



NEBRASKA SUPREME COURT

Administrative Office of the Courts

**REQUEST FOR QUALIFICATION (RFQ)
CONTRACT INTERPRETER COORDINATOR
FOR HALL COUNTY, NEBRASKA AND THE 10TH
JUDICIAL DISTRICT**

February 1, 2018

TABLE OF CONTENTS

	<u>Page Number</u>
SECTION I	
Introduction	1
1. Summary and Background	
2. Evaluation Guidelines	
SECTION II	
Instructions and Procedures	2
1. Necessary Documents	
2. Specifications	
3. Questions	
4. Subcontractors	
5. Certification	
6. Preparation of the Response	
7. Response Requirements	
SECTION III	
Service Specifications	3
1. Introduction and Overview	
2. Definitions	
3. Specifications	
SECTION IV	
Response Evaluation Criteria	6
SECTION V	
Timeline/Submittal Documents	7
1. Timeline	
2. Submittal Documents	
APPENDIX A	
Submittal Letter	8
APPENDIX B	
Interpreter Profile	9
APPENDIX C	
References	10
APPENDIX D	
Service Specifications Response Form	11
APPENDIX E	
Supreme Court Rules on Court Interpreters	12

SECTION I

1. **Summary and Background**

The Nebraska Supreme Court – Administrative Office of the Courts (“AOC”) is issuing this Request for Qualification (“RFQ”) in order to qualify certified Spanish court interpreters to interpret and provide coordination of interpreting services in Hall County and the 10th Judicial District. The highest scoring qualified Interpreter Coordinator will be awarded a contract for the service period of March 12, 2018 through June 30, 2019. Other qualified Interpreter Coordinators shall remain on the Qualified Interpreter Coordinator Listing and may be contacted if services are required in the future.

The Service Specifications are located in Section III of this RFQ and contain the mandatory minimum requirements Interpreter Coordinators must meet in order to provide such services for the AOC.

2. **Evaluation Guidelines**

Responses will be evaluated based upon the criteria outlined in Section IV of this document and scored accordingly. Interpreter Coordinators whose submissions are determined to be the most advantageous to the AOC, taking into consideration the evaluation factors set forth, shall be included on the Qualified Interpreter Coordinator Listing for Services in Hall County and the 10th Judicial District. The AC reserves the right (prior to contract award) at its discretion, to contact individual references and to consider other sources of information to determine evaluation scores.

The AOC reserves the right to accept or reject, in whole or in part, any or all responses and/or cancel this RFQ and re-solicit, if such action is in the AOC’s best interest. The AOC may waive informalities and minor irregularities on responses received.

If there are no Interpreter Coordinators who adequately meet the AOC’s specifications, pricing, or any other standards, the AOC reserves the right to reject any or all responses or parts thereof. This RFQ does not commit the AOC to award any contract or to pay any costs incurred in the preparation of responses.

Upon completion of the evaluation, Interpreter Coordinators whom have been qualified will be put on the Qualified Interpreter Coordinator Listing for Hall County and the 10th Judicial District. If contract Interpreter Coordinator services are needed in the specified geographic region, an individual will be selected from this Listing. Qualified Interpreter Coordinators will remain on the Qualified Interpreter/Coordinator Listing until a new RFQ for these services and location is issued.

SECTION II INSTRUCTIONS AND PROCEDURES

1. Necessary Documents

Interpreter Coordinators who wish to submit a response shall complete all necessary documentation as identified in Section V of this RFQ.

2. Specifications

The specifications included in this package provide adequate information as to whether or not Interpreter Coordinator can meet the needs of the AOC and the expectations of the courts. Deviations from the specifications may be grounds for disqualification.

3. Questions

The AOC believes this RFQ contains sufficient information to respond and will not be accepting questions or comments regarding the RFQ.

4. Subcontractors

All direct service rights or obligations that will be assigned, delegated, or subcontracted in whole or in part, must be identified in the RFQ response.

5. Certification

By submission of a response, the Interpreter Coordinator certifies that they have not paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

6. Preparation of the Response

Interpreter Coordinators are expected to examine all documents, forms, specifications, standard provisions, instructions, and examine its response for accuracy before submitting an offer: Failure to do so will be at the Interpreter Coordinator's risk.

7. Response Requirements

Responses should all items specified in Section V.

SECTION III SERVICE SPECIFICATIONS

1. Introduction and Overview

The Nebraska Supreme Court – Administrative Office of the Courts (“AOC”) is issuing this Request for Qualification (“RFQ”) in order to qualify certified Spanish court interpreters to interpret and provide coordination of interpreting services in Hall County and the 10th Judicial District. The highest scoring qualified Interpreter Coordinator will be awarded a contract that is anticipated to begin on or around March 12, 2018 and end on June 30, 2019. Other qualified Interpreter Coordinators shall remain on the Qualified Interpreter Coordinator Listing and may be contacted if services are required in the future.

