APPLYING FOR INITIAL LICENSURE IN THE ONLINE SYSTEM

The screen prints below reflect how to apply for initial licensure in the online system.

* Go to your program's home page

Note: you'll see the Guide to Using the Online System (pdf), and other slide shows as well.

Click on the big, red button to "Access the JBCC Certification, Registration & Licensing System"

JBCC Online Certification, Registration & Licensing System

Important:

If you get a message saying your data already exists in the online system, **do not create another profile**. If you do not recall your login credentials, please do one of the following:

- 1. Click the "Forgot Login/Password" link and follow the instructions accordingly, or
- 2. Contact us at courtinterpreters@txcourts.gov so a licensing specialist can assist you.

ACCESS THE JBCC CERTIFICATION, REGISTRATION & LICENSING SYSTEM

← Click Here

Online System Resources

- Guide to Using the Online System (pdf)
- Watch How to Apply for Renewal- Slideshow (pdf)
- Watch How to Apply for CE Approval Online-Slideshow (pdf)

In the System, click the tab for your program. (i.e., court reporters, guardians, court interpreters, or process servers)



Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)



Online Certification and Licensing System

	Guardians	Court Reporters	Process Servers	Court Interpreters		
USER LOGIN Login Name Password Forgot Login/Password Password is case sensitive.	Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission The Licensed Court Interpreters program tests, licenses, and regulates those individuals who provide interpretations in a court room for individuals who do not speak English. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, http://www.txcourts.gov/jbcc/licensed-court-interpreters/					
SITE LINKS	Existing Licensee Existing Individuals/F First Time Applica		State Click Here to crea	ate online profile.		
To Search for Licensed Court Interpreter: Click Here To search for an approved Continuing Education Course for Court Interpreter: Click Here		tion Course Provid		urse approval: Click Here		
For any questions please contact us at courtinterpreters@txcourts.gov. For more information, please Click Here	We accept: VIS	DISCOVER 20	TERISAN BOTALSS			

In the "First Time Applicant" section, click on the "Click Here" link.



Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)



Online Certification and Licensing System

	Guardians	Court Reporters	Process Servers	Court Interpreters			
Login Name Password	Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission						
Forgot Login/Password Login Password is case sensitive.	provide interpretatio information on certif	ns in a court room for	individuals who do not tatutes, rules, policies	ulates those individuals who t speak English. For more s and standards, please visit hterpreters/			
	Existing Licensee	iĝ.					
	Existing Individuals/	Firms registered with S	State Click Here to crea	ate online profile.			
SITE LINKS	First Time Applica	tification Click Here	← Click He	ro			
To Search for Licensed Court	To apply for New Cer	Click Here	CIICK TIE	i e			
Interpreter : Click Here	Continuing Educa	tion Course Provid	er				
To search for an approved Continuing Education Course for Court Interpreter : Click Here	If you are a Continui	ng Education Course p	rovider and need a co	urse approval: Click Here			
For any questions please contact us at <u>courtinterpreters@txcourts.gov</u> . For more information, please Click	We accept: VI	DISCOVER 202	IERBOAN Sorriess				

First, you must create your online profile.

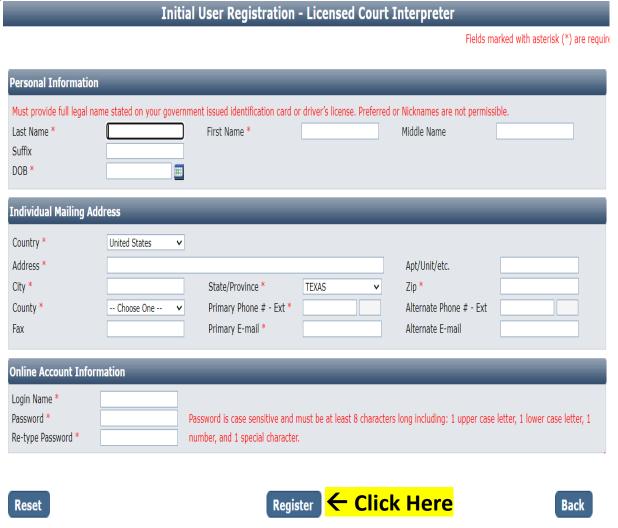
On the "**Initial User Registration**" page, complete all fields with a red asterisk by them. These are required fields:

- Your legal name (no nicknames)
- Your DOB
- Your Mailing Address
- Your phone number
- Your email address

In the "Online Account Information" section, you must:

- Enter a login name
- Enter (i.e., create) a password.

