

SUPREME COURT OF PENNSYLVANIA
Administrative Office of Pennsylvania Courts
Interpreter Certification Program

2025 Orientation Workshop Registration Form

Directions: Please print clearly and complete the entire application. Do not leave any fields blank.

Registration information - Please print your name as it appears on the ID document you will be using for verification purposes when registering at the orientation. You **must** provide your complete SSN. Foreign language interpreters list the language you are most fluent in. Sign language interpreters list the type of RID, NAD or BEI certificate you hold.

Name _____
 Mr./Mrs./Ms. First Middle or Initial Last

Mailing Address _____
 Street Address Apt. #

City _____ **State** _____ **Zip Code** _____

County _____ **SSN** _____ - _____ - _____

Business Phone _____ **Mobile Phone** _____ **Fax #** _____

E-Mail _____

Language you are most fluent in or type of RID/NAD/BEI certificate: _____

Orientation dates, locations and registration deadlines - Every effort will be made to accommodate your first choice of location and date. However, in-person and online workshops are limited to fifty and thirty applicants, respectively. Applications will be processed in the order in which they are received. Please choose only those you will be able to attend. Candidates must attend both days of the orientation workshop to fulfill the requirement. Interpreter Certification Program reserves the right to deny registration at its own discretion.

<u>Date</u>	<u>Location</u>	<u>Registration Deadline</u>	<u>Open To</u>
March 1-2, 2025	Online	February 1, 2025	Foreign Language only
April 26-27, 2025	Pittsburgh	March 29, 2025	Foreign Language only
July 19-20, 2025	Harrisburg	June 23, 2025	Sign & Foreign Language
September 27-28, 2025	Philadelphia	August 26, 2025	Foreign Language

First choice _____
 Date Location

Second choice _____
 Date Location

Payment information - The registration fee is \$150 for Pennsylvania residents and \$175 for non-residents. **The registration form and payment must be received by the registration deadline for the orientation workshop selected above.** A \$25 fee will be assessed for returned checks. An e-mail acknowledging receipt of the registration form and payment will be sent to you upon receipt. After the closing date, a confirmation letter will be sent to you with information and directions to the orientation site. There will be no refunds after the confirmation letter is sent, or if you are a no-show on the first day of the orientation session. All arrangements for overnight stays at the workshop location are at your own expense.

Form of payment: Check Money Order

Please make your check or money order payable to:
 Administrative Office of Pennsylvania Courts

Please mail your registration form and payment to:
 Interpreter Certification Program
 Administrative Office of Pennsylvania Courts
 1515 Market Street, Suite 1414
 Philadelphia, PA 19102

Accommodation - If you require special accommodation because of an ADA recognized disability, please complete and return the Request for Accommodation and Documentation of Accommodation forms with your registration. You may obtain these forms from the orientation page of the website. Every effort will be made to comply with reasonable requests.