



Office of Language Access
Office of the Colorado State Court Administrator



Interpreter Continuing Education Summary of Requirements

The following is a summary of the continuing education and professional practice requirements for interpreters who are certified or listed on active court interpreter rosters maintained by the Office of Language Access. 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 twenty-four (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 [Continuing Education Activity Approval Request Form \(Individual\)](#) must be completed and submitted to the Language Access Administrator or designee a minimum of thirty (30) days prior to the activity.

- ❖ A [Continuing Education Individual or Group Study Request Form](#) must be completed and submitted to the Language Access Administrator or designee by the group sponsor a minimum of three (3) weeks before the beginning of the study. Interpreters may refer to the list of [Sample Course Topics](#) for study ideas.
- ❖ Providers must submit a [Continuing Education Activity Approval Request Form \(Provider\)](#) to the Language Access Administrator or designee a minimum of thirty (30) days prior to 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.
- ❖ For all **newly-certified interpreters**, the first compliance period will consist of a minimum of two years following the date on which the interpreter passes the oral certification exam or is added to the active roster, ending on January 31st. Subsequent two-year compliance periods will begin on February 1st and end on January 31st of corresponding years. For example, an interpreter who becomes certified in July 2015 will be required to report compliance at the end of January, 2018.
- ❖ At the conclusion of the two-year reporting period, each interpreter must submit a [Compliance Form](#) to the Language Access Administrator or designee, and must maintain verification documentation for a period of three (3) years.
- ❖ **Non-compliance** 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.
- ❖ For questions or concerns regarding the requirements for court interpreter continuing education, contact the Language Access Administrator, Emy López, at emy.lopez@judicial.state.co.us or 720.625.5905.