



## JUDICIAL COUNCIL OF CALIFORNIA

### COMPLIANCE REQUIREMENTS FOR CERTIFIED COURT INTERPRETERS AND REGISTERED INTERPRETERS OF NONDESIGNATED LANGUAGES

Effective January 1, 2001

Revised June 10, 2008

#### **1.0 PURPOSE**

- 1.1 To ensure that certified court interpreters (hereafter “certified interpreters”) and registered interpreters of nondesignated languages (hereafter “registered interpreters”) maintain and improve their interpreting skills, and expand their vocabulary in forensic, scientific, drug, slang, and legal terminology.
- 1.2 To ensure that certified and registered interpreters are in compliance with rule 2.890 of the California Rules of Court (Professional Conduct for Interpreters).

#### **2.0 CONTINUING EDUCATION REQUIREMENTS**

- 2.1 Effective January 1, 1993, pursuant to Government Code sections 68561 and 68562, all certified and registered interpreters must meet the continuing education requirements established by the Judicial Council of California in order to remain certified or registered.
- 2.2 Activities approved for Court Interpreter Minimum Continuing Education (CIMCE) credit are as follows:
  - A. Professional issues (see Appendix A [below] for suggested topics)
  - B. Skills and knowledge (see Appendix A [below] for suggested topics)
- 2.3 “Continuing education” refers to activities the interpreter engages in after successfully passing the certification or registration examination.
- 2.4 The first continuing education compliance period is at least two years following the date on which the interpreter passes the required exam and ends on December 31. For example, if an interpreter passed the required exam in June 2000, his or her compliance period would end December 31, 2002. Subsequent compliance periods are two-year periods beginning January 1 and ending December 31.
- 2.5 All certified and registered interpreters must complete 30 hours of approved continuing education during each compliance period.

- 2.5.1 During the first compliance period, certified interpreters must complete the following continuing education activities:
  - A. The Judicial Council Ethics Workshop, which satisfies the professional issues category (6 hours);
  - B. Approved CIMCE activities in the skills and knowledge category (minimum of 12 hours); and
  - C. Self-study in the skills and knowledge category (maximum 12 hours).
- 2.5.2 An exception is granted if an interpreter has completed a Judicial Council Ethics Workshop prior to passing the required examination. The interpreter will receive credit for completing the workshop during his or her first compliance period.
- 2.5.3 During the first compliance period, registered interpreters must complete the following continuing education activities:
  - A. The Judicial Council Ethics Workshop (6 hours);
  - B. The Judicial Council Orientation Workshop (6 hours);
  - C. Approved CIMCE activities in the skills and knowledge category (minimum 6 hours); and
  - D. Self-study in the skills and knowledge category (maximum 12 hours).
- 2.5.4 During subsequent compliance periods, all certified and registered interpreters are required to complete 30 hours of continuing education as follows:
  - A. Approved CIMCE activities in the professional issues and skills and knowledge categories (minimum 15 hours) and
  - B. Self-study in the skills and knowledge category (maximum of 15 hours).
- 2.6 Professional Interpreting Assignments
  - 2.6.1 All certified and registered interpreters must complete 40 law-related professional interpreting assignments during each compliance period.
  - 2.6.2 An assignment is a law-related interpreting duty as to a specific case for each specific date performed. For example, each day of a multi-day trial counts as a separate assignment.
  - 2.6.3 Registered interpreters who cannot complete 40 law-related professional interpreting assignments due to limited need of their languages by the courts may be eligible for an exemption. Exemptions are granted by the Administrative Office of the Courts (AOC), in consultation with the Court Interpreters Advisory Panel (CIAP), on a case-by-case basis.
- 2.7 There are no exemptions to the foregoing requirements for out-of-state residents.

## 3.0 PROCEDURES

### 3.1 Compliance

- 3.1.1 Each certified or registered interpreter is required to submit a completed Continuing Education Compliance Form to the AOC, Court Interpreters Program (CIP), by December 31 of each of his or her compliance periods. A form will be mailed to the certified or registered interpreter prior to the end of each compliance period.
- 3.1.2 A late filing fee is assessed if the compliance form is received within the late filing period, which is the first 60 days after the December 31 due date. The current late filing fee will be posted on the CIP Web site.<sup>1</sup>
- 3.1.3 Each certified or registered interpreter is required to notify the AOC of his or her current mailing address for receipt of documents pertaining to certification or registration. Lack of notice based upon an interpreter's failure to provide his or her current mailing address does not exempt an interpreter from complying with certification or registration requirements.

