

TRAINING ON LIMITED ENGLISH PROFICIENCY - SURVEY RESULTS

QUESTION #4

Rev. 8/20/12

| STATE | Question 4: Please identify the top five topics covered in the LEP curriculum: | | | |
|-------------|---|---|---|--|
| | Curriculum for Judges and Other Judicial Officers | Curriculum for Staff | Curriculum for Vendors (those who provide services on behalf of the Court) | Curriculum for "Other" Category |
| Alaska | <ol style="list-style-type: none"> How to determine if an interpreter is needed How to determine if an interpreter is qualified Court policies and procedures for providing interpreters in the courtroom How to schedule a qualified interpreter Interpreter ethics | <ol style="list-style-type: none"> The skills, knowledge and abilities required of a court interpreter Interpreter ethics Working with interpreters How to determine if a bilingual person is qualified Procedure and policy for scheduling court interpreters | | <ol style="list-style-type: none"> Development of interpreter skills Professional ethics Legal terminology Preparing for the written and oral exam for certification |
| Arizona | Unable to provide due to non-unified court structure. | | | |
| Arkansas | <ol style="list-style-type: none"> Difference between using a certified interpreter vs. a bilingual person in court The role of the certified interpreter in court How to address an LEP individual Differences between foreign language and sign language interpreters How to use the interpreter services most efficiently | <ol style="list-style-type: none"> How to identify the language needed How to request an interpreter Who pays for the interpreter What is the role of the interpreter | <ol style="list-style-type: none"> We do not use vendors. | <ol style="list-style-type: none"> Depending on the audience |
| Colorado | <ol style="list-style-type: none"> Legal Obligations in Providing Interpreters Managing a Courtroom with Interpreters Do's and Don'ts Using Telephone Interpreters Credentialing of Interpreters | <ol style="list-style-type: none"> Legal Obligations in Providing Language Access Finding an Interpreter Working with an Interpreter - Do's and Don'ts Using an Interpreter by Phone Credentialing of Interpreters | <ol style="list-style-type: none"> Procedure Information on Different Case Types Vocabulary on Different Case Types Legal Obligations as an Interpreter Code of Ethics Skills Building Courses | <ol style="list-style-type: none"> Legal Obligations in Providing Language Access Finding an Interpreter Working with an Interpreter - Do's and Don'ts Using an Interpreter by Phone Credentialing and Payment of Interpreters |
| Connecticut | <ol style="list-style-type: none"> In development at this time | <ol style="list-style-type: none"> LEP Definition, Civil Rights Act/Title VI, DOJ, funding sources Judicial Branch Limited English Proficiency Policy Statement Interpreters: role, ethics requirements, certification process, contracted providers Assessing the need for language assistance Accessing language assistance services | <ol style="list-style-type: none"> LEP Definition, Civil Rights Act/Title VI, DOJ, Exec. Order 13166, funding sources The Four Factor Analysis, resources available The role of an interpreter Creating and implementing a language assistance plan Accessing language assistance services | <ol style="list-style-type: none"> LEP Definition, Civil Rights Act/Title VI, DOJ, Exec. Order 13166, funding sources Certification of Compliance (JD-ES-113F - Form) The Four Factor Analysis Resources available Creating and implementing a language assistance plan |