Click "Register" to start the application process.



On the "Application for Certification" page, select your language, then click "Next":

Application for New Licensed Court Interpreter - Preliminary Step

Fields marked with asterisk (*) are required.



Personal Information tab:

For "Fee Waiver Criteria", select:

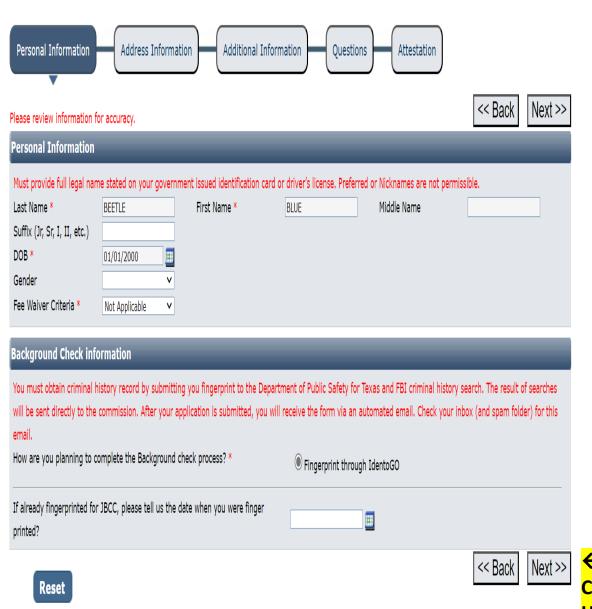
- * Military Applicant, or * Not Applicable (if you're not an eligible military applicant. See requirements below).

Fee Waiver Requirements for Military Applicants (must meet 1 of the 2 below):

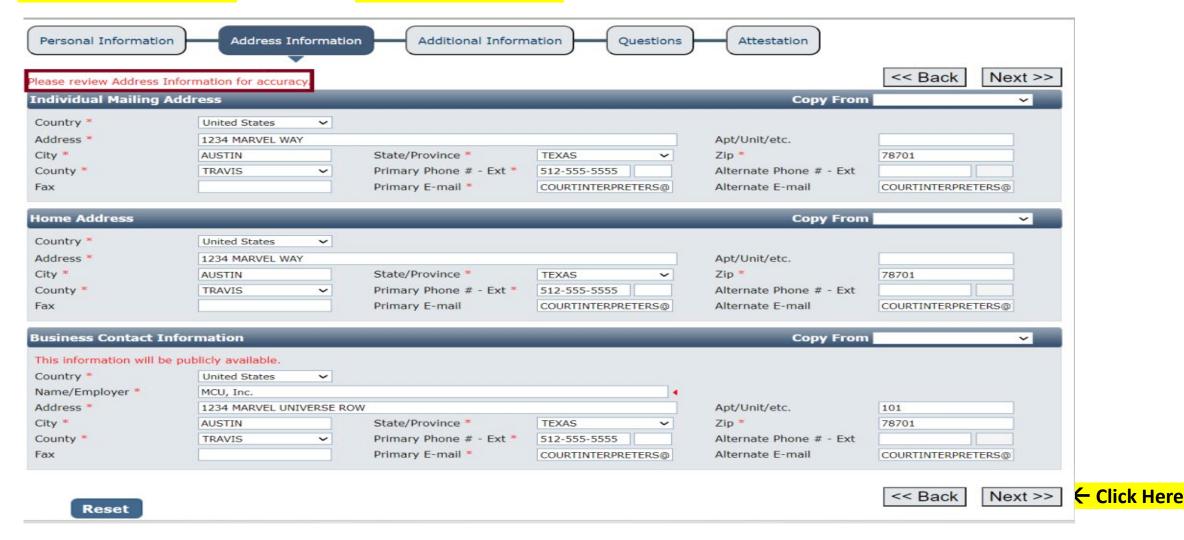
- 1. Hold a current court interpreter license issue by another state with requirements substantially equivalent to Texas, or
- 2. Held a TX court interpreter license within 5 years preceding the date of your application.