### 3.2 Credit

- 3.2.1 CIMCE activities are those specifically approved by the CIAP for credit. They may include courses offered at accredited institutions of higher learning or conferences or workshops by professional organizations.
- 3.2.2 Self-study activities must be directed toward the improvement of:
- A. Memorization skills;
  - B. Vocabulary;
  - C. Simultaneous and consecutive interpreting and sight translation skills;
  - D. Knowledge of legal procedures and command of terminology; and
  - E. Knowledge of interpreting or translating through studying various sources of information in the field, including books, articles, electronic documents, etc.
- 3.2.3 CIMCE credit will be awarded only after completion of the entire activity. Partial attendance does not qualify for CIMCE credit. Reasonable absences are allowed for academic courses.
- 3.2.4 No continuing education hours or interpreting assignments may be carried over from one compliance period to the next.

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<sup>1</sup> The CIP Web site is [www.courtinfo.ca.gov/programs/interpreters](http://www.courtinfo.ca.gov/programs/interpreters).

- 3.2.5 CIMCE credit may be given for participating in activities offered in other states or in a foreign country if they are approved by the CIAP. Foreign travel per se may not be counted for credit.
- 3.2.6 Certified and registered interpreters who are instructors of CIMCE-approved activities are eligible to receive continuing education (CIMCE and self-study) credit for that activity. Credit will be given only one time per activity.
- 3.2.7 Relevant educational activities approved by the State Bar for minimum continuing legal education credit (MCLE) are automatically approved for CIMCE credit.
- 3.2.8 CIMCE credit is *not* given for the following:
  - A. Rating candidates for state, federal, or Consortium court interpreter examinations.
  - B. Developing examinations for state, federal, or Consortium court interpreter examinations.
  - C. Attending preparatory activities for the state certification exam.
  - D. Engaging in marketing or consulting activities.
  - E. Completing the same CIMCE approved activity more than one time within a compliance period.
  - F. Attending or conducting activities not related to the continuing education requirements.

### 3.3 Computation of Credit

- 3.3.1 CIMCE credit shall be granted on the following basis:
  - A. Each hour of activity shall be counted as 1 hour of CIMCE credit (maximum 6 hours per day).
  - B. One academic quarter unit is equal to 10 CIMCE hours.
  - C. One academic semester unit is equal to 15 CIMCE hours.
- 3.3.2 Self-study credit for teaching a CIMCE-approved activity is computed at the rate of 3 hours' preparation time for each hour of instruction.

Example: If you give a 1 hour presentation, you will receive 3 hours of self-study credit for preparation and 1 hour of CIMCE credit for presentation, equaling 4 hours.

- 3.3.3 CIMCE credit is approved at a minimum of 1 hour, is measured in half-hour increments, and is rounded down.

### 3.4 Verification of Compliance

- 3.4.1 Certified and registered interpreters are required to list the continuing education activities and the law-related professional assignments for every compliance period, and to sign a sworn statement that the information listed is true and correct.

- 3.4.2 Certified and registered interpreters are required to retain verification of attendance for a period of 5 years after the activity concludes. Documentation suitable for verifying compliance includes, but is not limited to, the following:
- A. Official transcripts from accredited colleges and universities,
  - B. Attendance verification documentation, and
  - C. Receipts for books or videotapes.

### 3.5 Renewal Requirements

- 3.5.1 Certified and registered interpreters must meet the following requirements to maintain their certification or registration status each compliance period:
- A. 30 hours of approved continuing education;
  - B. 40 law-related professional interpreting assignments;
  - C. Submission of a Continuing Education Compliance Form no later than the late filing deadline (see section 3.1.2) demonstrating completion of continuing education hours and interpreting assignments; and
  - D. Payment of the current applicable annual fee as posted on the CIP Web site.<sup>2</sup>
- 3.5.2 An interpreter's certification and/or registration status will be revoked if:
- A. The renewal requirements in section 3.5.1 are not met, or
  - B. The interpreter does not comply with all certification or registration policies adopted by the Judicial Council.
- 3.5.3 If an interpreter's certification and/or registration status is revoked, the interpreter will be removed from the Judicial Council's *Master List of Certified Court and Registered Interpreters*, and the trial courts will be so notified. The interpreter must retake the certification or registration examination to regain his or her status.

### 3.6 Inactive Status

- 3.6.1 An interpreter may request to be enrolled in inactive status at any time, for any reason, without losing his or her certification or registration. The period of inactivity is limited to 5 years. Requests for inactive status must be submitted in writing in advance or retroactively to the AOC. The AOC will notify the interpreter of the decision in writing within 10 business days.
- 3.6.2 Only an interpreter who is in good standing with the Judicial Council is eligible for inactive status. An interpreter is considered in good standing if he or she (1) has not had his or her certification or registration revoked, (2) has satisfied all continuing education, certification, and/or registration

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<sup>2</sup> The CIP Web site is [www.courtinfo.ca.gov/programs/interpreters](http://www.courtinfo.ca.gov/programs/interpreters).

renewal requirements for the previous compliance period, and (3) has satisfied all other Judicial Council requirements.