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| Delaware | <ol style="list-style-type: none"> 1. The Language Access Plan - general information and specific policies and programs 2. The Court Interpreter Program Policy Directive - management of services 3. Best practice for working with interpreters in the courtroom 4. The communication process - two English speakers v. through an interpreter 5. Interpreter ethics at a glance | <ol style="list-style-type: none"> 1. The Language Access Plan - general information and specific policies and programs 2. The Court Interpreter Program Policy Directive - management of services 3. General and court-specific procedures for securing interpreters | | |
| Florida | Noted that there are publications available as online resources to judges and other state courts system personnel which deal with language access issues: Florida Benchguide on Court Interpreting and Recommendations for the Provision of Court Interpreting Services in Florida's Trial Courts. Also, offered various fairness/diversity/access courses which include learning objectives that address language issues of court customers such as "recognize when a qualified language interpreter is necessary" and "assist court customers with communication challenges, including ADA and language issues." Also, offered "Judicial Spanish" at least three different times which is a course that helps judges learn Spanish phrases which might be useful in the courtroom. | | | |
| Georgia | <ol style="list-style-type: none"> 1. Trainings are tailored according to the request of the program facilitator. Recent topics have included, Interpreter Practical Issues & Efficiency in the Courtroom, Cultural Sensitivity, and Effective Use of Interpreters for Protection Orders. | | | |
| Hawaii | <ol style="list-style-type: none"> 1. State and Federal Language Access Law mandates 2. Hawaii State Judiciary's Language Access Plan 3. How to Provide Language Access Services in the Courtroom and Outside of the Courtroom 4. Hawaii State Judiciary's Court Interpreter Certification Program 5. How to Work Effectively With Interpreters | <ol style="list-style-type: none"> 1. State and Federal Language Access Law mandates 2. Hawaii State Judiciary's Language Access Plan 3. How to Provide Language Access Services in the Courtroom and Outside of the Courtroom 4. Hawaii State Judiciary's Court Interpreter Certification Program 5. How to Work Effectively With Interpreters | | <ol style="list-style-type: none"> 1. State and Federal Language Access Law mandates 2. Hawaii State Judiciary's Court Interpreter Certification Program 3. Court Interpreting Skills 4. Hawaii State Judiciary's Language Access Services |
| Illinois | No training provided. | | | |
| Indiana | <ol style="list-style-type: none"> 1. Cultural competency 2. LEP history, federal government requirements, Indiana Supreme Court requirements 3. LEP resources in the state 4. Interpreter use 5. Indiana Interpreter Certification Program | <ol style="list-style-type: none"> 1. Cultural competency 2. LEP history, federal government requirements, Indiana Supreme Court requirements 3. LEP resources in the state 4. Interpreter use 5. Indiana Interpreter Certification Program | None | None |

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| Iowa | <ol style="list-style-type: none"> US DOJ Interp. of civil rights laws and the courts' obligation to provide interpreters Iowa Code & Iowa Court Rules RE: court interpreters Qualities of a competent court interpreter Ethical obligations of & constraints on court interpreters Management of proceedings involving a court interpreter | <ol style="list-style-type: none"> US DOJ Interp. of civil rights laws and the courts' obligation to provide interpreters Iowa Code & Iowa Court Rules RE: court interpreters Qualities of a competent court interpreter Ethical obligations of & constraints on court interpreters Locating, scheduling, and assisting with payment of court interpreters | | <ol style="list-style-type: none"> US DOJ Interp. of civil rights laws and the courts' obligation to provide interpreters Iowa Code & Iowa Court Rules RE: court interpreters Qualities of a competent court interpreter Ethical obligations of & constraints on court interpreters Working with an interpreter during a court proceeding |
| Kansas | <ol style="list-style-type: none"> Used National Center for State Courts curriculum Developed a training manual | | | |
| Maine | Shared on-line curriculum for Clerks and Deputy Marshals. | | | |
| Massachusetts | No training provided. | | | |
| Michigan | <ol style="list-style-type: none"> Relevant statute and court rules* Resource options available* Best practice procedures* <p>*Topics are less than an hour of a half-day "Serving the Self Represented" session</p> | | | |
| Minnesota | <ol style="list-style-type: none"> Court Interpreter Orientation Bench Card | <ol style="list-style-type: none"> Defining LEP and the difference between LEP & Court Interpreter Program (CIP) LEP Resources in the Courts (LEP plans, signage, etc.) Obligations to LEP Individuals (Relevant State and Federal Laws, Executive Order 13166) Scenarios demonstrating how to assist Limited English Proficient Individuals | <ol style="list-style-type: none"> Court Interpreter Ethics Court Interpreter 2-day Orientation Sporadic Continuing Education Opportunities for Court Interpreters | N/A |
| Missouri | <ol style="list-style-type: none"> State Statutes Federal Law Language Assistance Plan How to Work With Interpreters How to Request Reimbursement for Interpreters | <ol style="list-style-type: none"> State Statutes Federal Law Language Assistance Plan How to Work With Interpreters How to Request Reimbursement for Interpreters | | <ol style="list-style-type: none"> State Statutes Federal Law Language Assistance Plan How to Work With Interpreters How to Request Reimbursement for Interpreters |
| Nebraska | No training provided. | | | |