Skip the Fingerprint question, as first-time applicants will not have been fingerprinted for the JBCC yet. You'll get fingerprint instructions via automated email after your application is submitted to us. Check your inbox (and spam folder) for this correspondence.

Click "Next"



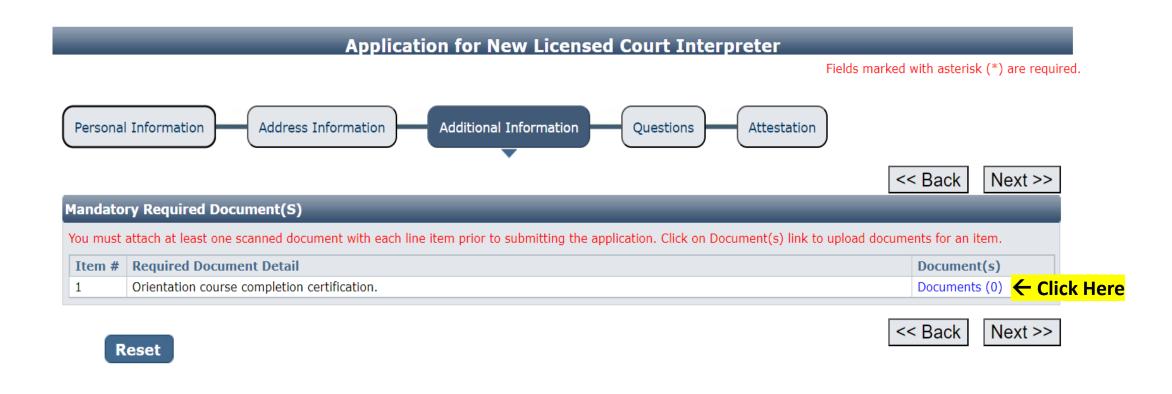
Address Information tab: Complete all fields with a red asterisk, then click Next on the screen below:



Additional Information tab. To upload your orientation course certificate, click "Documents (o): on screen below To get to the Document Upload page.

Name your document in a clear and concise manner, such as, Orientation Certificate.

Do not use generic or non-descriptive names, such as 123456.pdf, abcdefg.pdf, document, etc.



Follow all instructions on this page to upload the course certificate from your device to your online application. Click "Add".

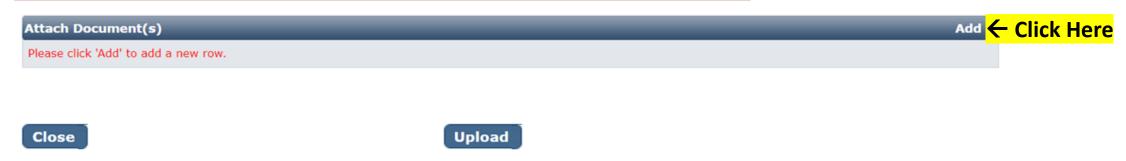
Welcome BLUE BEETLE

Fields marked with asterisk (*) are required.

Document Upload

Instructions:

- 1. Click 'Add' to create a new row.
- 2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
- 3. Click 'Upload' button to attach all selected documents.
- 4. Please confirm all documents are correct before uploading them. Any document uploaded here cannot be deleted.
- 5. Uploaded files must only be in PDF, DOC, JPG, JPEG, PNG, or EXCEL format.



Follow all instructions on this page to upload the course certificate from your device to your online application. Click "Choose File" or "Browse"



Document Upload

Instructions:

