

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

**2024 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 or NAD 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 certificate:** \_\_\_\_\_

**Orientation dates, locations and registration deadlines** - Every effort will be made to accommodate your first choice of location and date. However, each workshop is limited to fifty (50) applicants and 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 and be eligible for the written and oral examinations.

<u>Date</u>	<u>Location</u>	<u>Registration Deadline</u>	<u>Open To</u>
March 2-3, 2024	Online	February 1, 2024	Foreign Language only
April 27-28, 2024	Pittsburgh	March 29, 2024	Foreign Language only
July 20-21, 2024	Harrisburg	June 23, 2024	Sign & Foreign Language
September 28-29, 2024	Philadelphia	August 25, 2024	Foreign Language only

**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 earliest 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.