The awarded contract shall be for up to \$98,000 for up to 2,040 hours (based on an average of 30 hours per week for 68 weeks). A monthly invoice is required for payment. Approved payments shall be dispersed to Interpreter(s) monthly.

2. Definitions

“Rules Relating to Court Interpreters” means Nebraska Rules of Court Annotated, Rules Relating to Court Interpreters (amended March 16, 2011). The Rules Relating to Court Interpreters sets forth the judiciary’s responsibilities for selecting, securing and utilizing court interpreters. See Appendix E for the complete rules.

“Simultaneous Interpretation” means the instantaneous oral reproduction of speech from one language to another. This requires the interpreter to listen, comprehend, convert into the target language, and reproduce a speaker’s or signer’s message in the target language while the speaker or signer continues to speak or sign, typically lagging a matter of seconds behind the speaker’s or signer’s communication.

“Consecutive Interpretation” means interpretation that requires the interpreter to listen, comprehend, render into the target language, and reproduce the original message in the target language after the speaker or signer pauses, such as in the “question and answer” mode in which the speaker completes a statement and the interpreter begins to interpret after the statement is completed.

“Sight Translation” is the oral rendition of the text of a written document. The interpreter first reviews the original text, and then renders it orally into the other language. Sight translation is distinguished from the general meaning of translation, which is rendering a written source language document into a written target language document, in that sight translation is done on sight (upon reading): the parallel text is spoken verbally, and not prepared in writing.

3. Specifications

A. Interpreting Services

- i. Interpreter is required to be classified as a Certified Spanish Court Interpreter and maintain such classification as set forth in the Nebraska Rules Relating to Court Interpreters
- ii. Interpreting Services are performed in any or all of the following modes:
 - a) Simultaneous interpretation,
 - b) Consecutive interpretation, and
 - c) Sight translation, as needed.
- iii. Interpreter shall provide in-person Interpreter Services for Hall County, and arrange for all interpreter assignments that the Interpreter cannot fulfill due to either language need or schedule conflicts
- iv. Interpreter shall provide remote interpreter services for the 10th Judicial District as scheduling permits or as directed by the AOC
- v. Interpreting Services may include interpretation for defendants, witnesses and other participants in court proceedings, both in and out of court, in a variety of hearings, including trials, in both criminal and civil matters, as well as clients of probation intake, presentence, predisposition and supervision services.
- vi. Interpreter must be able to work with interpreting equipment in the courtroom and equipment used to provide remote Interpreting Services.
- vii. Interpreter must have proven skills in calendar management, timely court appearances and reporting, and accurate record keeping.

B. Coordination Services

- i. Interpreter shall provide Coordination Services for Hall County and 10th Judicial District. Coordination Services shall include:
 - a) Acting as a primary contact for all courts and probations offices regarding interpreter needs, effectively managing a multi-court interpreter calendar, and ensuring timely communication with courts, probation, and independent contractor interpreters.
 - b) Timely arranging for all assignments that the Contractor cannot fulfill due to either language need or schedule conflicts,
 - c) Serving as local contact for interpreter candidates and providing all available resources, support and mentoring to qualified candidates meeting certification or provisional certification standards,
 - d) Providing training to court interpreters,
 - e) Working on translation projects,
 - f) Providing notification to assigned interpreters of cancellations due to courthouse closures, and
 - g) Other duties as directed by the AOC.

- ii. Interpreter shall serve as the primary contact for all courts and probations offices in Hall County and the 10th Judicial District regarding interpreter needs

SECTION IV
RESPONSE EVALUATION CRITERIA

Responses will be evaluated through in-depth analysis and scoring based on the following criteria:

- How well Interpreter demonstrates how they will meet the Service Specifications criteria,
- Interpreter's references and history of service provision, and
- How well Interpreter met the submission requirements of the RFQ.

SECTION V
TIMELINE / SUBMITTAL DOCUMENTS

1. Timeline

A. Interpreter Submittal Letter, Interpreter Profile, Service Specification Response Form, and Professional References are due no later than **12:00 Noon Central Standard Time, February 16, 2018.**

B. Responses will be evaluated from February 16, 2018 through February 28, 2018. During this time, the AOC may require Interpreter to accommodate further in-person or telephone discussions with evaluation team. Interpreter will be notified via email or by telephone if this is requested.

Discussions may be conducted with Interpreter(s) for the purpose of clarification to ensure full understanding of responses to this RFQ. Discussions shall not constitute an award nor shall it confer any property rights on the successful respondent. Award(s) may be made without discussions, therefore, responses shall be submitted complete and on most favorable terms.