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| Nevada | <ol style="list-style-type: none"> 1. "You are in Control: The Role of Interpreters in the Courts" 2. "Hispanic Culture and Nevada Courts" 3. "Defining Roles and Assuring Justice: The Judge and the Court Interpreter" 4. "Meeting the Needs of Limited English Proficiency - Individuals in Your Courts" 5. Tips for Judges and Court Personnel When Working with Interpreters in the Courtroom | <ol style="list-style-type: none"> 1. Use of Interpreters 2. Interaction with LEP public 3. Statutory Requirements | N/A | <ol style="list-style-type: none"> 1. Training class for the Clark County District Attorney's Office - Work with Interpreter 2. Foreclosure Mediation Program - Mediators' Training on Interpreter Issues. |
| New Hampshire | <ol style="list-style-type: none"> 1. Judges/ Checklist of issues 2. Examples of challenges in interpreting 3. Billing processes 4. Interpreters for Indigent Defendants | <ol style="list-style-type: none"> 1. Clerks' Checklist of issues 2. Examples of challenges in interpreting 3. Billing processes 4. Interpreters for Indigent Defendants | Does not apply | Does not apply |
| New Jersey | <ol style="list-style-type: none"> 1. Why the NJ Judiciary provides interpreting services and the authorities that guide 2. Why the need for interpreting services is high in NJ 3. How the need for interpreting services are met - staff, contractors, agencies 4. How Interpreters work - code of conduct, modes of interpreting, teams 5. How to work with interpreters | | <ol style="list-style-type: none"> 1. The owner or other key person must attend the Orientation Seminar for Interpreters | <ol style="list-style-type: none"> 1. Training Topics for law clerks and municipal court administrators are similar to new judge training topics listed above |
| New Mexico *submitted project abstract to develop training for state court employees | <ol style="list-style-type: none"> 1. Title VI and Executive Order 13166; compliance requirements 2. Working with Certified Court Interpreters 3. Modes of Interpreting 4. Language Access Outside the Courtroom - Everyone's Responsibility 5. Language Access Resources Available to NM State Courts - what they are, how to use them | <ol style="list-style-type: none"> 1. Title VI and Executive Order 13166; compliance requirements 2. Modes of Interpreting 3. Language Access Outside the Courtroom - the right and wrong way to provide language access 4. Language Access Resources Available to NM State Courts - what they are, how to use them 5. Certification for bilingual court employees as Language Access Specialists | <ol style="list-style-type: none"> 1. Title VI and Executive Order 13166; compliance requirements 2. Modes of Interpreting 3. Working with Spoken Language Interpreters 4. Americans with Disabilities Act and how it applies to their services 5. Working with Signed Language Interpreters | <ol style="list-style-type: none"> 1. Title VI and Executive Order 13166; compliance requirements 2. Modes of Interpreting 3. Working with Spoken Language Interpreters 4. Americans with Disabilities Act and how it applies to their services 5. Working with Signed Language Interpreters |
| New York | <ol style="list-style-type: none"> 1. Court Rules re: use of interpreters 2. Video programs - general overview (specific content program being developed) 3. Benchcard - best practices 4. Remote interpreting - guidelines & tips 5. Complaints - how to report / handle an interpreting problem | <ol style="list-style-type: none"> 1. Court Rules re: use of interpreters 2. Staff resources: Electronic scheduling system; Remote Interpreting 3. We speak your language: Signage, brochures, informational cards 4. Complaints - how to report / handle an interpreting problem 5. Do's and Don'ts / tip sheets | <ol style="list-style-type: none"> 1. Combination of information noted above, as applicable, depending on the audience | <ol style="list-style-type: none"> 1. Prior topics have included Domestic Violence; Cultural Competency |

