

Office for Deaf and Hard of Hearing Services (DHHS)
Court Interpreter Mentor Application

Applicant's Information

Certificate Holder's Name:			Certificates Held:		
Street Address:	City:	State:	ZIP Code:	County:	
Daytime Phone No.:	Alternate Phone No.:	Email Address:			

Qualifications

Applicant must possess the following qualifications:

- hold a valid HHS BEI court interpreter certification or RID SC:L for at least 12 months;
- pass the HHS BEI written court interpreter test; and
- not have been subject to disciplinary action in the previous two years.

Fee Information

Mentor Application Fee: **\$60**

Required Attachments

Attach the following documents to the application:

1. Copy of valid interpreter certification card;
2. Resume or vita;
3. At least two letters of recommendation from any of the following:
 - interpreter referral agency,
 - agency providing services for people who are deaf or hard of hearing,
 - department chair or director of an interpreter training program, or
 - interpreter who holds HHS DHHS court interpreter certification; and
4. Check or money order for the applicable fee payable to HHS DHHS.

Submittal Information

Mail this form and attachments to HHS DHHS, P.O. Box 12306, Austin, Texas, 78711. HHS DHHS staff reviews the materials and makes a decision within 30 business days of receipt of the application.

HHS, Office for Deaf and Hard of Hearing Services
4900 North Lamar Blvd., Suite 2169, Austin, Texas 78751
P.O. Box 12306, Austin, Texas 78711
(512) 407-3250 Voice (512) 410-1386 VP