



**Office of Language Access**  
*Office of the Colorado State Court Administrator*



# **Interpreter Continuing Education**

## ***Inactive Status***

An interpreter may request to be assigned inactive status at any time, for any reason. In the case of certified interpreters, inactive status will not affect certification. The period of inactivity is limited to five (5) consecutive years. Requests for inactive status must be submitted in writing to the Language Access Administrator in advance or as practicable. The interpreter will be notified of the Administrator's decision within fifteen (15) business days.

Only an interpreter who is in good standing with the Colorado Judicial Department is eligible for inactive status. An interpreter on inactive status is not required to comply with continuing education requirements once inactive status is assigned, but is awarded credit if he or she chooses to complete continuing education courses during the period of inactivity. While on inactive status, an interpreter is not listed on the active court interpreter rosters and should not interpret in the courts.

If an inactive certified interpreter does not contact the Language Access Administrator to return to active status within five (5) years of becoming inactive, the interpreter's certification will lapse.

### **RETURNING TO ACTIVE STATUS:**

To return to active roster status, an inactive interpreter must submit a written request to the Language Access Administrator within five (5) years of being granted inactive status. Otherwise, the interpreter will be required to undergo orientation training (if not certified) or pass the oral certification exam (if certified) to return to active status. An interpreter who returns to active status after a period of inactivity must complete one full compliance period before being allowed to re-enroll in inactive status.

Request for Inactive Status			
Last Name		First Name	
Street Address		City	State Zip
Email Address		Primary Phone	Secondary Phone
Language Combination(s)		Certified Language Combination(s)	
Reason for Inactive Status Request			
Start Date of Inactive Status		End Date of Inactive Status	
I understand that it is my responsibility to contact the Language Access Administrator prior to the end date of my Inactive Status in order to avoid a lapse in my certification status.			
_____		_____	
Interpreter Signature		Date of Request	

Please submit this form to the Court Interpreter Program Administrator 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)