



Office of Language Access  
Office of the Colorado State Court Administrator



# Interpreter Continuing Education

## Request for Approval of an Activity (Individual)

### Instructions

- ❖ An individual interpreter may request credit for an upcoming course or event that does not appear on the list of approved providers or courses maintained by the Office of Language Access.
- ❖ In order for an interpreter to obtain credit for an activity, the interpreter **MUST** submit the *Continuing Education Activity Approval Request Form (Individual)* to the Language Access Administrator or designee and receive approval prior to the event. Continuing Education Credit approval will not be granted for an event after the event has taken place.
- ❖ The approval request must be submitted a minimum of thirty (30) days prior to the event. Please submit this form to the Language Access Administrator or designee using one of the following methods:  
*Mail: Office of Language Access; 1300 Broadway, Suite 1200; Denver, CO 80203*  
*E-mail: [interpreters@judicial.state.co.us](mailto:interpreters@judicial.state.co.us)*
- ❖ Once a request is submitted, the Language Access Administrator or designee will evaluate whether the event qualifies for continuing education credits. The interpreter submitting the plan will be notified in writing whether the event is accepted or rejected. **Notification will be sent to the requesting individual's email address.** If the request is rejected, explanations will be provided.
- ❖ Upon approval, the event will be listed on the OLA website as an approved course and will be assigned a Continuing Education Activity Approval Number (CEAA#).

# ***Continuing Education Activity Approval Request Form (Individual)***

Please complete this form and return it to the Language Access Administrator or designee, allowing a minimum of thirty (30) days for revision and review. Approval must be obtained prior to the event.

Name of Requesting Individual		
<i>Name</i>	<i>Daytime Phone</i>	<i>Email (to which the reply will be sent)</i>
Event Sponsor's Contact Information		
<i>Name of Sponsor</i>		
<i>Contact Person</i>	<i>Contact Email</i>	
<i>Address</i>		
<i>Phone Number</i>	<i>Fax Number</i>	
Event Information		
<i>Event or Presentation</i>		
<i>Brief description of content</i>		
<i>Speaker's Name &amp; Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)</i>		
<i>Date(s) of Activity</i>	<i>Time of Activity (from) (to)</i>	
<i>Number of continuing education points requested (one point per hour of instruction; maximum of 16 points per event)</i>		
<i>Signature of Requesting Individual</i>	<i>Date</i>	

Approval (to be completed by the Language Access Administrator)		
<i>Reviewed by</i>	<i>Date</i>	<i>Comments</i>
<i>Points Approved</i>		

Please submit this form to the Language Access Administrator or designee a minimum of thirty (30) days prior to the event using one of the following methods:

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