New Mexico Commission for Deaf & Hard of Hearing

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## Step by Step Guide for RID Testing Registration

**Contact Person:** 

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NMCDHH frequently receives questions about the process for taking certification tests from the Registry of Interpreters for the Deaf (RID). We hope this is helpful. Feel free to contact us if you have further questions.

## Written Test: NIC Knowledge Test

- 1. Begin at the CASLI website: <u>www.casli.org</u>.
- 2. Click on "National Interpreter Certification (NIC) Exam" at the top of the page.



- 3. From the drop-down menu, click on "NIC Knowledge Exam Details." You will see that there are two ways of applying and paying for the test, online with a Visa or Mastercard or by sending a hard copy application form with payment made out to CASLI.
- 4. To apply and pay online, click on the RID/CASLI Portal at the top right of the page. Sign in or register to become a member. Once you have signed in, click on the "Apply for NIC Certification" in the orange box to the right of your information, and continue following the prompts.

- 5. Castle Worldwide is the company that RID/CASLI contracts with to schedule and administer the *written* exams. You will be able to choose a location. There are four New Mexico sites: two in Albuquerque, one in Santa Fe, and one in Farmington.
- 6. After you pay, you will receive a confirmation email with contact information for Castle Worldwide within 10 business days.
- 7. The Knowledge test is a computer-based test that will consist of 150 multiple choice questions. Candidates have up to three hours to take the test.

## Interview and Performance Test

- 1. Go the CASLI website, <u>www.casli.org</u>.
- 2. Click on "National Interpreter Certification (NIC) Exam" at the top of the page.



- 3. In the drop-down menu, select "NIC Interview and Performance Exam Details."
- 4. Review the information on preparing for the NIC Interview and Performance Exam.
- 5. As with the written test, there are two ways of registering and paying for the NIC Interview and Performance Exam: Online with a Visa or Mastercard or by sending a hard copy application form with payment made out to CASLI.
- 6. To apply and pay online, click on the RID/CASLI Portal at the top right of the page. Sign in or register to become a member. Once you have signed in, click on the "Apply for NIC Certification" in the orange box to the right of your information, and continue following the prompts.
- 7. Once you have completed the registration, you will receive an email with contact information for PSI/Comira Testing. PSI/Comira schedules the testing for the *performance* exams.
- 8. Contact PSI/Comira at the number provided in the email and ask to schedule the Performance Exam at one of the testing sites including the University of New Mexico Accessibility Resource Center in Albuquerque.