Scheduling a Document Translator Exam

Step-by-step guides on how to schedule a test are found by clicking on the test you want to take (underlined text on items 1, 2). Make sure you read the registration policies before scheduling a test.

Schedule My Test Appointment

1. Make sure you read and understand the registration policies. Once you're ready, click on *Schedule My Test Appointment*.

Test Registration

Select Written Test Location

Select Written Test Location ▼
Select Written Test Location
Interpreter Written Test in Olympia: 10:
Document Translator Test in Olympia:
Interpreter Written Test in Olympia: 2:0
Document Translator Test in Olympia:
Interpreter Written Test in Yakima: 2:00
Document Translator Test in Yakima: 2
Interpreter Written Test in Spokane: 2:0
Document Translator Test in Spokane:

Test Registration

Select Written Test Location

Document Translator Test in Olympi ▼

Written Test Location Registration

Document Translator Test in Olympia: 10:00am Date(s)
Translator test is document written translation test, available ONLY in Spanish, Russian, Chinese, Vietnamese, Korean, Cambodian, and Laotian. (Dates in gray are full. More dates will show in blue when they are open.)

Wed,9/10/2014

Wed,10/15/2014

Tue,11/4/2014 (4 of 5 available)

2. Select your preferred location and time (left). Then select your *date* (right). *Dates hyperlinked in blue have available slots, as indicated in parenthesis. Dates in black, are full. If all dates are full, please wait until the first week of next month when new schedules are published.*

Selected Written Test Location

Location	Please see your test location below
Written Test Location	Document Translator Test in Olympia: 10:00am
Date	Tuesday, November 4, 2014
Start Time	10:00am

3. Ensure that you have chosen your desired date, time, and location.

* Last Name	Please use your LAST name	
* First Name	Please use your FIRST name	
* Last 4 Digits of Soc Security #	1234	
* Address	1115 Washington St SE	
* City	Olympia	
* State	WA	
* Zip Code	98504	
* County	Thurston County (NOT USA)	
* Best Phone (include area code)	Please use a working number	
Cell Phone (include area code)	Please use a working number	

* E-mail (your e-mail address) **Please double check your address**

E-mail Okay (Recommended) ● Yes ○ No

* Your Language (select one) Spanish ▼

* Type of Test (select one) Document Translator ▼ **Do not choose any other type of exam**

* Test Location (select one) Olympia ▼ **This has to match the location at the top**

Special Instructions

E-mail Confirmation and Reminders
Confirmation and reminder e-mails for this appointment will be sent to (separate addition

Please include an email address here. If you do not, you will not receive a confirmation or reminders

Continue

4. Fill in the prompted information. Please make sure to follow the advice written in the pictures.

5. Click *Continue* to make a payment.

Please note that the Document Translator is NOT the same as the Written/Oral Interpreter exams. To ensure that you receive the right test, your appointment confirmation, and your test results, **it is your responsibility** to enter the following information accurately: mailing and email address, language, test location, and type of test. Please do not select DSHS Employee.