C. Interpreters that have been qualified to provide Interpreter Coordinator Services in Hall County and the 10th Judicial District will be notified around **March 1, 2018.**

D. Interpreters that have been qualified through the scoring process will remain on the Qualified Interpreter Coordinator Listing until a new RFQ for Service and location is issued. Such Interpreter Coordinators will be notified of their qualified status on or around March 1, 2018.

E. Interpreters that were not qualified through the scoring process will be notified by email on or around March 2, 2018.

2. Submittal Documents

The following materials must be submitted to the AOC either (1) electronically to suzanne.eggert@nebraska.gov with “Interpreter/Coordinator RFQ” and Interpreter’s “Name” in the subject line, or (2) with five (5) hard copies to the address specified on Appendix A:

- Vendor Submittal Letter (Appendix A),
- Vendor Profile (Appendix B),
- Reference Letters (Appendix C), and
- Requirements Response Form (Appendix D)

Responses will not be considered confidential or proprietary and are subject to applicable public record requests.

**APPENDIX A
SUBMITTAL LETTER**

Suzanne Eggert
Contracts and Grants Manager
Administrative Office of the Courts
PO Box 98910
Lincoln, NE 68509-8910

Dear Ms. Eggert:

In response to your Request for Qualification (RFQ) for the Contract Interpreter/Coordinator for Hall County and the 10th Judicial District, I hereby certify that:

1. I am a certified Spanish Interpreter for the Nebraska Court system
2. I have read and understand the RFQ;
3. I will comply with the requirements and expectations set forth in the RFQ;
4. the materials requested by the RFQ are enclosed;
5. all information provided is true, accurate, and complete to the best of my knowledge;
6. this response is submitted by me and that I will be legally responsible for service delivery should I be selected for an award.

Signature of Interpreter

Date

Printed Name of Interpreter: _____

Telephone: _____

Email Address: _____

Address: _____

Federal Employer ID# or SSN#: _____

**APPENDIX B
INTERPRETER PROFILE**

Interpreter's Legal Name: _____

1. List Interpreter's physical address(es), mailing address(es), telephone number(s), email address, and fax number(s).
2. Has Interpreter had a contract or account within the last five (5) years that was lost/cancelled or terminated for cause due to breach or similar failure to comply with the terms of the contract? If yes, please provide detailed explanation.
3. Outline the qualifications of any substitutes that you will use to cover days you will be unable to be in the office.
4. Interpreter will be responsible for obtaining and maintaining general and professional liability insurance at \$1,000,000 per occurrence and \$3,000,000 aggregate levels while providing services to The AOC. Interpreter agrees: Yes No
5. Has Interpreter provided service(s) to the Nebraska Court System in the past? If so, list the service(s) and how long Interpreter has delivered such service(s)?
6. Is Interpreter a registered service Interpreter with the Nebraska Office of The AOC Administration? Yes No (if "No", Interpreter will be required to register prior to providing any service for The AOC.)

APPENDIX C REFERENCES

Respondent shall provide three (3) professional references. Contact information for each reference shall include:

- Organization
- Contact's Name
- Contact's Title
- Contact's Telephone Number
- Contact's Email

APPENDIX E
SUPREME COURT RULES ON COURT INTERPRETERS

Article 7: Interpreters in Court.

- [Appendix 1 - Code of professional responsibility for interpreters](#)
- [Appendix 2 - Continuing education compliance form](#)

§ 6-701. Scope and effective date.

These rules become effective on September 20, 2000, and will, as amended, govern the use of interpreters in all courts of the State of Nebraska.

Scope and Effective Date amended September 17, 2003. Renumbered and codified as § 6-701, effective July 18, 2008.

§ 6-702. Interpreter register.

The State Court Administrator will publish and maintain a statewide register of interpreters which will consist of the following:

(A) Certified Court Interpreters: Court interpreters who have satisfied all certification requirements pursuant to [§ 6-705](#).

(B) Provisionally Certified Court Interpreters. Interpreters for languages other than those for which an oral examination is available through the Consortium for Language Access in the Court. These interpreters are provisionally certified by satisfying the requirements outlined in [§ 6-706](#) until such time an oral examination is developed.

(C) Registered Court Interpreters. Non-certified court interpreters who have not satisfied the requirements of [§ 6-705](#), but have completed an interpreter orientation program sponsored by the State Court Administrator and achieved a passing score on a written examination administered by the State Court Administrator, as well as achieved a score of 50 percent or better on each section of the oral legal interpreting examination administered or approved by the State Court Administrator.

(D) Other Court Interpreters. Non-certified court interpreters who have not satisfied the requirements of [§ 6-705](#) or [§ 6-706](#).

