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**MEMORANDUM**

To: Persons Seeking Interpreting Assignments in the Maryland Courts  
From: Ksenia A. Boitsova, Court Interpreter Program Administrator  
Date: December 5, 2013  
Subject: 1-Day Introductory Workshop on Court Interpreting

The Judiciary's March 2014 Introductory Workshop on Court Interpreting dates are listed below and on the attached *Request to Attend the Introductory Workshop on Court Interpreting* form. The workshops will be held at the Judiciary Education and Conference Center in Annapolis, Maryland. After completing the *Introductory Workshop on Court Interpreting*, foreign language candidates will need to undergo testing and training before being allowed on the Court Interpreter Registry as eligible interpreters.

We are accepting candidates in all languages. **American Sign Language interpreters and speakers of the following languages are particularly encouraged to apply: Albanian, Bengali, Bulgarian, Burmese, Cambodian, Georgian, Hindi, Foochow, Laotian, Punjabi, Nepali, Sinhalese, Swahili, Somali, Tagalog, Thai, Tamil, and Urdu.** Completed registration packages must be received by 4:30 p.m. on the registration deadline date to be considered for the workshop. Applications will be screened and acceptance to the workshop will be based on language, proficiency, education and/or experience and geographic location. Candidates who are not accepted into the workshop will have their application and fees returned.

**Workshop**

**Registration Deadline**

**March 1, 2014**  
(Foreign Languages)

**February 18, 2014**

**Registrations received after the above-listed deadline will not be accepted.**

To attend the workshop, you must submit a **completed** registration package, which includes: 1) a **completed** *Request to Attend the Introductory Workshop on Court Interpreting* form, 2) a **completed** *Application to Attend the Introductory Workshop on Court Interpreting* form, 3) a **completed** *Authorization for Access to Records*, 4) a **completed** *Permission to Release Contact Information* form (optional) and 5) a check or money order in the amount of \$75.00 made payable to the Administrative Office of the Courts. Submit the completed registration package to:

**Administrative Office of the Courts  
Program Services  
2001-D Commerce Park Drive  
Annapolis, MD 21401-2913**

**Attach your current resume along with certificates and references that demonstrate your prior interpretation experience or training.**

**After the closing registration date**, notice of confirmed acceptance (with additional information on the workshop) will be provided to each participant in advance of the scheduled workshop.

Applicants with any questions regarding completion of these forms should contact the Administrative Office of the Courts, Program Services at (410) 260-1291/Maryland Relay Service (800) 735-2258.

Enclosures

Request to Attend Introductory Workshop on Court Interpreting  
Application to Attend Introductory Workshop  
Permission to Release Contact Information  
Authorization for Access to Records