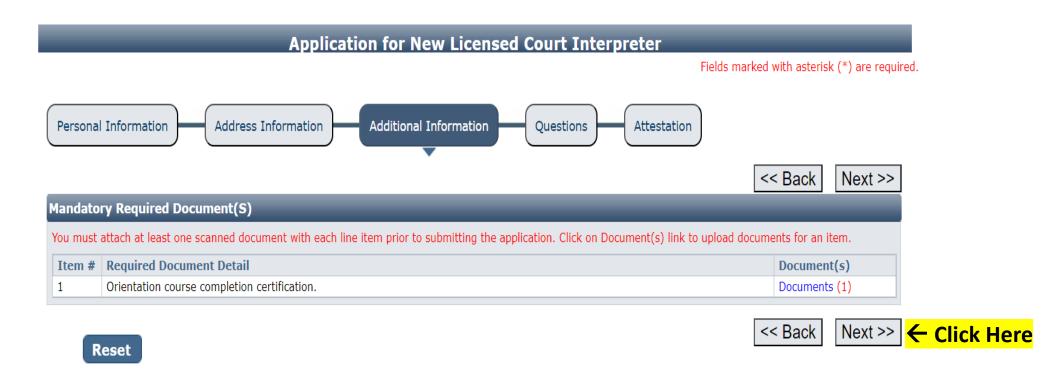
- 1. Click 'Add' to create a new row.
- 2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
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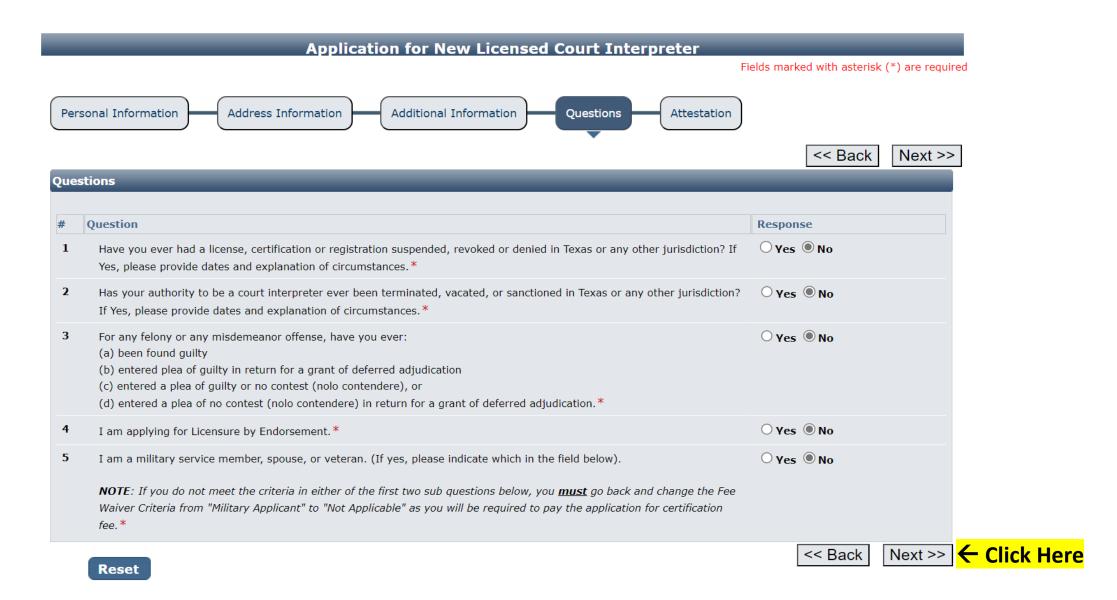
Follow the instructions on this page to upload the course certificate from your device to your online application. Click "Upload"



When your certificate is uploaded, you'll know it's uploaded when the **Documents (0)** changes to **Documents (1)** as shown on the screen below. Click "Next"



On the **Questions tab** of the application (as shown below). Answer all questions on this page, then click "**Next**".



Attestation tab. Check all boxes. Enter your Name then <u>tab over</u> and press Enter to press the "Submit Application" button to submit your application and be taken to the Fee Detail page.



Hit the "Pay Now" button to be taken to the payment portal.

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details	
Licensing/Certification fee	\$200.00
Texas.gov Price*	\$204.76
* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the or of Texas.gov, which is provided by a third party in partnership with the State.	ngoing operations and enhancements

