



new mexico center  
for language access

MULTILINGUAL INTERPRETING  
AND TRANSLATION  
CERTIFICATE PROGRAMS

# Newsletter

July, 2012 Issue



## Fall Session Certificate Programs



Online Certificate Program begins September 4<sup>th</sup>, 2012

### JUSTICE SYSTEM INTERPRETING

This program is designed to train interpreters who work throughout the justice system. **Individuals interested in pursuing court interpreting certification are ideal candidates for this program.** Experienced court interpreters and attorneys have designed this interdisciplinary curriculum. The program also includes an internship.

*Justice System Interpreter is a category recognized by the NM Judiciary*

Justice System Interpreters are included in the Registry of Justice System Interpreters maintained by the NM Administrative Office of the Courts (AOC) and covered by the Supreme Court's established fee schedule and continuing education and background check requirements.

Introduction to NMCLA & Online Learning 4 weeks	
Fundamentals of Translation & Interpreting 8 weeks	Ethics & Best Practices 4 weeks
	Criminal & Procedure Law Terminology 4 weeks
Justice System Interpreting 8 weeks	
<b>Internship</b> <ul style="list-style-type: none"><li>Face-to-face session at UNM School of Law (intensive practice – simultaneous practice examination – mini mock trial – interpreting for jurors/team interpreting – language specific session)</li><li>Interpreter experience at <b>UNM Law Clinics</b> (as opportunities become available)</li><li>Interpreter experience at <b>UNM School of Law Mock Trials</b></li><li>Online work and test preparation</li></ul>	
Final Examinations	

#### Benefits:

- Certificate issued by UNM - Los Alamos
- Certificate recognized by the NM Judiciary: NMCLA uses the Consortium for the State Courts Interpreter Certification Examination. Students who pass their written examination and score between 55% and 69% in their oral examination become Justice System Interpreters and are added to the NM Registry of Justice System Interpreters, which is available to potential employers. Students who score 70% and above become NM certified interpreters.
- Flexible and accessible schedule
- Multilingual training
- Experience through an internship
- Financial aid for those who qualify

**Duration:** 20 weeks + Internship

**Tuition:** \$2,560.00 (if paid upfront; pay-per course modality also available)



Online Certificate Program begins September 4<sup>th</sup>, 2012



## MEDICAL INTERPRETING

This program is designed to train interpreters who facilitate linguistic and cultural communication between patients and healthcare providers at doctors' offices, hospitals, emergency rooms, and other medical facilities. Experienced medical interpreters, physicians and other healthcare providers have designed this interdisciplinary curriculum. The program also includes a clinical internship.

### 40-hour Internship at UNM Hospitals, Albuquerque

Upon completion of the online classes, students are assigned to the Interpreter Language Services Department at UNM Hospital. Students gain experience in face-to-face, telephonic and video interpreting at the UNMH clinics and E.R.

Introduction to NMCLA & Online Learning 4 weeks	
Fundamentals of Translation & Interpreting 8 weeks	Ethics & Best Practices 4 weeks
Medical Interpreting 8 weeks	
Internship 40 hours  Orientation (1hr) Operations Block (4 hrs) Interpreter Skills Block (36 hrs) -Face-to-face interpreting -Video interpreting -Telephonic interpreting	
Final Examination	

#### Benefits:

- Certificate issued by UNM - Los Alamos
- Flexible schedule
- Classes taught by M.D. and medical interpreters
- Multilingual training
- Internship at UNM Hospital
- Financial aid for those who qualify

**Duration:** 20 weeks + Internship

**Tuition:** \$2,560.00 (if paid upfront; pay-per- course modality also available) + Background check fees: \$65.00 and fingerprinting fees (required to intern at UNMH)



## Application Process for Justice System Interpreting and Medical Interpreting Certificate Programs

**Step I:** Visit our Admissions page at [www.nmcenterforlanguageaccess.org](http://www.nmcenterforlanguageaccess.org) and fill out the online application form. *On the application form*, include:

3. a 250-word essay in English describing your interest in the program you have selected, and
4. a 250-word essay in your other language describing your interest in the program you have selected.

