



**TEXAS**

Department of Assistive  
and Rehabilitative Services

**Division for Rehabilitation Services**

**Office for Deaf and Hard of Hearing Services**

**Court Interpreter Mentor Application**

**Applicant Information**

Name:		Certifications:	
Address			
City:	State:	ZIP code:	County:
Daytime phone number:	Alternate phone number:	Email address:	

**Qualifications**

Applicant must possess the following qualifications:

- hold a DHHS court interpreter certification for at least one year;
- pass the DHHS written court interpreter exam; and
- not have been subject to disciplinary action in the previous two years.

**Fee Information**

Mentor Application Fee: **\$50**. Fee is not applied from September 2009 to September 2010.

**Required Attachments**

Attach the following documents to the application:

1. Copy of valid interpreter certification card;
2. Résumé 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 DHHS court interpreter certification;
4. Completed DARS3904, Mentor Training Plan available at [www.dars.state.tx.us/dhhs](http://www.dars.state.tx.us/dhhs) or from the DHHS office; and
5. Check or money order for the applicable fee payable to **DARS DHHS**.

**Submittal Information**

Mail this form and attachments to DARS DHHS, PO Box 12306, Austin, Texas 78711.

DHHS staff reviews the materials and makes a decision within 30 days of receipt of the application.

**Office for Deaf and Hard of Hearing Services**

4900 North Lamar, Suite 2169, Austin, Texas 78751

PO Box 12306, Austin, Texas 78711

(512) 407-3250 Voice or (512) 407-3251 TTY

[www.dars.state.tx.us/dhhs](http://www.dars.state.tx.us/dhhs)