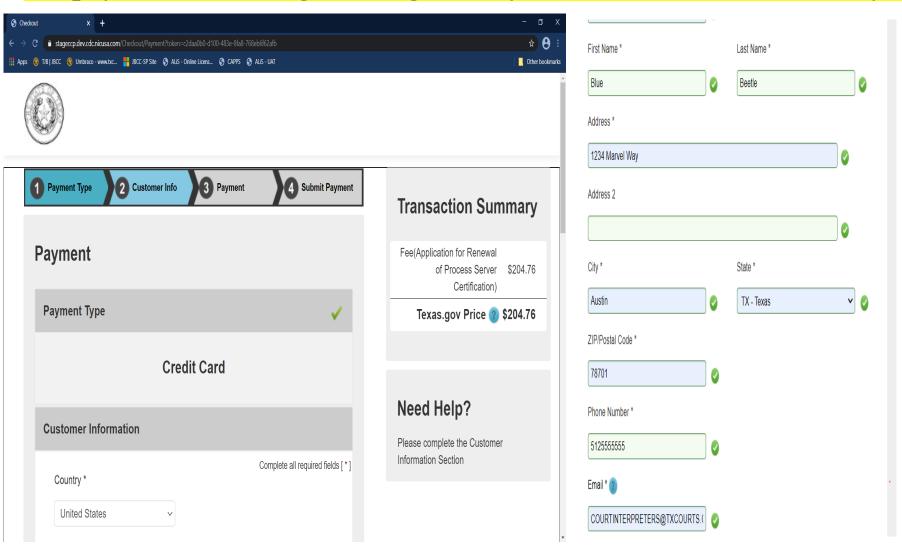
Do NOT push the "Pay Now" button more than once.

Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".

Failure to comply with these instructions may result in multiple charges.

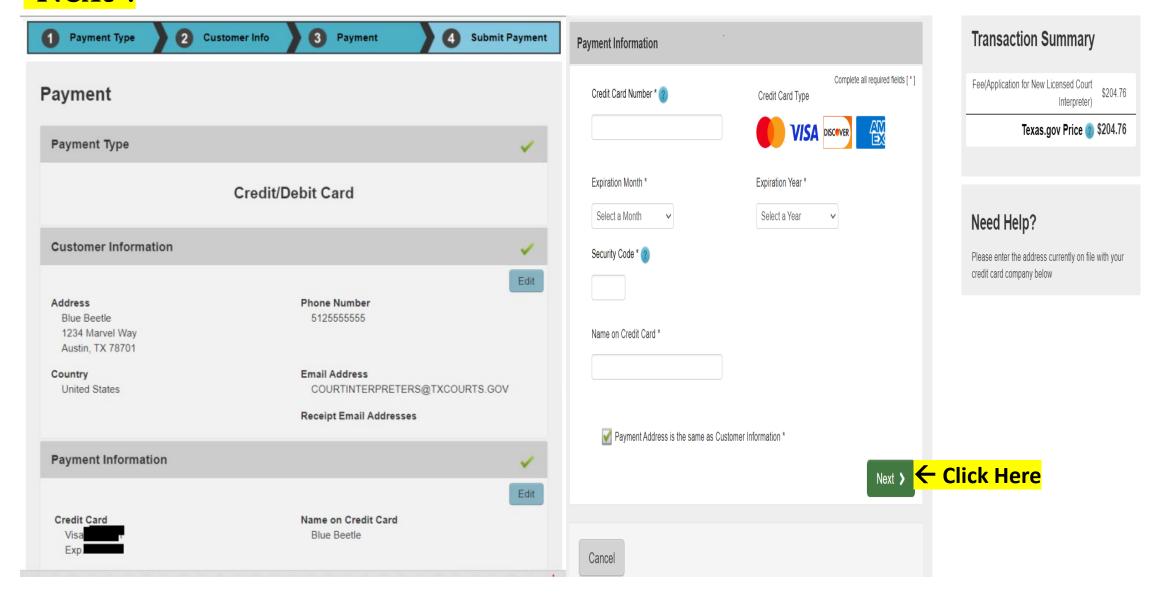


Enter your name and the <u>billing address currently on file with the credit card</u> <u>company</u> of the cardholder. Click "**Next**". FYI: if the information does not match, the payment will not go through, and you won't be able to submit your application.