**Deadline for submission of the application form:** August 13<sup>th</sup>

**Step II:** We will schedule an automated online oral interview. Upon review of all your credentials, we will inform you of the results.

**Deadline for submission of the interview:** August 27<sup>th</sup>

**Registration Deadline:** August 31<sup>st</sup>



Online Certificate Program begins September 4<sup>th</sup>, 2012



## JUSTICE SYSTEM LANGUAGE ACCESS SPECIALIST

### ABOUT THE COURSE

#### DESCRIPTION

This program is designed to train bilingual judiciary employees, bilingual legal assistants and others who need to provide language access services as part of their regular work and/or need to comply with Title VI of the Civil Rights Act of 1964. Attorneys, and experienced certified court interpreters and translators with a variety of backgrounds have designed this interdisciplinary curriculum.

This 12-week course is offered by the **New Mexico Center for Language Access** in a self-directed online format, with topics covering online learning techniques, ethics and best practices for specialists, general and legal terminology in English and Spanish, methods of interpreting for the public, cultural competency, and components of the justice system.

#### OBJECTIVES

Participants will learn and practice the three modes of interpreting (consecutive, simultaneous, sight). The essential components of interpreting (public speaking, memory, vocabulary building, listening, translation, and note taking) will be taught using a variety of written materials and audio exercises. Participants will also learn about the code of ethics governing their conduct as interpreters and Language Access Specialists. Participants will expand and refine their usage of legal and general terminology in Spanish, develop their oral and written fluency in English and Spanish, acquire greater cultural competency, and learn about the legal systems and agencies operating in their various jurisdictions.

### ADVANTAGES

#### ➤ CERTIFICATION

Participants who successfully complete the course will be certified as **Language Access Specialists**. This certificate is recognized by the **New Mexico Judiciary**.

#### ➤ CERTIFICATE ISSUED BY UNM --LOS ALAMOS

Graduates can demonstrate their credentials as qualified language access providers, which leads to personal enrichment and potential career advancement opportunities.

#### ➤ IMPROVED LANGUAGE ACCESS SERVICE

Participants will be prepared to perform their duties, enabling those who are not fluent in English to gain better access to court and legal services.

#### ➤ FLEXIBILITY & ACCESSIBLE SCHEDULE

Participants can complete their weekly assignments at any time from work and/or home.



**DURATION:** 12 weeks

**TUITION:** \$1,000.00

## Application Process for Justice System Language Access Specialist Certificate Program

**Step I:** Visit our Admissions page at [www.nmcenterforlanguageaccess.org](http://www.nmcenterforlanguageaccess.org) and fill out the online application form. *On the application form*, include:

1. a 250-word essay in English describing your interest in the program you have selected, and
2. a 250-word essay in your other language describing your interest in the program you have selected.

**Deadline for submission of the application form: August 13<sup>th</sup>**

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# Fall Session

## Professional Development Classes

### Criminal & Procedural Law Terminology I – Spanish

July 30th - August 24th

Online



This online class introduces students to the most common terms of criminal and procedure law, the legal concepts behind them and how to translate legal terms based on a model of functional equivalency. The class will greatly enhance students' terminological knowledge and prepare them for classes in consecutive and simultaneous court interpreting. Newly certified court interpreters and court certification candidates are ideal candidates to this class.

**Instructor:** Sandro Tomasi, Author of *"Tomasi's Law Dictionary, An English-Spanish Dictionary of Criminal Law and Procedure"*

**Duration:** 4 weeks **Class begins:** July 30th **Tuition:** US\$ 430.00

#### HOW TO REGISTER – Register by July 23<sup>rd</sup>

- Go to the **Admissions & Registration** page on NMCLA's website and select "**Click here to register.**" Fill out the registration form, and our team will contact you by phone to confirm your information. Be ready to make the payment with Visa, Master Card, American Express or Discover.
- By phone: 505 662 0346, 1-800-849-5919 ext. 336, or 505 697-8037 (with Visa, Master Card, American Express or Discover).