(E) Sign Language Court Interpreters. Sign language interpreters must be licensed, as required by [Neb. Rev. Stat. § 20-151](#) and must possess either a Legal Specialist Certification (SC:L) awarded by the Registry of Interpreters for the Deaf, a Conditional Legal Interpreting Permit-Relay, or a Level II or Level III classification awarded by the Nebraska Commission for the Deaf and Hard of Hearing, as set forth below:

Certified Sign Court Interpreters – Interpreters with current Legal Specialist Certification from the Registry of Interpreters for the Deaf (SC:L) or a CLIP-R (Conditional Legal Interpreting Permit-Relay) and a signed oath on file with the Administrative Office of the Courts.

Non-Certified Sign Court Interpreters –

Level II – Interpreters with current generalist certification from the Registry of Interpreters for the Deaf (CI/CT, CSC, NIC Master, NIC Advanced, NIC, and Deaf interpreters certified by the Registry of Interpreters for the Deaf-CDI).

Level III - Intrepreters with either a CI or CT certification from the Registry of Interpreters for the Deaf, or Nebraska state certification of QAST 5/5 or 4/4 or a combination of both, or Nebraska licensed Intermediary Interpreters (Deaf Interpreters).

Sign interpreters with Legal Specialist Certification (SC:L) or Level II credentials shall be paid at the rate for certified language interpreters. Level III sign interpreters shall be paid at the registered rate.

Diligent efforts must be made to obtain an interpreter with the highest level of certification before allowing an interpreter with a lower level of certification to interpret.

[Originally numbered as] Rule 1(A) – (D) amended September 17, 2003; [originally numbered as] Rule 1(D) amended January 4, 2007, effective July 1, 2007; [originally numbered as] Rule 1(B) – (D) amended June 25, 2008, effective July 1, 2008. Renumbered and codified as § 6-702, effective July 18, 2008; § 6-702 amended October 21, 2009; § 6-702(D) amended May 12, 2010; § 6-702 amended March 16, 2011; § 6-702 amended August 5, 2014.

§ 6-703. Appointment of interpreters.

(A) Use of Certified or Provisionally Certified Court Interpreter. Whenever an interpreter is required to be appointed by a court or probation office, the court or probation office shall first attempt to appoint a certified or provisionally certified court interpreter who is listed on the statewide register of interpreters if one is reasonably available.

(B) Use of Registered Court Interpreter on Statewide Register. If the court or probation office has made diligent efforts to obtain a certified or provisionally certified court interpreter as required by [§ 6-703\(A\)](#) and found none to be available, the court or probation office may appoint a registered court interpreter who is otherwise competent to interpret in the courts.

(C) Use of Other Court Interpreter. If the court or probation office has made diligent efforts to obtain a certified or provisionally certified court interpreter and a registered court interpreter, and found none to be available, the court or probation office may appoint a court interpreter who is otherwise competent to interpret in the courts. All arrangements for interpreters shall be made by authorized court or probation personnel. Hearings for parties who appear with their own interpreter may be continued pending the court's determination of language needs of the individual and the qualifications of the interpreter, if a certified, provisionally certified, or registered interpreter is not available. Provided, however, in proceedings in which a Spanish interpreter is utilized, only a certified or registered interpreter shall be allowed. In proceedings in which a sign interpreter is utilized, only an interpreter awarded a Level I or Level II classification by the Nebraska Commission for the Deaf and Hard of Hearing shall be allowed.

(D) To determine whether a certified or registered interpreter is reasonably available, reasonable advance attempts must be made to arrange for the presence of a certified or provisionally certified interpreter prior to the use of a registered interpreter, and then, for the presence of a registered

interpreter prior to the use of an interpreter who is not certified, provisionally certified, or registered.

(E) Number of Interpreters. For any single proceeding scheduled for 3 hours or more, two language interpreters shall be appointed. For any single proceeding scheduled for more than 1 hour, two sign interpreters shall be appointed. For any single proceeding lasting more than 2 hours, if two interpreters are not reasonably available, the interpreter must be given not less than a 10-minute break every 30 minutes.

(F) Rebuttable Presumption. There is a rebuttable presumption that an interpreter must be appointed if an interpreter is requested or it is shown that the party is having difficulty in communicating.

(G) All interpreters shall be at least 19 years old, shall have read the Code of Professional Responsibility for Interpreters, shall take the Interpreter Oath and shall verify in writing that he/she has read and understands the Code of Professional Responsibility for Interpreters prior to interpreting in the Nebraska Courts or the Nebraska State Probation System.

(H) Individuals serving as interpreters for the State of Nebraska, pursuant to these rules, shall not be considered employees of the State of Nebraska.

See [Appendix 1](#) for Code and Interpreter Oath.