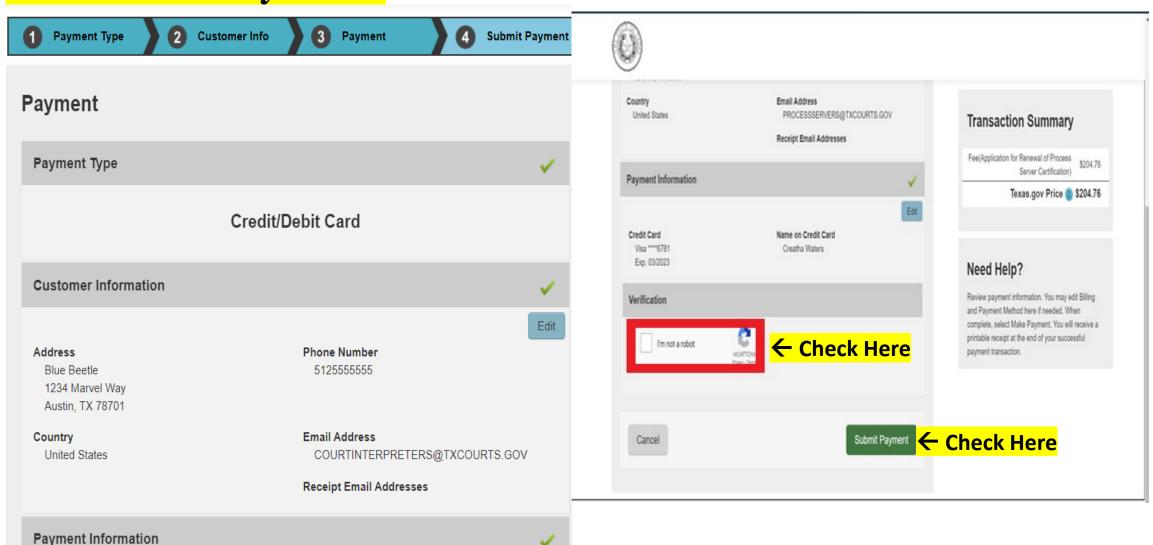


Transaction Summary	
Fee(Application for New Licensed Court Interpreter)	\$204.76
Texas.gov Price 🌘	\$204.76
Need Help?	
Please complete the Customer Informatio	n Section

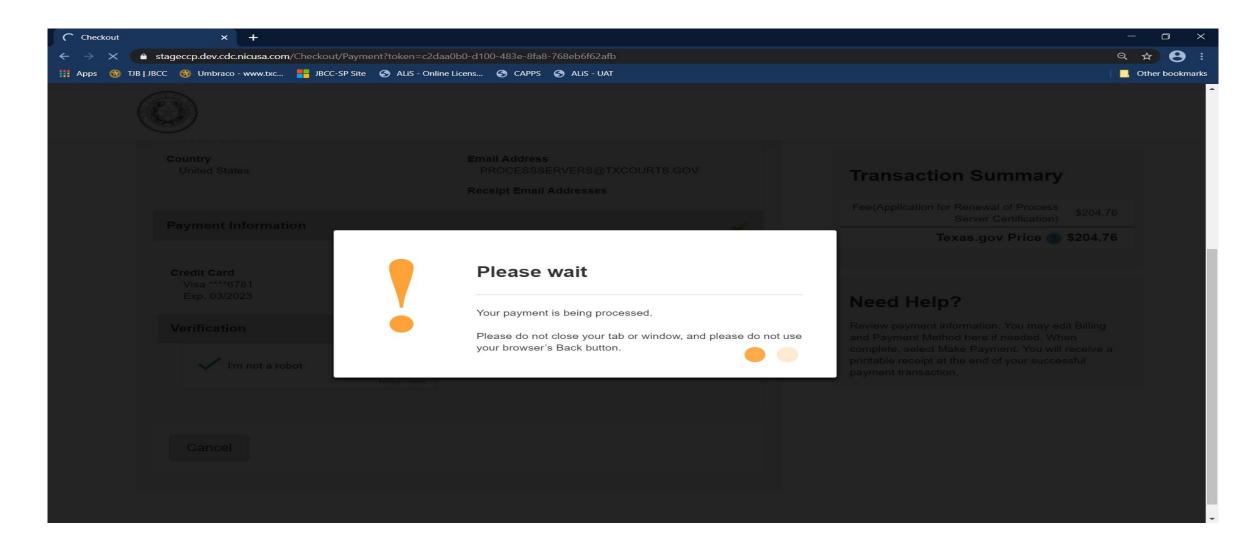
Enter your name and the <u>credit card information</u> of the cardholder. Click "Next".



Check the "I'm not a robot" box, follow any instructions that pop up, then click "Submit Payment".



You'll see the message below as your payment is being processed.