### Mentorship Program – Language Neutral

October 22<sup>nd</sup> - November 30th

Online & Face-to-face



#### Program includes:

1. Face-to-face intensive training session at UNM School of Law
2. Practice simultaneous interpreting examination (administered under the same conditions of the consortium's examination + rating/feedback from instructor).
3. Court observation
5. Interpreting for jurors at UNM School of Law Mock Trials
6. 6-weeks of online test preparation with instructor

**Instructor:** Yuliya Fedasenska, M.A.

#### Requisites:

1. Must have taken NM Court Interpreter Orientation in 2011 or 2012. Must have passed the Consortium Written Examination.
2. Intermediate level ONLY. You are an ideal candidate for this class if you meet the following criteria:
  1. You have experience as an interpreter (all three modes).
  2. You are familiar with common court/legal terminology in your language pair.
  3. You have moderate computer skills.

#### HOW TO REGISTER – Register by October 15<sup>th</sup> – Tuition: US\$ 490

- Go to the **Admissions & Registration** page on NMCLA's website and select "**Click here to register.**" Fill out the registration form, and our team will contact you by phone to confirm your information. Be ready to make the payment with Visa, Master Card, American Express or Discover.
- By phone: 505 662 0346, 1-800-849-5919 ext. 336, or 505 697-8037 (with Visa, Master Card, American Express or Discover).

### Intensive Interpreter Training Session – Language Neutral

*Session takes place at the UNM School of Law, Albuquerque, NM*

Face-to-face



1. Professionalism and marketing of language services
2. Overview of final examinations
3. Intensive practice in the three modes of interpreting
4. Practice simultaneous examination (administered under the same conditions of the consortium's examination + rating/feedback from instructor)
5. Mini mock trial
6. Interpreting for jurors
7. Language-specific session

**Instructor:** Yuliya Fedasenska, M.A.

**Requisites:** Same as Mentorship Program **Tuition:** US\$ 280.00

**For date and registration information, contact:** paulacou@unm.edu



# Professional Development Classes



Consortium for  
Language Access in the  
Courts

**Equal Justice:  
Bridging the  
Language Divide**



*Offered in Partnership with*

## New Online Training!

## Intermediate Consecutive Interpreting – Language Neutral

### DESCRIPTION

This course is offered by the **New Mexico Center for Language Access** in partnership with the **Consortium for Language Access in the Courts**.

The course is available to both non-certified court interpreter candidates who wish to undergo intensive preparation regarding the Consortium oral performance exam\* and others pursuing continuing education credits.

Training is conducted in a language-neutral format. As such, the course provides a guided program of self-directed study and practice in the techniques of listening comprehension, memory expansion, note taking methodology and other components of consecutive interpreting. *\*Participation in this course does not guarantee that candidates will pass the Consortium's examinations.*

### OBJECTIVES

- Participants will practice and develop their power of recall and improve their memory using their individual note-taking systems, visualization, and other methods.
- Participants will be exposed to a variety of symbol systems, abbreviations, keyword techniques, and other methods of recording in note form the short to medium utterances typical in witness testimony.
- Participants will develop and improve their personalized note-taking method and will practice note-taking using audio files depicting realistic courtroom dialogues.

### ABOUT ONLINE LEARNING

- Upon registration, participants receive a student packet with the syllabus and login information to access the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due twice a week. A time commitment of at least 5 hours per week is required.
- Participants will practice extensively in the consecutive mode of interpreting.
- Participants record and submit their assignments for feedback, using NMCLA's proprietary audio recording software. Other activities include readings, videos, forums, quizzes, and lessons.

### TOPICS INCLUDE

- Historical background and origins of consecutive interpreting
- Consecutive interpreting in the courtroom
- Strategies and techniques for expanding Memory
- Commonly used symbols and abbreviations for courtroom dialogue Notation methods
- Blending recall and notes
- Enjoying the witness stand

### PREPARING YOURSELF FOR THIS CLASS

You are a good candidate to this class if:

- You are familiar with common court procedures and terminology.
- You have experience as a **consecutive** interpreter.
- You have moderate computer skills.

This is not a beginner class. If you do not have intermediate simultaneous interpreting skills, this class will be too challenging.

