

NEW JERSEY COURT INTERPRETING ORAL EXAM FEE POLICY

The following is a part of and must be read in conjunction with the [Overview For Examinees Taking the Court Interpreter Oral Exam \(Overview\)](#). Note: This policy does not apply to the Spoken English Proficiency Examination.

Effective July 1, 2011, the following policy and fee schedule will apply to all candidates taking a court interpreting oral exam, except as provided below. Terms are subject to change without advance notice.

Eligibility

First-time candidates who successfully take the written exam and complete the orientation seminar (prerequisites) are eligible to take the oral exam. Repeat candidates who previously took an oral exam and failed, failed but reached the conditionally-approved level or reached the journeyman level, and have waited at least one year since their last oral exam are eligible to retest. **Fees apply each time you take an oral exam.**

Oral Exam Fee Policy

When eligible and ready to take the oral exam, first-time and repeat candidates should be guided by the recommendations below when determining the appropriate oral exam fee. The oral exam fee (Rate A or Rate B) is due upon application. Fees represent the costs associated with rating the oral exams. The variance in Spanish and non-Spanish fees reflects the availability of resources. Fees are subject to change at any time. Check the website periodically for updates.

Language	Rate A 1 to 2 Exam Sections	Rate B 3 Sections (Full Exam)
Spanish	\$80	\$120
Non-Spanish	\$240	\$375

First-time Candidates With No Interpretation/Translation Education

- It is recommended that first-time candidates with no interpretation/translation education take the oral exam in two phases, taking the simultaneous section first (pay Rate A) and, if they reach a score of 50 percent or higher, returning at a later date to take the sight and consecutive sections (pay Rate A again). **Fees apply each time you test.**
 - Anyone who scores 50 percent or higher can continue testing and will be provided instructions on how to do so in their test results letter. These candidates must pay Rate A again to complete testing.
 - Anyone who scores below 50 percent in the simultaneous section will be required to take one or more pertinent courses before being allowed to submit another application to retake the simultaneous section and must pay Rate A again.
- Candidates from distant locations planning to relocate and work in New Jersey may also apply to take a full exam after completing prerequisites.

First-time Candidates with Interpretation/Translation Education

- It is recommended that first-time candidates who meet any of the following requirements take a full exam since the probability of passing the exam may be higher.
 - Candidates who have completed a program of study in interpretation/translation, such as a Certificate in Court Interpretation from Hunter College or NYU, or the M.A. in Spanish Translation from Rutgers University.

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- Candidates certified by states for which New Jersey does not grant reciprocity (e.g., California (if certified prior to 2011), Massachusetts and New York) or other entities (e.g., NAJIT).

Repeat Candidates (*NOTE: All repeat candidates must wait at least one year before retesting.*)

- Repeat candidates pay either Rate A or Rate B depending on what exam sections they need to take again. Repeat candidates will be scheduled to take all sections not passed on the same date. Repeat candidates who have not passed one or two sections should pay Rate A. Repeat candidates who have not passed any section should pay Rate B to take the full exam.
- Repeat candidates who score at the Conditionally Approved level will be required to retake those sections of the test that were not passed within two years of completing the test process and must pay the applicable oral exam fee when they retest.

Full and Abbreviated Oral Exams

Oral exams are either full or abbreviated. Full oral exams have three sections one for each mode of court interpreting: simultaneous, sight, and consecutive. Abbreviated exams have only one or two sections. See the *Overview* for a complete listing of full and abbreviated exams.

- Candidates taking the Arabic exam should pay Rate A each time they test and read the [*Becoming an Arabic Court Interpreter*](#) document for further details.

Oral Exam Application and Fee Processing

Candidates must mail (not fax) a completed application and the accompanying fee, which is payable by check, certified check, or money order to "Treasurer, State of New Jersey." Absolutely no cash payments will be accepted. We will confirm receipt of your application and payment via email.

- Applications will be returned if they are not submitted with payment. Checks must not be post-dated and will be deposited upon receipt.
- Send applications and accompanying fees to:

Regular Mail (US Postal Service)

Language Services
Administrative Office of the Courts
PO Box 988
Trenton, NJ 08625-0988

Overnight/Express Mail

Language Services
Administrative Office of the Courts
Richard J. Hughes Justice Complex
25 Market Street
Trenton, NJ 08611 - 0988

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Oral Exam Fee Exceptions

- First-time candidates who took one section of the oral exam prior to July 1, 2011 and who are eligible to complete the other exam sections will have until December 31, 2012 to complete the rest of the exam without incurring a fee.
- Repeat candidates who received and completed a Professional Development Plan (PDP), which included at least one three-credit course requirement or an approved substitution, and who have waited at least one year since their last testing date, will have until December 31, 2012 to retest without incurring a fee by submitting a new application, along with the required documentation showing that the PDP's requirements have been completed.
- Repeat candidates who have not completed their PDP are eligible to retest if they have waited one year since their last testing date and have submitted a new application, along with the applicable oral exam fee.
- All judiciary employees are exempt from paying oral exam fees. Please note that all first-time judiciary employees will be tested in a bifurcated manner, which means they will take the simultaneous section of the exam first and, if they score at the conditionally-approved level or higher, will then be scheduled for the sight and consecutive sections.

Refund Policy

- If you miss your exam appointment, you must inform Language Services within two business days whether you want to be rescheduled or would like a refund. If you do not notify us, we will assume you are no longer interested in testing, shred your application, and issue a refund to the address on file, less a \$25 administrative fee.
- If your check is returned for insufficient funds, you will not be allowed to take the exam until the Judiciary receives full payment. If your check is returned for insufficient funds and you have already taken the exam, the Judiciary will not grade your exam or give you the results until the Judiciary receives full payment.
- ***If you have questions, please feel free to contact us at:***
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