

**Mail Registration Form for the
2018 Iowa Court Interpreters Orientation Workshop**

1. FULL NAME: _____
Last First Middle
2. MAILING ADDRESS: _____
Street Address or P.O. Box Number
- _____ City State Zip Code County
3. TELEPHONE NUMBER: _____
Residence Work Cell
4. EMAIL ADDRESS: _____
5. BIRTH DATE: _____ (MM/DD/YYYY) AGE: _____
6. List the non-English language in which you have sufficient expertise to be a court interpreter.

7. Date for the orientation: **Saturday, September 29** and **Sunday, September 30**, 2018, Des Moines, Iowa
8. Payment: Please make check or money order payable to: **Iowa Interpreters and Translators Association**.
NOTE: Payment with credit or debit card is only possible online at <https://iitanet.org/events/court-interpreters-workshop/>
- Signature: _____ Date: _____

Registration Instructions:

1. Complete this registration form, print it and mail to: **Iowa Interpreters and Translators Association, P.O. Box 12031, Des Moines, IA 50312**.
2. Include the **registration fee** made *payable to Iowa Interpreters and Translators Association* or **I I T A**
 - For the amount of: **\$155**
 - If you have any questions, please e-mail IITA at court.workshop@iitanet.org or call 515.865.3873.
3. Ensure that you have already filed an application to be an Oral or Sign Language Interpreter along with the Release/Waiver for a Criminal background check with the Office of Professional Regulation. If you have not done so, the forms are located at [http://www.iowacourts.gov/Administration/Court Interpreters/](http://www.iowacourts.gov/Administration/Court_Interpreter/)

DEADLINE: Seating is limited. Register early to guarantee acceptance of your registration. Your registration form *and* fee **must** be received at the address listed above **by 5:00 p.m. on Friday, September 21, 2018**.

For information on late registrations and cancellations, see the IITA website at www.iitanet.org (“Events” tab, then click on “Court Interp. Workshop”) or call 515.865.3873.

SPECIAL NEEDS: If you have any physical needs that might require special assistance to take the orientation, please describe those special needs on the back of the first page.

Orientation Details

LOCATION: Workshops will be held in Des Moines at the Des Moines Area Community College Urban Campus located at 1100 7th St., at Building 1, Room 126 (The building and room number are subject to change. We will notify examinees at least one week before the exam if the building or room number has been changed.)

SCHEDULE:

7:30 a.m. – Doors open (Saturday)

8:00 a.m. – Doors open (Sunday)

8:15 a.m. – Program begins

5:00 p.m. – Program ends

75 minutes for Lunch

DON'T FORGET:

- You must attend a court interpreter orientation session before you can take the written exams.
- For more information about the orientation workshop, see http://www.iowacourts.gov/Administration/Court_Interpreters/Training_Programs/ or visit the website for the Iowa Interpreters and Translators Association at www.iitanet.org.
- If you have any questions regarding court interpreters, please e-mail court.interpreter@iowacourts.gov or call 515.725.8029.
- Cancellation/Rescheduling Policy:
A \$35.00 cancellation fee will be charged on all cancellations one week or more before the program. There is a \$50.00 cancellation fee for all cancellations less than seven days before the program. No refunds are available for no-shows or partial attendance. To cancel your reservation, please e-mail IITA at: treasurer@iitanet.org or call 515.865.3873.

IITA reserves the right to cancel the entire event if an insufficient number of registrations are received — in which case all registered participants will receive a full refund of their fee.

There will be no cancellation fee for those who register and pay the fee, then decide to re-schedule their registration for the next scheduled orientation program — if the request is received at least one week before the program. In this situation, IITA will retain the registration fee and credit the fee toward the next program.

DO NOT SUBMIT THIS PAGE WITH YOUR REGISTRATION