While the online environment offers great flexibility, it is not for everybody. You are not required to have special computer skills, but some computer literacy is needed. Because most of our students have not taken online training before, we strive to make our courses user-friendly. However, as an online course, you may be challenged to use and develop new computer skills, you will not receive immediate feedback and your learning will be dependent upon the time you invest in the exercises and assignments. Please make certain that you are committed to both the work required and to making the online learning environment work for you.

### CONTINUING EDUCATION CREDITS

**Recommended number of CEUs: 10**

Please check with your state's court interpreter program manager as the CEUs allocation policy may vary from state to state. *No final grade provided.*

### EQUIPMENT, HARDWARE & SOFTWARE NEEDED

**Headset**, built in or external **microphone**, and high-speed internet connection – **RAM**: 64 Megabytes (128 or more preferred). **Hard Drive**: 6 Gigabytes – **Preferred Browsers**: IE 5.5 or later, Firefox – **Java/Java Script**: latest version (can be downloaded for free) – **Adobe reader**

**TUITION: \$375.00**

### HOW TO REGISTER – Register by September 3<sup>rd</sup>

- Go to the **Admissions & Registration** page on NMCLA's website and select "**Click here to register.**" Fill out the registration form, and our team will contact you by phone to confirm your information. Be ready to make the payment with Visa, Master Card, American Express or Discover.
- By phone: 505 662 0346, 1-800-849-5919 ext. 336, or 505 697-8037 (with Visa, Master Card, American Express or Discover).

**Class begins on September 10<sup>th</sup>, 2012**





**DESCRIPTION**

This course is offered by the **New Mexico Center for Language Access** in partnership with the **Consortium for Language Access in the Courts**.

The course is available to both non-certified court interpreter candidates who wish to undergo intensive preparation regarding the Consortium oral performance exam\* and others pursuing continuing education credits.

Training is conducted in a language-neutral format. . As such, the course provides a guided program of self-directed study and practice in the techniques of vocabulary acquisition, fluency development, listening skills, and other components of simultaneous interpreting

*\*Participation in this course does not guarantee that candidates will pass the Consortium's examinations.*

**OBJECTIVES**

- Improve simultaneous interpreting skills through intensive practice.
- Develop self-evaluation mechanisms for accuracy and completeness with instructor guidance in a non-language-specific manner.
- Learn to research and format language-specific glossaries using a prescribed set of required terms, and learn to test, adjust and expand these glossaries.

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- Upon registration, participants receive a student packet with the syllabus and login information to access the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due twice a week. A time commitment of at least 5 hours per week is required.
- Participants will practice extensively in the consecutive mode of interpreting.
- Participants record and submit their assignments for feedback, using NMCLA's proprietary audio recording software. Other activities include readings, videos, forums, quizzes, and lessons.

**TOPICS INCLUDE**

Overcoming terminology gaps; moving passive vocabulary to active vocabulary – methods of terminology – Methods of self-evaluation – Federal courts and jurisdictions – Improving verbal fluency and speed – Legal terminology research; resources and exercises – Criminal and civil courts and jurisdictions – Effects and remedies of fatigue – Improving simultaneous accuracy, speed and diction – Mental and physical preparation for interpreting – Dealing with courtroom situations – acoustics, background noise and disruptions

**PREPARING YOURSELF FOR THIS CLASS**

You are a good candidate to this class if:

- You are familiar with common court procedures and terminology.
- You have experience as a **simultaneous** interpreter.
- You have moderate computer skills.

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**Class begins on September 10<sup>th</sup>, 2012**

Refund policy: NMCLA will accept requests for refunds, minus 15% and a \$30 processing fee, up to five working days prior to the course start date. Requests must be sent in writing to Paula Couselo, NMCLA Director, at: [paulacou@unm.edu](mailto:paulacou@unm.edu) NMCLA will not process refunds after that time as the decision to run a class is based on sufficient enrollment to cover costs. There are no refunds after this class has started. If the class is cancelled by NMCLA, students will receive telephone notification and a full refund. Please allow 4-6 weeks to process refund