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| North Carolina | <ol style="list-style-type: none"> 1. Importance of using certified/qualified court interpreters for court proceedings 2. The proper role of the court interpreter 3. Testing requirements for court interpreters to demonstrate the skill level necessary 4. Resources available and how to obtain an NCAOC certified/qualified court interpreter 5. Efficient use of the resources available to ensure adequate coverage across state | <ol style="list-style-type: none"> 1. Importance of using certified/qualified court interpreters for court proceedings 2. The proper role of the court interpreter 3. Testing requirements for court interpreters to demonstrate the skill level necessary 4. Resources available and how to obtain an NCAOC certified/qualified court interpreter 5. Efficient use of the resources available to ensure adequate coverage across state | <ol style="list-style-type: none"> 1. Court Interpreter Code of Ethics and Professionalism 2. Modes of Interpretation 3. Certification process 4. Available training resources, including interpreting skills, language and self-study 5. North Carolina Administrative Office of the Courts' policies and best practices | |
| Ohio | <ol style="list-style-type: none"> 1. Fairness and Access 2. Working with Interpreters in Criminal Proceedings 3. Culture and Language Issues 4. Understanding deafness and the Use of Sign Language Interpreters 5. Assessing Interpreter Qualifications | <ol style="list-style-type: none"> 1. Fairness and Access 2. Working with Interpreters in Criminal Proceedings 3. Culture and Language Issues 4. Understanding deafness and the Use of Sign Language Interpreters 5. Assessing Interpreter Qualifications | <ol style="list-style-type: none"> 1. Court Interpreting Knowledge, Skills and Abilities 2. Introduction to Court Interpreting 3. Legal Procedure and Terminology 4. Modes of Interpretation 5. Specialized Topics: Juvenile Cases, Domestic Violence Issues, Idioms, etc. | <ol style="list-style-type: none"> 1. Court interpreting Knowledge, Skills and Abilities 2. Introduction to Court Interpreting 3. Legal Procedure and Terminology 4. Modes of Interpretation 5. Specialized Topics: Juvenile Cases, Domestic Violence Issues, Idioms, etc. |
| Oregon | <ol style="list-style-type: none"> 1. Statutory authority & definitions 2. Resources 3. Code of Professional Responsibilities for Interpreters in the Oregon Courts 4. Remote Interpreting 5. Interpreting Simulation & Debrief (empathy exercise) | <ol style="list-style-type: none"> 1. Statutory authority 2. Front-line how to 3. Code of Professional Responsibilities for Interpreters in the Oregon Courts 4. Remote Interpreting 5. Interpreting Simulation & Debrief (empathy exercise) | <ol style="list-style-type: none"> 1. Code of Professional Responsibilities for Interpreters in the Oregon Courts (CPR) 2. Ethics scenarios & role play based on CPR 3. OJD Policies 4. Skills Building exercises 5. Resources | <ol style="list-style-type: none"> 1. Statutory authority & definitions 2. Code of Professional Responsibilities of Interpreters in Oregon Courts (CPR) 3. Resources 4. Remote Interpreting 5. Interpreting Simulation & debrief exercise (empathy exercise) |
| Pennsylvania | <ol style="list-style-type: none"> 1. Laws and regulations (Title VI, PA Act 172, AOPC Interpreter Regulations) 2. Interpreter role, skills, qualifications and ethics 3. Managing interpreted cases 4. LEP access issues 5. How the certification program works | | | <ol style="list-style-type: none"> 1. Laws and regulations (Title VI, Act 172, Interpreter Regulations) 2. LEP access issues 3. How the certification program works and how to use the roster 4. Working with interpreters - what interpreters can and cannot do 5. Interpreter skills, qualifications and ethics |
| South Dakota | No training provided. | | | |
| Tennessee | <ol style="list-style-type: none"> 1. Title VI 2. Interpreter Credentialing 3. LEP Resources | <ol style="list-style-type: none"> 1. Title VI 2. LEP Resources 3. Procedures for handling LEP individuals in the workplace | <ol style="list-style-type: none"> 1. Title VI | N/A - can provide more specific information regarding responses if you want to call. |

