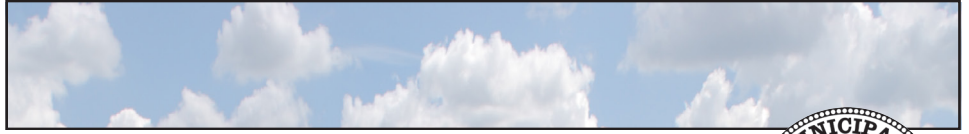


TEXAS MUNICIPAL COURTS EDUCATION CENTER
2210 HANCOCK DRIVE
AUSTIN, TX 78756
www.tmcec.com

Presorted Standard
U.S. Postage
PAID
Austin, Texas
Permit No. 114

CHANGE SERVICE REQUESTED



Texas Municipal Courts Education Center



**Court Interpreters
Pre-Certification Orientation
August 8, 2013
Omni Southpark
Austin, TX**

**Funded by a grant from
the Texas Court of Criminal Appeals**

Court Interpreters Pre-Certification Orientation

August 8, 2013

8:00 a.m. - 3:30 p.m.

Omni Southpark | 4140 Governor's Row | Austin, TX 78744 | 512.448.2222

TEXAS MUNICIPAL COURTS EDUCATION CENTER
FY13 REGISTRATION FORM:

Court Interpreters Pre-Certification Orientation

The Texas Municipal Courts Education Center is pleased to offer a new seminar for clerks interested in becoming licensed court interpreters. This orientation course is designed to provide the basic knowledge, skills, and abilities on all modes of court interpreting: sight, consecutive, and simultaneous. The course will help candidates deliver services in a manner faithful to all canons of the Code of Professional Responsibility and court policies regarding court interpreting. It will also provide enough information about what the profession requires to help participants decide whether and how to proceed with the pursuit of a license as a court interpreter.

The orientation curriculum includes: (1) modes of interpreting: sight, simultaneous, and consecutive; (2) protocol and skill exercises: group discussion and role-playing; (3) ethics: discussion and role playing concerning the Code of Professional Responsibility for Interpreters in the Judiciary; (4) discussion of criminal procedure, cognates, and legal terminology; and (5) the TDLR application process and new license designation requirements.

Registration Fee and Deadline: To register for the one-day seminar, please complete the registration form and return it to the TMCEC office by **July 8, 2013**. The registration fee of **\$50** must be submitted with registration. Participants will receive a one night stay at the Omni Southpark on August 7, 2013, breakfast and lunch on August 8, 2013, and printed course materials.

Hotel Registration: TMCEC will make all hotel reservations from the information you provide on your registration form. Cities, courts, or individuals will be responsible for travel, additional meals, and incidentals. Please be prepared to present a deposit or credit card for incidentals at the hotel. Do not contact the hotel unless you plan to arrive early or extend your stay; in either case, you will be responsible for payment of that portion of the bill. Hotel check-out is usually 12:30 p.m. We cannot guarantee a room for you unless you pay the appropriate fee before the registration deadline. After the deadline, you may be charged a higher rate, be referred to a nearby hotel, and/or not allowed to register.

Cancellations must be received at least 10 working days before the seminar date by calling TMCEC at 800.252.3718. Costs for meals, course materials, and housing will be charged for late cancellations.

For more information on licensed court interpreters, visit the Texas Department of Licensing and Regulation website at www.license.state.tx.us/court/court.htm and the TMCEC website at www.tmcec.com/Programs/Court_Interpreters/.

Conference Date: _____ Conference Site: _____

\$50 Registration Fee for Participants

Name (please print legibly): Last Name: _____ First Name: _____ MI: _____
Names you prefer to be called (if different): _____ Female/Male: _____
Position held: _____
Date Hired: _____ Years experience: _____
Emergency contact and phone number: _____

HOUSING INFORMATION

TMCEC will make all hotel reservations from the information you provide on this form. TMCEC will pay for a single occupancy room at the Court Interpreters Pre-Certification Orientation.

- I request a single-occupancy room.
 I request a room shared with a participant. Room will have 2 double beds. TMCEC will assign roommate or you may request a roommate by entering orientation participant's name here: _____
 I request a private double-occupancy room, but I'll be sharing with a non-participating guest. I will pay additional cost. (\$50 for one night only). I will require: 1 king bed 2 double beds
 I do not need a room at the orientation.

Hotel Arrival Date: August 7, 2013

Municipal Court of: _____ Email Address: _____
Court Mailing Address: _____ City: _____ Zip: _____
Office Telephone #: _____ Court #: _____ Fax: _____
Primary City Served: _____ Other Cities Served: _____

STATUS (Check all that apply):

- Full Time Part Time Court Clerk/Deputy Clerk Juvenile Case Manager
 Court Administrator Other _____

I certify that I am currently serving as a municipal court support personnel in the State of Texas. I agree that I will be responsible for any costs incurred if I do not cancel at least 10 business days prior to the orientation. I agree that if I do not cancel at least 10 business days prior to the orientation that I am not eligible for a refund of the registration fee. I will first try to cancel by calling the TMCEC office in Austin. If I must cancel on the day before or day of the orientation due to an emergency, I will call the TMCEC registration desk at the orientation site IF I have been unable to reach a staff member at the TMCEC office in Austin. If I do not attend the program, TMCEC reserves the right to invoice me or my city for meal expenses, course materials, and, if applicable, housing (\$85 or more plus tax per night). I understand that I will be responsible for the housing expense if I do not cancel or use my room. If I have requested a room, I certify that I work at least 30 miles from the orientation site. **Full payment is due with the registration form. Registration shall be confirmed only upon receipt of registration form and full payment of both the registration fee and the hotel room.**

Participant Signature (may only be signed by participant) _____

Date _____

PAYMENT INFORMATION: Payment will not be processed until all pertinent information on this form is complete.

Amount Enclosed: \$ 50 Registration Fee

- Check Enclosed (Make checks payable to TMCEC.)
 Credit Card

Credit Card Payment:

Credit card type: \$ _____ Amount to Charge: _____ Credit Card Number _____ Expiration Date _____

MasterCard

Visa

Name as it appears on card (print clearly): _____

Authorized signature: _____

Please return completed form with payment to TMCEC at 2210 Hancock Drive, Austin, TX 78756, or fax to 512.435.6118.