background and origins of consecutive interpreting
- Consecutive interpreting in the courtroom
- Strategies and techniques for expanding Memory
- Commonly used symbols and abbreviations for courtroom dialogue Notation methods
- Blending recall and notes
- Enjoying the witness stand

PREPARING YOURSELF FOR THIS CLASS

You are a good candidate to this class if:

- You are familiar with common court procedures and terminology.
- You have experience as a consecutive interpreter.
- You have moderate computer skills.

This is not a beginner class. If you do not have intermediate consecutive interpreting skills, this class will be too challenging.

While the online environment offers great flexibility, it is not for everybody. You are not required to have special computer skills, but moderate computer literacy is needed. Because most of our students have not taken online training before, we strive to make our courses user-friendly. However, as an online course, you may be challenged to use and develop new computer skills, you will not receive immediate feedback and your learning will be dependent upon the time you invest in the exercises and assignments. Please make certain that you are committed to both the work required and to making the online learning environment work for you.

CONTINUING EDUCATION CREDITS

Recommended number of CEUs: 10

Please check with your state's court interpreter program manager as the CEUs allocation policy may vary from state to state. *No final grade provided.*

EQUIPMENT, HARDWARE & SOFTWARE NEEDED

Headset, built in or external **microphone**, and high-speed internet connection. - **RAM**: 64 Megabytes (128 or more preferred). **Hard Drive**: 6 Gigabytes. - **Preferred Browsers**: IE 5.5 or later, Firefox. - **Java/Java Script**: latest version (can be downloaded for free). - **Adobe reader**

TUITION: \$375.00

HOW TO REGISTER

You must be registered at least a week before class begins in order to participate. www.nmcenterforlanguageaccess.org

- Go to the **Admissions & Registration** page on NMCLA's website and select "**Click here to register.**"

Instructors: Yuliya Fedasenka, M.A., CO, WA Certified Court Interpreter - William Burrell, M.A., NY, Federally Certified Court Interpreter

Online Training!

Mar 10 - Jul 21 - Oct 27

The Business of Court Interpreting

DESCRIPTION

This 2-day course is offered by the **New Mexico Center for Language Access, NM Administrative Office of the Courts**. The course is available to both certified court interpreters and court interpreter certification candidates who wish to explore best business practices and related ethical implications of a freelance interpreting practice through real-life case studies and resources, while improving their record-keeping and marketing efforts.

OBJECTIVES

- Improve organizational skills and record-keeping
- Identify what is needed to meet the demands inherent of freelance practice
- Through case studies, explore ethical considerations that lead to best business and professional practices
- The course also offers an opportunity to network and learn from experience professionals in the field as well as classmates and colleagues from different states

ABOUT ONLINE LEARNING

- Upon registration, participants receive a student packet with the syllabus and login information to access the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due twice a week. A time commitment of between 2 to 5 hours per week is required.
- Activities include readings, videos, forums, quizzes, and lessons.

INSTRUCTOR

- **Yuliya Fedasenka, M.A.**, CO, WA, Certified Court Interpreter.

CONTINUING EDUCATION CREDITS

Most state courts recognize NMCLA courses for continuing education credit. To confirm and establish the number of credits recognized per course, please consult with you state's program manager.

PREPARING YOURSELF FOR THIS CLASS

You are a good candidate to this class if:

- You are a working interpreter.
- You have moderate computer skills.

While the online environment offers great flexibility, it is not for everybody. You are not required to have special computer skills, but moderate computer literacy is needed. Because most of our students have not taken online training before, we strive to make our courses user-friendly. However, as an online course, you may be challenged to use and develop new computer skills, you will not receive immediate feedback and your learning will be dependent upon the time you invest in the exercises and assignments. Please make certain that you are committed to both the work required and to making the online learning environment work for you.

EQUIPMENT, HARDWARE & SOFTWARE NEEDED

Headset, built in or external **microphone**, and high-speed internet connection. - **RAM**: 64 Megabytes (128 or more preferred). **Hard Drive**: 6 Gigabytes. - **Preferred Browsers**: IE 5.5 or later, Firefox. - **Java/Java Script**: latest version (can be downloaded for free). - **Adobe reader**

TUITION: \$150.00

HOW TO REGISTER

You must be registered at least a week before class begins in order to participate.

- Go to the **Admissions & Registration** page on NMCLA's website and select "**Click here to register.**" Fill out the registration form. Upon submission of your form, you will receive an automated message with instructions for mailing in your payment.

*Language Neutral/
All Spoken Languages!*

INTENSIVE FACE-TO-FACE TRAINING SESSION

DATES

Mar 8-9 - May 31-June 1 - Sep 27-28

DESCRIPTION

This interactive language neutral session is offered by the **New Mexico Center for Language Access, NM Administrative Office of the Courts**. The session is available to court interpreter certification candidates who wish to undergo intensive preparation regarding the Consortium oral performance exam* and others pursuing continuing education credits. Training is conducted in a language-neutral format. The session provides a guided practice in the three modes of interpreting.

**Participation in this course does not guarantee that candidates will pass the Consortium's examinations.*

SESSION INCLUDES:

- Professionalism and marketing of language services
- Overview of court interpreter certification examinations
- Intensive practice in the three modes of interpreting
- Practice simultaneous examination (administered under the same conditions of the consortium's examination)
- Mini mock trial
- Interpreting for jurors

ABOUT THE SESSION

- Upon registration, participants receive a student packet with materials and the agenda for the session.
- **Saturday session, 9:00 am – 5:00 pm. Topics include:** Intensive practice in all three modes of interpreting, presentations on court interpreter certification examinations, professionalism and marketing of language services, practice simultaneous examination (administered under the same conditions of the consortium's examination)
- **Sunday session, 9:00 am – 1:00 pm. Topics include:** Intensive practice in mini mock trial role-play activity using interpreter equipment, how to research legal terminology

INSTRUCTORS

- **Yuliya Fedasenko, M.A., CO, WA, Certified Court Interpreter.**



PREPARING YOURSELF FOR THIS CLASS

You are a good candidate to this class if:

- You are familiar with common court procedures and terminology.
- You have experience as an interpreter.

CONTINUING EDUCATION CREDITS

Most state courts recognize NMCLA courses for continuing education credit. To confirm and establish the number of credits recognized per course, please consult with you state's program manager.

TUITION: \$280.00

HOW TO REGISTER

You must be registered at least a week before class begins in order to participate.

- Go to the **Admissions & Registration** page on NMCLA's website and select "**Click here to register.**" Fill out the registration form. Upon submission of your form, you will receive instructions to mail in your payment.



www.nmcenterforlanguageaccess.org