[Originally numbered as] Rule 2(B)–(D) amended September 17, 2003; [originally numbered as] Rule 2(D) moved to (G) on January 4, 2007, effective July 1, 2007; [originally numbered as] Rule 2(D)–(F) adopted January 4, 2007, effective July 1, 2007; [originally numbered as] Rule 2(B)–(D) and (G) amended June 25, 2008, effective July 1, 2008. Renumbered and codified as § 6-703, effective July 18, 2008; § 6-703(A)-(C) and (E)-(H) amended October 21, 2009; § 6-703(A)-(D) amended March 16, 2011; § 6-701(A)-(C) amended May 16, 2012, effective July 1, 2012; § 6-703(E) amended November 26, 2014.

§ 6-704. Examination for interpreter certification.

(A) Submission of Application. An individual who is desirous of being considered for certification as a certified, provisionally certified, or a registered interpreter as defined in these rules, in a particular language, must submit an application, on form(s) approved by the State Court Administrator, to the office of the State Court Administrator.

(B) Evaluation of Application. The State Court Administrator will evaluate the application and determine if the applicant meets the initial qualification requirements of [§§ 6-705, 6-706, or 6-707](#) (minimum age and absence of criminal convictions and/or pending charges based on criminal history record check). If initial qualification requirements are met, applicants will be required to take a 2-day orientation.

(C) Orientation for interpreters will include an introduction to Nebraska Courts and court proceedings, the ethics of a court interpreter, vocabulary, and the skills needed to assume the responsibilities of a court interpreter and meet the requirements for certification or provisional certification as outlined in [§§ 6-705](#) and [6-706](#). After completing orientation, applicants will be required to take a written examination.

(D) Written Examination. The written examination to qualify to take the oral examination of [§ 6-705\(D\)](#) or be considered for provisional certification pursuant to [§ 6-706\(F\)](#), shall require no fee and shall consist of three parts: general English language vocabulary, court-related terms and usage, and ethics and professional conduct. The written examination will be administered at such times and places as the State Court Administrator may designate. The State Court Administrator shall waive this requirement for any interpreter who has previously taken the oral interpreter competency examination of [§ 6-704\(E\)](#). If the applicant achieves a passing score (80 percent or higher) on the written examination, the applicant shall then be required to take an oral examination, if available for the interpreter's language, or provide documentation to support consideration for provisional certification.

(E) Oral Examination. Oral examinations in specific languages will consist of three components: sight interpretation, consecutive interpretation, and simultaneous interpretation. Such examinations will be administered at such times and places as the State Court Administrator may designate. Results of the oral certification examinations will be e-mailed or mailed by regular U.S. Mail to the applicant, per applicant's request.

(F) Confidentiality. All information relating to the examination is treated as confidential by the State Court Administrator and test administrators except that statistical information relating to the examinations and applicants may be released at the discretion of the State Court Administrator.

§ 6-704 adopted October 21, 2009; § 6-704(A)-(D) amended March 16, 2011.

§ 6-705. Certified court interpreter requirements.

A certified court interpreter must be able to interpret simultaneously and consecutively and provide sight translation from English to the language of the non-English-speaking person and from the language of that person into English. An interpreter will be eligible for certification upon establishing to the satisfaction of the State Court Administrator that he or she has:

(A) Reached the age of 19;

(B) Had no past convictions or pending criminal charges, either felony or misdemeanor, which are deemed by the Supreme Court to evidence moral turpitude, dishonesty, fraud, deceit, or misrepresentation. Disposition of criminal charges other than by acquittal or dismissal (e.g., pretrial diversion) may also be the basis for denial of certification;

(C) Completed the orientation approved by the State Court Administrator;

(D) Achieved a passing score (80 percent or higher) on a written examination administered by the State Court Administrator; and

(E) Achieved a passing score (70 percent or higher on each segment) on the oral certification examination (Consortium oral certification examination) administered or approved by the State Court Administrator as described in [§ 6-704\(E\)](#). If an interpreter shall have received a passing score of 70 percent on any of the three segments of a previous Consortium oral certification examination that was administered within the last 3 calendar years, the passing grade shall be honored and the applicant shall not be required to repeat that segment of a current examination.

(F) In addition, any interpreter possessing a Federal Court Certified Court Interpreter Certificate, a Court Interpreter Certification Certificate from any state which is a member of the National

Center for State Court's Consortium for Language Access in the Courts, formerly known as the Consortium for State Court Interpreter Certification, or a sign language Specialist Certificate Legal (SC:L) for interpreters that are fully certified (CI/CT, NIC Master or NIC Advanced, CSC, or CDI) or provisional legal certificate (CLIP) is recognized as a certified court interpreter.

