



Office of Language Access
Office of the Colorado State Court Administrator



Interpreter Continuing Education

Individual or Group Study

Instructions

Continuing Education Credits for Court Interpreters may be obtained through an Individual or Group Study. Credit will be granted for such a program if the following steps for submission of a request are followed and approval is obtained.

- ❖ Certified and registered interpreters may receive a maximum of eight (8) hours credit through individual or group study in any given compliance period.
- ❖ In order for an interpreter to obtain credits for an Individual or Group Study, the interpreter **MUST** submit the *Continuing Education Individual or Group Study Request Form* to the Language Access Administrator or designee and receive approval prior to the beginning of the study. An Individual or Group Study will not be granted approval for continuing education credit after the study has been completed.
- ❖ The request must be submitted a minimum of three (3) weeks prior to the beginning of the study. Please submit this form to the Office of Language Access using one of the following methods:
Mail: Office of Language Access, 1300 Broadway, Suite 1200, Denver, Colorado 80203
E-mail: interpreters@judicial.state.co.us
- ❖ Once a request is submitted, the Language Access Administrator or designee will evaluate whether the study qualifies for continuing education credits. The interpreter(s) submitting the plan will be notified in writing whether the individual or group study program is accepted or rejected. **Notification will be sent to the requesting individual's email address.** If the request is rejected, explanations or suggestions for change will be provided.
- ❖ Staff from the Office of Language Access may observe or inquire about an interpreter's individual or group study program at any time without prior notice.
- ❖ Upon completion of the individual or group study, participating interpreters must sign an affirmation of the hours studied and submit a summary or evaluation of the study.

Continuing Education Individual or Group Study Request Form

Please complete this form and return it to the Language Access Administrator or designee, allowing a minimum of three (3) weeks for revision and review. The purpose for requesting this detailed information is to be clear on expectations at the outset of the study.

Individual or Group Study Sponsor		
Name	Daytime Phone	Email (to which the reply will be sent)
Individual or Group Study Proposal		
Project Title		
Brief Project Description		
Learning Goals (3 to 5 goals the individual or group hopes to achieve)		
Means the individual or group will use to achieve these goals (means include type and scope of work as well as resources to consult, people to interview, seminars or workshops to attend)		
Measures of progress the individual or group will use during the study (research notes, annotated bibliographies, interviews conducted, journals, reflection papers, presentations)		
Method by which the individual or group will demonstrate meeting their goals and objectives		

Additional Study Details	
Projected start and finish dates	Number of credits being requested
Schedule of meeting times (a minimum of two hours per month for a minimum of two consecutive months)	
Address of the location where the interpreters will meet for the study	

Individuals Participating in Group Study (aside from the sponsor)		
Name	Daytime Phone	Email
Name	Daytime Phone	Email
Name	Daytime Phone	Email
Name	Daytime Phone	Email
Name	Daytime Phone	Email

Approval (to be completed by the Language Access Administrator)		
<input type="checkbox"/> Plan Approved	<input type="checkbox"/> Plan Rejected	Date
Comments or suggestions for change		
Number of Credits Approved	Signature of LAA	

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