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| Texas | <ol style="list-style-type: none"> 1. Statutory requirements regarding the qualifications of interpreters 2. Making proper determinations regarding a person's proficiency in English 3. The judge's role in interpreted proceedings 4. Resources for locating an interpreter and appointment 5. Responsibility of costs for an interpreter's services | <ol style="list-style-type: none"> 1. Licensing requirements for interpreters 2. Statutory requirements regarding interpreters 3. Resources for locating an interpreter 4. Role of court staff in ensuring persons with LEP are provided with an interpreter | N/A | N/A |
| Utah | No training provided. | | | |
| Washington, D.C. | <ol style="list-style-type: none"> 1. OCIS services (interpreters; translations) 2. Interpreter qualifications 3. Related law 4. Protocols and procedures 5. Prioritization of cases with interpreters | <ol style="list-style-type: none"> 1. OCIS services (interpreters; translations) 2. Data entry to request interpreters 3. Protocols and procedures to request interpreters 4. Prioritization of interpreted cases | <ol style="list-style-type: none"> 1. Procedures at the court divisions 2. Vocabulary of the courts and consumers we serve 3. Ethical conduct 4. Use of equipment | <ol style="list-style-type: none"> 1. OCIS services (interpreters; translations) 2. Protocols and procedures to request and work with interpreters |
| Washington State | <ol style="list-style-type: none"> 1. The role of interpreters. 2. ASL Interpreters 3. Interpreter Ethics 4. How to provide access and services in the absence of court interpreters. 5. How to provide effective and efficient quality language access. | <ol style="list-style-type: none"> 1. The role of interpreters. 2. ASL Interpreters 3. Interpreter Ethics 4. How to provide access and services in the absence of court interpreters. 5. How to provide effective and efficient quality language access. 6. Finding credentialed interpreters 7. Preparing non-credentialed interpreters to interpret. | <ol style="list-style-type: none"> 1. The role of interpreters. 2. ASL Interpreters 3. Interpreter Ethics 4. How to provide access and services in the absence of court interpreters. 5. How to provide effective and efficient quality language access. | <ol style="list-style-type: none"> 1. The role of interpreters. 2. ASL Interpreters 3. Interpreter Ethics 4. How to provide access and services in the absence of court interpreters. 5. How to provide effective and efficient quality language access. |
| West Virginia | <ol style="list-style-type: none"> 1. Law/Ruling Authority - any updates on the law 2. State Policy - when to provide services 3. Methods of Service Provision 4. Forms Review 5. Tips on Working with Interpreters | <ol style="list-style-type: none"> 1. Identifying Need - Language Identification / Discernment 2. When and How to Provide Services 3. Forms Review 4. Tips on Working With Interpreters | | |
| Wisconsin | <ol style="list-style-type: none"> 1. Working with Interpreters (State and Federal Laws and Best Practices) 2. Importance of Interpreter Certification Testing | <ol style="list-style-type: none"> 1. Working with Interpreters (State and Federal Laws and Best Practices) 2. Serving the LEP Court Customer (includes Deaf) 3. Developing/Updating Language Access Plans 4. Importance of Interpreter Certification Testing 5. ADA Requirements | N/A | <ol style="list-style-type: none"> 1. Working with Interpreters (State and Federal Laws and Best Practices) 2. Interpreter Issues on Appeal 3. Language and the Law |