(G) To maintain certified status, court interpreters must comply with continuing education requirements as outlined in [§ 6-709](#). Failure to complete recognized continuing education shall be grounds for removal of the interpreter's name from the list of Nebraska Certified Court Interpreters.

[Originally numbered as] Rule 3(C)–(E) amended September 17, 2003. Renumbered and codified as § 6-704, effective July 18, 2008; § 6-704 renumbered to § 6-705 and amended October 21, 2009; § 6-705(G) adopted May 16, 2012, effective July 1, 2012.

§ 6-706. Provisionally certified court interpreter requirements.

In languages for which no oral certification examination is available, an applicant may be provisionally certified upon establishing to the satisfaction of the State Court Administrator that he or she has:

(A) Reached the age of 19;

(B) Filed with the State Court Administrator a resume, a completed questionnaire regarding his or her experience and work education and work history, and permission for the State Court Administrator to do a criminal records check on the applicant;

(C) Had no past convictions or pending criminal charges, either felony or misdemeanor, which are deemed by the Supreme Court to evidence moral turpitude, dishonesty, fraud, deceit, or misrepresentation. Dispositions of criminal charges other than by acquittal or dismissal (e.g., pretrial diversion) may also be the basis for denial of certification;

(D) Completed the orientation approved by the State Court Administrator;

(E) Achieved a passing score (80 percent or higher) on a written examination administered by the State Court Administrator;

(F) In addition, provisional certification requires that the applicant demonstrate both written and oral proficiency in both English and the foreign language by the following:

(1) Proof of the applicant's English written proficiency shall be demonstrated by one or more of the following:

(a) A degree from an accredited college or university in a country where English is the official language; or

(b) A minimum of 1 year of completed graduate coursework at an accredited university in a country where English is the official language; or

(c) A score of 400 in the Toefel paper-based language test; a score of 97 in the Toefel PC-based language test; or a score of 32 in the Toefel Internet-based language test; or

(d) Publication in English where the candidate is the sole or main author; or

(e) Accreditation from the ATA American Translators Association in translation into English.

(2) Proof of the applicant's English oral proficiency shall be demonstrated by one or more of the following:

(a) A minimum of 2 years of teaching experience at the college level (undergraduate or graduate) using English as the language of instruction; or

(b) A minimum of 2 years of other professional work experience in the United States or in a country where the official language is English.

(3) Proof of written proficiency in the foreign language(s) as demonstrated by the following:

(a) A minimum 4-year college degree from the United States or an equivalent higher education degree from another country where instruction is conducted in that language; or

(b) Publication in the foreign language in which the applicant is the sole or main author; or

(c) Accreditation from the ATA American Translators Association in translation into the foreign language.

(4) Proof of oral proficiency in the foreign language as demonstrated by the following:

(a) A minimum of 2 years of teaching at the college level (undergraduate or graduate) using the language as the language of instruction; or

(b) A minimum of 2 years of other professional experience in a country where the language is the official language; or

(c) A degree from an internationally recognized university or academic institution, ideally in, but not limited to, translation and interpretation with concentration in the foreign language.

(5) Three letters of reference to attest to the applicant's interpreting and professional experience within the past 2 years.

(6) The State Court Administrator shall have the responsibility of determining whether an applicant's degree, coursework, teaching experience, and/or professional work experience meet the requirements of this rule.

(7) Upon the applicant's meeting the above requirements, he or she will be assigned to a mentor program developed and approved by the State Court Administrator. Upon completion of the mentor program and a favorable report from the assigned mentor, the applicant shall be considered a provisionally certified interpreter.

(G) Continuing Education and Reassessment of Provisionally Certified Status. To maintain provisionally certified status, court interpreters must comply with continuing education requirements as outlined in [§ 6-709](#). Failure to complete recognized continuing education shall be grounds for removal of the interpreter's name from the list of Nebraska Provisionally Certified Court Interpreters.

(H) Provisional certification shall be recognized by the State of Nebraska until such time as an oral examination is available from the Consortium for Language Access in the Courts. The

provisional certification will be withdrawn 6 months after an oral test is made available in the interpreter's target language. Provisionally certified interpreters who are not able to pass the consortium oral examination will be considered registered interpreters.

§ 6-706 adopted March 16, 2011; § 6-706(G) amended May 16, 2012, effective July 1, 2012.

§ 6-707. Registered court interpreter requirements.

(A) A registered court interpreter must be able to interpret simultaneously and consecutively and provide sight translation from English to the language of the non-English-speaking person and from the language of that person into English, only when a certified interpreter is not available. See [§ 6-703\(B\)](#).

