



# Office of the State Court Administrator

## Office of Language Access

Division of Court Services

### *Continuing Education Summary of Requirements*

*The following is a summary of the basic continuing education and professional practice requirements for interpreters who are certified or part of the active court interpreter rosters maintained by the Court Interpreter Program. Please refer to Chief Justice Directive 05-05 for complete information regarding these requirements.*

- ❖ **Twenty-four** (24) hours of approved continuing education and **forty-eight** (48) hours of professional interpretation practice must be completed during each two-year compliance period.
- ❖ Approved Continuing Education (24 hours):
  - ◆ A minimum of two (2) hours must be earned at an **approved** ethics workshop.
  - ◆ Each approved hour of instruction shall be counted as one (1) credit hour.
  - ◆ An approved educational activity may earn up to a maximum of sixteen (16) credit hours.
  - ◆ Continuing Education credit will be approved for a minimum of one (1) credit hour, will be measured in half-hour increments and will be rounded down.
  - ◆ No credit will be given for attending only a portion of a participatory activity that is three (3) hours or less in length.
  - ◆ A maximum of six (6) continuing education credits earned in excess of the 24 hour requirement in any compliance period will be eligible to be carried over to the next two-year compliance period.
  - ◆ Certified court interpreters who serve as instructors are eligible to receive a maximum of sixteen (16) hours of credit related to that activity. A maximum of two (2) hours per each hour of instruction may be computed for preparation time.
- ❖ Interpreters in search of continuing education opportunities may refer to the following lists:
  - ◆ Approved CE Providers
  - ◆ Approved CE Courses
- ❖ If an interpreter would like to receive credit for an upcoming course or event, a Request for Approval of an Activity for CE Credit (Individual) must be completed and submitted to the Office of Language Access Administrator (or designee) a minimum of 30 days before beginning of the activity.
- ❖ A Group or Self-Study Request for CE Credit must be completed and submitted to the Office of Language Access Administrator (or designee) by the group sponsor a minimum of 15 days before the beginning of the study. Interpreters may refer to the list of Possible Topics for CE Group or Self-Study Activities for study ideas.

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- ❖ Providers must submit a complete Request for Approval of an Activity for CE Credit (Provider) to the Office of Language Access Administrator (or designee) a minimum of 30 days before the beginning of the activity.
- ❖ Professional Practice Requirements (48 hours):
  - ◆ Professional Practice must consist of law-related assignments.
  - ◆ Interpreters may log this information by case, by shift (with the signature of a supervisor), or with a written statement from an authorized supervisor.
- ❖ Two-year compliance periods conclude on January 31<sup>st</sup> of even-numbered years. The requirements during an interpreter's first compliance period, due to reciprocity or attaining certification will be prorated.<sup>1</sup>
- ❖ At the conclusion of the two-year reporting period, each interpreter must submit a Compliance Form to the Court Interpreter Program Administrator, and must maintain verification documentation for a period of three years.
- ❖ Non-compliance will result in the development of a Compliance Plan. Failure to complete the Compliance Plan will cause the interpreter to be removed from the active rosters maintained by the Office of Language Access, and, if applicable, will cause the interpreter's certification to lapse.
- ❖ An interpreter may request inactive status for a period of up to five (5) consecutive years during which continuing education will not be required; however, the interpreter should not interpret in courts during this period.

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<sup>1</sup> The first compliance period for active certified interpreters was from September 1, 2005 to January 31, 2008.