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# Approval Request Form for Volunteer Hours

**Interpreters must submit all Approval Request Forms for Volunteer Hours at least 15 days to** **continuingED@judicial.state.co.us** **before the starting date of the event. Together with a flyer or link to the event. An interpreter can receive a maximum of four (4) continuing education credit hours per compliance period for volunteer hours.**

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| **Course Information** |
| ***Name of Organization/Sponsor***Click or tap here to enter text. |
| *Brief description of event*Click or tap here to enter text. |
| *Event’s Address* Click or tap here to enter text. |
| *Event’s Contact Information* Click or tap here to enter text. |
| ***Participant’s Name***Click or tap here to enter text. |
| *Date(s) the participant will volunteer* Click or tap here to enter text. | *Time of Activity**(from)* Click or tap here to enter text.*(to)*Click or tap here to enter text. |
| *Number of continuing education points requested**(Maximum of 4 points per review period)* Click or tap here to enter text. |
| *Signature of Requesting Individual*Click or tap here to enter text. | *Date* Click or tap here to enter text. |

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| **Approval (to be completed by the Language Access Administrator)** |
| *Reviewed by* Click or tap here to enter text. *Date* | *CEAA#*Click or tap here to enter text. | *Comments*Click or tap here to enter text. |
| *Points Approved*Click or tap here to enter text. |