



# JUDICIAL BRANCH CERTIFICATION COMMISSION

*Office of Court Administration*

## Licensed Court Interpreters

### License Renewal Checklist

**To renew your license, you must do the following information:**

- Complete the Application for Renewal.**

The application must be completed in its entirety.

- Complete 8 hours of continuing education (including of 2 hours of ethics).**
- Submit copies of your certificate of attendance for completed CE programs.**
- Pass a criminal history background check with DPS and the FBI.**

Please refer to the instructions on the fingerprinting form in the Criminal History section on the [Forms](#) page of our website. Licensees are not required to be fingerprinted every renewal period. This process is only for your first renewal under the JBCC.

- Pay all required fees.**

The license renewal fee structure is as follows

Timely Renewals (\$50.00)  
Expired 90 days or less (\$75.00)  
Expired 91 days to 1 yr (\$100.00)

Fees must be in the form of a check, money order, or cashier's check payable to the Office of Court Administration. Mail fee and paperwork to the address indicated on the renewal application.