



Office of Language Access
Office of the Colorado State Court Administrator



Interpreter Continuing Education Request for Approval of an Activity (Provider)

Instructions

- ❖ A provider 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 a provider to obtain credit for an activity, the *Continuing Education Activity Approval Request Form (Provider)* **MUST** be submitted to the Language Access Administrator or designee and receive approval prior to the event. An event will not be granted approval for continuing education credit after the event has taken place.
- ❖ The approval request must be submitted a minimum of thirty (30) days prior to the beginning of the event. Please submit this form along with an event program 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
- ❖ Once a request is submitted, the Language Access Administrator or designee will evaluate whether the event qualifies for continuing education credits. The provider submitting the plan will be notified in writing whether the event is accepted or rejected. 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#).
- ❖ Providers of approved continuing education activities shall have a written and published policy, available upon request, containing information on the following:
 - Refunds in case of non-attendance
 - Time period for return of fees
 - Notification of activity cancellation
- ❖ The provider of an approved continuing education activity must keep the following records for a period of three (3) years after the activity concludes:
 - Course outline or syllabus
 - Record of the date(s) and location(s) of the activity
 - Statement of Qualifications of each instructor
 - Full name of each participant in the activity
 - Roster of attendance with the participants' full names and signatures
 - Copy of the attendance verification document issued to the participants

Continuing Education Activity Approval Request Form (Provider)

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.

Event Sponsor's Contact Information	
Name of Sponsor	
Contact Person	Contact Email
Address	
Phone Number	Fax Number
Status of Provider <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Government Agency <input type="checkbox"/> Educational Institution <input type="checkbox"/> Professional Organization	
Event Information	
Event or Presentation	
Brief description of content including topics to be covered	
Speaker's Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)	
Date(s) of Activity	Time of Activity (from) (to)
Number of continuing education points requested (one point per hour of instruction; maximum of 16 points per event)	Total Number of Contact Hours
Anticipated Number of Students	Registration Fee
Signature of Requesting Individual	Date

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

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