

## **APPROVED ETHICS & SKILL BUILDING WORKSHOP CURRICULUM CRITERIA OVERVIEW**

The Administrative Office of the Courts requests applications for approved training curriculum for the Ethics & Skill Building Workshop, required by Supreme Court Rule 42, Section 5(a)(2), in an effort to offer affordable workshops in multiple parts of the state. Agencies and non-profit entities are encouraged to apply, provided that the trainers utilized meet the criteria listed below. Only AOC approved curriculum courses will be accepted by the AOC as meeting the requirements of Supreme Court Rule 42, Section 5(a)(2).

### **Instructor and Curriculum Criteria:**

- If Instructors are interpreters, they must possess credentials as a TN State Certified Court Interpreter or a Federally Certified Court Interpreter
  
- All instructors shall be in good standing with any professional boards or agencies for his/her particular profession, including, if applicable, the AOC Court Interpreter Credentialing Program.
  
- 14 hour curriculum (excluding meal and snack breaks) must include:
  - Introduction to interpreting profession
  
  - Overview of the Court Interpreter Credentialing Program, per the interpreter manual and Supreme Court Rules 41 and 42
  
  - Ethical issues, responsibilities, practices
  
  - Overview of legal terminology
  
  - Overview of TN Courts
  
  - Modes of Interpretation (sight translation, consecutive interpretation, simultaneous interpretation)
  
  - Vocabulary Development/Idiomatic Expressions

***Instructors must comply with the Americans With Disabilities Act Judicial Program and therefore will be responsible for requests for modification for those with qualified disabilities.***

**APPLICATION FOR APPROVED TENNESSEE COURT INTERPRETER CREDENTIALING  
PROGRAM ETHICS & SKILL BUILDING WORKSHOP  
PURSUANT TO SUPREME COURT RULE 42, SECTION 5 (a)(2).**

**Please return this form and the required enclosures to:**  
**Administrative Office of the Courts**  
**511 Union Street, Suite 600**  
**Nashville, TN 37219**  
**Attn: Court Interpreter Credentialing Program**  
For inquires, please contact:  
Julie Taylor at 1-800-448-7970 or [Julie.taylor@tscmail.state.tn.us](mailto:Julie.taylor@tscmail.state.tn.us)

**WORKSHOP INFORMATION**

Workshop Date(s)

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Workshop Location(s)

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Sponsor/Instructor Name(s)

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Address of Sponsor/Instructor:

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Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Maximum number of participants per training: \_\_\_\_\_

**INSTRUCTOR INFORMATION**

Primary Instructor(s): \_\_\_\_\_

License/Credentialing Number, Sponsoring Agency, and Expiration:

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Assistant Instructor(s): \_\_\_\_\_

License/Credentialing Number, Sponsoring Agency, and Expiration:

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Do you have any disciplinary action rendered or pending regarding your license/certification? YES NO

Please submit on one page a summary of all trainers' qualifications.

**CURRICULUM INFORMATION**

What procedure will be instituted to ensure participants attend the entire workshop?

\_\_\_\_\_  
\_\_\_\_\_

What procedure will be instituted for participants who observe the Sabbath on a particular day of the workshop?

\_\_\_\_\_  
\_\_\_\_\_

Teaching techniques utilized during workshop(s) will include (please check all that apply):

- lecture                       group discussion                       readings
- written exercises                       role plays                       videos/media

other (please describe): \_\_\_\_\_  
\_\_\_\_\_

**AGENDA SUMMARY**

Please refer to your syllabus and indicate how many hours are provided per topic.

Hours, Reference to Syllabus (i.e., time and page #)	Topic
	Introduction to interpreting profession
	Overview of Court Interpreter Credentialing Program
	Ethical issues, responsibilities, practices
	Overview of legal terminology
	Overview of TN Courts
	Modes of interpretation (sight translation, consecutive interpretation, simultaneous interpretation)
	Vocabulary development/idiomatic expressions
	OTHER (please describe)

Total number of workshop hours on the agenda: \_\_\_\_\_

Additional comments on the workshop curriculum: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST**

The following materials must accompany your application:

- Complete Syllabus
- Bibliography of Required Readings
- Summary of Course Materials
- Summary of Each Trainer’s Qualifications
- Copy of Evaluation form to be used by participants
- This form!

**VERIFICATION OF APPLICATION**

I hereby certify that the application submitted for approval by the Court Interpreter Credentialing Program for the 14 hour Ethics & Skill Building Workshop is accurate and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Workshop Sponsor