(B) An interpreter will be eligible for registration as a registered interpreter upon establishing to the satisfaction of the State Court Administrator that he or she has:

(1) Reached the age of 19;

(2) Had no past convictions or pending criminal charges, either felony or misdemeanor, which are deemed by the Supreme Court to evidence moral turpitude, dishonesty, fraud, deceit, or misrepresentation. Dispositions of criminal charges other than by acquittal or dismissal (e.g. pretrial diversion) may also be the basis for denial of certification;

(3) Completed the orientation approved by the State Court Administrator;

(4) Achieved a passing score (80 percent or higher) on a written examination administered by the State Court Administrator; and

(5) Achieved a score of 50 percent or better on the oral certification examination administered or approved by the State Court Administrator as described in [§ 6-704\(E\)](#). Registered interpreters in languages for which the oral certification is not available will be retained upon the list of registered interpreters only upon submission to the State Court Administrator some other measure of language competence (e.g., a passing score on an oral proficiency exam) acceptable by the State Court Administrator.

(C) To maintain registered status, court interpreters must comply with continuing education requirements as outlined in [§ 6-709](#). Failure to complete recognized continuing education shall be grounds for removal of the interpreter's name from the list of Nebraska Registered Court Interpreters.

[Originally numbered as] Rule 5(B) amended September 17, 2003. Renumbered and codified as § 6-706, effective July 18, 2008; § 6-706 amended October 21, 2009; § 6-706 renumbered to § 6-707 March 16, 2011; § 6-707(C) adopted May 16, 2012, effective July 1, 2012.

§ 6-708. Investigation of complaints and imposition of sanctions.

(A) Grounds for Imposition of Sanctions. Any of the following may be grounds for imposition of sanctions against a certified or registered interpreter:

(1) Unprofessional or unethical conduct that violates the Code of Professional Responsibility (see [Appendix 1](#));

(2) Conviction of a criminal charge, either misdemeanor or felony, which is deemed by the Supreme Court to evidence moral turpitude, dishonesty, fraud, deceit, or misrepresentation. Dispositions of criminal charges other than by acquittal or dismissal (e.g., pretrial diversion) may also constitute grounds for suspension or revocation; and

(3) Incompetence as an interpreter.

(B) Investigation and Notification of Grounds for Imposition of Sanctions. Upon receipt by the State Court Administrator of a complaint in writing against a certified or registered interpreter, or upon the initiation by the office of the State Court Administrator itself of a complaint, such complaint shall be investigated, to determine if the complaint warrants formal action. In any case where formal action is deemed necessary, written notice of the complaint shall be sent by certified mail to the interpreter, and that interpreter shall have 15 days to file a written response with the Office of the State Court Administrator. Upon receipt and review of any such written response, the State Court Administrator may take any of the following actions:

- (1) immediately suspend the certification of the interpreter and schedule a hearing;
- (2) dismiss the complaint; or
- (3) schedule a hearing to consider the complaint formally.

(C) Scheduling of Formal Hearing. If the State Court Administrator elects to schedule a formal hearing, such hearing shall be held within 30 days of the receipt by the State Court Administrator of the written response. A panel of three individuals shall be responsible for the conduct of the formal hearing: one of the judge members of the Interpreter Advisory Committee shall preside over the hearing, together with two interpreters from the Interpreter Advisory Committee to be appointed by the judge presiding over the hearing. If requested, any individual whose attendance is sought at the formal hearing shall be permitted to appear telephonically and/or by video connection. Notice of the time and place of the formal hearing shall be given by certified mail to the interpreter under complaint, at least 15 days prior thereto.

(D) Conduct of Formal Hearing. The hearing panel shall receive such information and/or documentation as it sees fit, including, if deemed appropriate by the panel, the taking of testimony. At the conclusion of the hearing, the panel may take any such action as it determines appropriate, including the immediate suspension or revocation of the interpreter under complaint, the dismissal of the complaint, or the imposition of any of the other sanctions described in [§ 6-708\(E\)](#) below. The rules of evidence do not apply to these hearings.

(E) Sanctions. If sufficient cause exists, the State Court Administrator may impose one or more of the following sanctions:

- (1) Issue a written reprimand;
- (2) Specify corrective action with which the interpreter must comply in order to remain on the statewide register of interpreters, including the completion of educational courses and/or re-taking one or more parts of the legal interpreting competency examination;
- (3) Suspend the interpreter from serving as an interpreter in the Nebraska courts for a specified period of time, or until corrective action is completed; and

(4) Revoke the standing of and permanently prohibit the interpreter from serving as an interpreter in Nebraska courts.

(F) No interpreter who has been suspended or revoked shall be utilized as an interpreter in any judicial proceeding in the State of Nebraska, nor shall such interpreter be entitled to any compensation from the State Court Administrator's Office, during his or her suspension or revocation.

