

COMMISSION ON INTERPRETERS

2018 COURT INTERPRETER TRAINING AND TESTING SCHEDULE

* **Dates and locations are subject to change.** Please frequently check the website for the most up to date information.

Events	Dates	Location	Registration Deadline
Orientation Workshop	February 16-17, 2018 (Friday and Saturday)	Macon Marriott City Center 240 Coliseum Drive Macon, Georgia 31217	January 29, 2018
English Written Exam	March 1, 2018 (Thursday)	Macon Marriott City Center 240 Coliseum Drive Macon, Georgia 31217	January 29, 2018
Orientation Workshop	May 2-3, 2018 (Wed. and Thurs.)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	April 16, 2018
English Written Exam	May 4, 2018 (Friday)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	April 16, 2018
Oral Certification Exam	June 11-13, 2018	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	April 23, 2018
Orientation Workshop	August 15-16, 2018 (Wed. and Thurs.)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	July 30, 2018
English Written Exam	August 17, 2018 (Friday)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	July 30, 2018
Orientation Workshop	November 7-8, 2018 (Wed. and Thurs.)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	October 22, 2018
English Written Exam	November 9, 2018 (Friday)	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	October 22, 2018
Oral Certification Exam	December 12-14, 2018	State Bar of Georgia 104 Marietta St. N.W. Suite 100 Atlanta, Georgia 30303	October 29, 2018

SCHEDULED ORIENTATIONS:

The cost of the orientation workshop is \$200. Orientations are scheduled from 9:00 a.m. to 5:00 p.m., both days. You must register and pay for an event through the Georgia Courts Registrar, <https://gcr.onegovcloud.com/>, by 11:59 PM on the deadline. You must register and pay for the English written exam separately. Registrations and payments received after the deadline will not be processed. No exceptions will be made. First priority will be given to those seeking certification for languages other than Spanish and those who reside in high-need areas of Georgia. **Out-of-state residents are only accepted if seating is still available after placement of Georgia residents.**

SCHEDULED ENGLISH WRITTEN EXAMS:

The cost of the written exam is \$50. The English written exams are conducted the day after the two-day orientation workshop, in the same venue or on the following Friday if the orientation occurs on Saturday. The cost of the written exam **is not** included in the cost of the orientation. You must apply and pay for the written exam separately. You are not required to take the exam immediately following the orientation; you can register for any scheduled exam session. Registrations & payments must be received in our office by 11:59 PM on the deadline. Registration and payment deadlines for the written exam are the same as those for the scheduled orientations.

SCHEDULED ORAL CERTIFICATION EXAMS:

The cost of the oral certification exam is \$250. Exam registration and payment must be received through the Georgia Courts Registrar by 11:59 PM on the deadline. **Registrations and payments received after the deadline will not be processed.** No exceptions will be made. First priority will be given to those seeking certification for languages other than Spanish and those who reside in high-need areas of Georgia. **Out-of-state residents are only accepted if seating is still available after placement of Georgia residents.**

If you do not complete the licensing process within two years of your scheduled orientation, you must retake and pass the English written exam to remain active in our system.

Event Cancellation and Refund Policy

EARLY CANCELLATIONS

Cancellations must be submitted by the event's registration deadline to qualify for a refund of payment or credit of fees to an equivalent event. **See cancellation instructions below.**

Refund of payment

Enrollees may request a refund for a canceled registration, provided the event is canceled, through the Georgia Courts Registrar Events page (<https://gcr.onegovcloud.com/>), by the **registration deadline** for the event, and our office receives written notification of the cancellation. **See cancellation instructions below.**

Transfer to an equivalent event

Enrollees may request that their registration fees are credited to an equivalent event, provided the event's registration is canceled, through the Georgia Courts Registrar Events page (<https://gcr.onegovcloud.com/>), by **registration deadline** for the event. Additionally, our office must receive written notification of the cancellation by the registration deadline for the event. **See cancellation instructions below.** Once confirmed, our office will provide you with an access code to credit your initial registration fee toward a future event. You must register for and attend an equivalent event within six (6) months of the date of the initial event. Otherwise, all registration fees will be forfeited.

LATE CANCELLATIONS

Fees are non-refundable and non-transferable for cancellations received after an event's registration deadline has expired.* Hardship Exception: In cases of extraordinary hardship (e.g. military deployment or extreme illness or injury), an applicant may request that their registration fees get applied to an equivalent event.

If the request is granted, the applicant must, within six (6) months, register for and attend an equivalent event; otherwise, all payments are forfeited. If the request is not granted, the applicant must register for and submit payment for an equivalent future event.

NO SHOWS

Fees are non-refundable and non-transferable for no-shows for any event.

***No refunds or credits will be issued for event registrations cancelled after the registration deadline has expired.**