After your payment is processed, you'll be taken to the Confirmation page of your application. From here you should print your payment receipt and application summary for your records, then click "Return to Home"

Application for New Licensed Court Interpreter Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Application for New Licensed Court Interpreter** has been submitted. Your online transaction number is **266422**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print payment receipt: Click Here

To View/Print application summary: Click Here

Checklist

Item	Certification Type	Item	View/Attach	Item Status
1	All	Finger Print Receipt	Documents (0)	Pending
2	All	Mandatory Required Document(s)	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

Click Here -> Return to Home

Logout

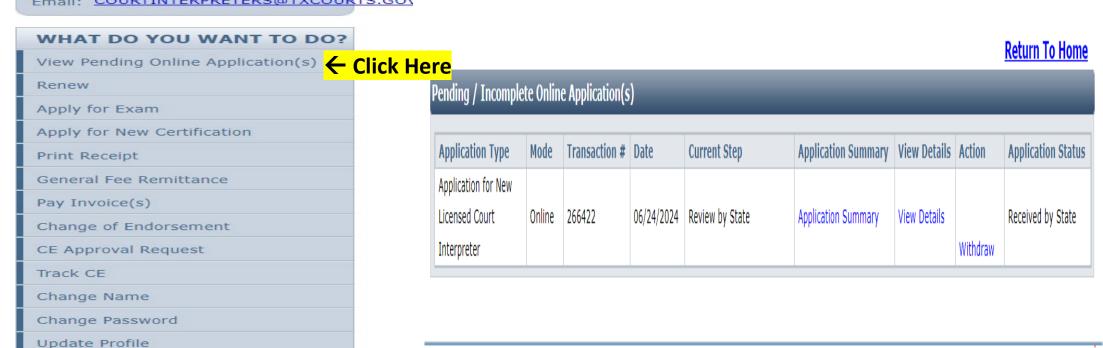
Click "View Pending Online Application(s)" on your home page menu. You'll be able to see the application you just submitted. This is how you confirm receipt. This is where you'll be able to track the application status. In the Current Step column, the status "Review by State" will be reflected. The status remain pending until the application is approved. When the application is processed, you'll be sent an automated email confirmation advising the application has been approved and the application will no longer show up on this page. Check your inbox (and spam folder) for this correspondence.

Contact Information

Name: BLUE BEETLE 1234 MARVEL WAY, AUSTIN, TX 78701 Phone #: 512-555-555

Email: COURTINTERPRETERS@TXCOURTS.GOV

Pending / Incomplete Online Application(s)



If you want to verify the certificate you uploaded was attached, go to the View Pending Online Application(s) page. Click on the "View Details" link.

Pending / Incomplete Online Application(s)										
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status		
Application for New Licensed Court	Online	266422	06/24/2024	Review by State	Application Summary	View Details €	- Click	Here d by State		
Interpreter					7		Withdraw			

Under the "Checklist", click "Mandatory Required Document(s)". On this page, you can confirm documents uploaded to your application. you must upload your fingerprint receipt, after you've completed the fingerprinting process. (FYI: An email with the necessary instructions will be sent to you via automated email after you clicked the Submit Application button. Check your inbox and spam folder for that email.)

Pending Application Details

Application Details		
Application Type	Transaction #	Current Step
Application for New Licensed Court Interpreter	266422	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Finger Print Receipt Click Here	e → Documents (0)	Pending
2	All	Mandatory Required Document(s) ← Click Here	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

Back To Pending Application List ← Click Here

On this page, you can see your application's status, as well as track its progress from start to finish. The Application Status will change as your application goes through the review process.

Simply hover your mouse over the listed status to see descriptive text which tells you what the status means.

Pending / Incomplete Online Application(s)

Return To Home

Pending / Incomplete Online Application(s)											
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status			
Application for New Licensed Court Interpreter	Online	266422	06/24/2024	Review by State	Application Summary	View Details	Withdraw	Received by State			

On this page, click "Return to Home".

Pending / Incomplete Online Application(s)

Return To Home ← Click Here

Pending / Incomplete Online Application(s)											
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status			
Application for New Licensed Court Interpreter	Online	266422	06/24/2024	Review by State	Application Summary	View Details	Withdraw	Received by State			

Once back on your home page, click "Logout" which is near the top of the page, next to your name.