(G) Complaints made against a sign language interpreter shall be processed pursuant to the procedure set forth in Rules and Regulations Relating to Sign Language Interpreters adopted by the Nebraska Commission for the Deaf and Hard of Hearing.

§ 6-707 adopted October 21, 2009; § 6-707 renumbered to § 6-708 March 16, 2011.

§ 6-709. Continuing education requirements.

Continuing education is required by the Nebraska Supreme Court Administrative Office of the Courts (AOC) to ensure that certified, provisionally certified, and registered interpreters who serve in the Nebraska state courts maintain and improve their interpreting skills and expand their vocabulary. Additionally, continuing education is required to ensure that certified interpreters are in compliance with Local Rules in Chapter 6 (Trial Courts), Article 7 (Interpreters in Court), and the Nebraska Code of Professional Responsibility for Court Interpreters ([Appendix 1](#)).

As of July 1, 2012, these requirements apply to all interpreters who are certified, provisionally certified, or registered court interpreters in the State of Nebraska who wish to interpret in the Nebraska state courts. Meeting these requirements is a condition for continued certification, provisional certification, or registered status of court interpreters.

(A) CONTINUING EDUCATION REQUIREMENT refers to educational activities in which the interpreter engages after successfully passing the certification examination, being provisionally certified, or having registered status.

Every certified, provisionally certified, or registered interpreter shall complete and report ten (10) credit hours of approved continuing education offered or accredited by the AOC during each two-year reporting period. At least four (4) continuing education hours must be earned at an AOC-approved ethics and skills building workshop. The two-year reporting period commences as set forth below at [§ 6-709\(C\)](#).

(B) APPROVED/ACCREDITED CONTINUING EDUCATION shall be earned in participatory activities, i.e., a course, conference, workshop, lecture, or other activity, at which attendance is monitored and verified. Participatory continuing education activities may include courses offered at accredited institutions of higher learning or conferences or workshops sponsored by accredited professional organizations.

Continuing Education credits may be obtained through programs, conferences, and workshops endorsed and credited for continuing education by the Nebraska or other State or Federal Administrative Offices of the Courts, the Nebraska Association for Translators & Interpreters (NATI), the National Association of Judiciary Interpreters and Translators (NAJIT), the American Translators Association, and the Registry of Interpreters for the Deaf (RID), along with educational

programs offered by colleges and/or universities, or training programs offered by other Consortium member states.

Continuing education credit granted shall be for the actual number granted by accredited programs, conferences, workshops, or training programs. Auditing an academic college level language course for continuing education credit or taking same for academic credit is permitted with education credits under this rule allocated as follows: one academic quarter unit shall be deemed equivalent to 10 continuing education credits and one academic semester unit shall be deemed equivalent to 15 continuing education credits.

Interpreters for the deaf and hard of hearing must complete the RID required 8.0 continuing education credits (80 hours) in a cycle (4 years). These eight continuing education credits are divided into two Content Areas: Professional Studies and General Studies. Participants must work with a RID-Approved Sponsor to earn continuing education credits.

Continuing education credit will be awarded only after completion of the entire activity. Partial attendance does not qualify for continuing education credit. Reasonable absences are allowed for academic courses. The academic institution's attendance requirements for credit must be met to be eligible for continuing education credit. If an educational activity spans two compliance periods, credit will be earned in the period in which the activity is completed. No continuing education hours may be carried over from one compliance period to the next.

To receive continuing education credit for a particular educational activity, other than those listed above, the interpreter may request credit by submitting information regarding the activity (e.g., description of curriculum, agenda of conference, etc.) to the AOC, and must receive approval prior to attendance at the activity. This information shall be submitted in advance of the program to ensure approval. Retroactive approval may be sought for good cause.

Any interpreter who wishes to receive continuing education credit must be able to show proof of having taken the course or attended the conference or workshop (e.g., an official transcript from the university or college, or a receipt and/or certificate of completion from the conference or workshop).

(C) COMPLIANCE. Each certified, provisionally certified, or registered interpreter is required to submit a completed Continuing Education Compliance Form ([Appendix 2](#)) to the AOC every two years. The 24-month time period begins on January 1 following the date an interpreter becomes certified and is awarded the Nebraska State Certified Court Interpreter Certificate. The AOC will make available, by the interpreter's request or online, the approved compliance form to be submitted.

(D) NONCOMPLIANCE with the continuing education requirement shall result in the interpreter's name being removed from the list of Nebraska Certified Court Interpreters, Nebraska Provisionally Certified Court Interpreters, or the Nebraska Registered Court Interpreters. Interpreters whose names have been removed from the lists for noncompliance with the continuing education requirement shall not be given interpreting assignments with the courts. Interpreters will not be added back onto the list until the continuing education requirement is met.

§ 6-709 adopted May 16, 2012, effective July 1, 2012.