# 

# 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**](mailto: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.**

|  |  |
| --- | --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **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. | |