- 3.6.3 An interpreter on inactive status is prohibited from interpreting in the courts. The *Master List of Certified Court Interpreters and Registered Interpreters* will reflect that the interpreter is on inactive status.
- 3.6.4 Annual fees for interpreters on inactive status are half of the standard annual fees as posted on the CIP Web site. Interpreters who have already paid the standard annual fees before going on inactive status will not be reimbursed. Retroactive payment may be accepted.
- 3.6.5 An interpreter on inactive status is exempt from CIMCE requirements while on inactive status, but is awarded credit if he or she chooses to complete CIMCE courses during the period of inactivity.
- 3.6.6 An inactive interpreter who wishes to return to active status must submit a written request to the AOC. An inactive interpreter must also complete the requirements for continuing education and law-related professional interpreting assignments on a proportional basis calculated by the number of months the interpreter was on active status during the compliance period. (See Appendix B [below]). An interpreter need only complete the requirements for continuing education and law-related professional interpreting assignments for the months in which he or she was actually active.
- 3.6.7 An interpreter who returns to active status after a period of inactivity must complete a refresher course upon re-entry into the profession and must complete one full compliance period before being allowed to re-enroll in inactive status.

## Appendix A: Suggested Course Topics for Continuing Education

### 1. Professional Issues:

Stress management  
Professional ethics / Code of conduct for interpreters

### 2. Skills and Knowledge:

#### A. Interpreting

Consecutive interpreting (memory, listening, note taking)  
Simultaneous interpreting (arraignments, motions, sentencing, expert witness testimony, etc.)  
Sight translation (legal documents, witness statements, police reports, etc.)  
Theory of interpreting

#### B. Terminology

Legal terms	Forensic pathology
Street slang	Criminalistics
Law enforcement jargon	Fingerprints
Weapons and ballistics	DNA fingerprinting
Drugs	Medical terms
Gangs	Drug and alcohol testing
Sex offenses	Juvenile proceedings
Tools	Civil law
Automotive terms	Family law
Regionalisms	Real estate
False cognates	Financial and banking terms
Business terms	Maritime terms

#### C. Translation

Personal legal documents	Contracts
Medical reports	Bidding specifications
Business correspondence	Legislation
Works of literature	Court decisions
Technical documents	Financial documents
Theory of translation	

#### D. Tape Transcription

#### E. Language Skills

Grammar	Etymology, philosophy
Style and composition	Public speaking
Literature	Vocabulary-building
Speed reading	Creative writing
Accent reduction	Linguistics
Voice protection	Improvisation techniques

#### F. The Law

Comparative legal systems	Administration of justice
Criminal procedure	Criminal investigation
Sentencing procedures	Juvenile justice
Probation/parole	Family law
Contracts	Torts
Domestic violence	

#### G. Cultural Awareness

Intercultural communication	Comparative cultures
Cultural anthropology	Folk medicine
Comparative religions	Sociology

**Appendix B: Continuing Education and Professional Law-Related Assignment Requirements for Interpreters on Inactive Status**

Months on Active Status	Number of Continuing Education Hours Required	Number of Law-Related Professional Interpreting Assignments Required
1	1 <sup>1</sup>	2 <sup>2</sup>
2	2	3
3	4	5
4	5	7
5	6	8
6	7	10
7	9	12
8	10	13
9	11	15
10	12	17
11	14	18
12	15	20
13	16	22
14	17	23
15	19	25
16	20	27
17	21	28
18	22	30
19	24	32
20	25	33
21	26	35
22	27	37
23	29	38
24	30	40

*Examples:*

Displayed below are examples of applying the proportional basis formula. The first example is an interpreter who is on inactive status during the same renewal period, and the second example is an interpreter whose period of inactivity overlaps two compliance periods.

*Within same renewal period*

<b>1. Period of Inactivity</b>	
Renewal Date	December 31, 2002
Start Date	January 2001
End Date	September 2002
Active # of Months	3 (10/02 to 12/02)
<b>2. Renewal Requirements</b>	
# of Continuing Education Hours	4 (refer to chart)
# of Assignments	5 (refer to chart)

<sup>1</sup> Certified and registered court interpreters on active status are required to complete 30 hours of continuing education every two years. If the number of continuing education hours were evenly divided over a 24-month period, the number of hours per month would be 1.25, rounded up or down, where appropriate.

<sup>2</sup> Certified and registered court interpreters on active status are required to complete 40 law-related professional interpreting assignments every two years. If the number of assignments were evenly divided over a 24-month period, the number of assignments per month would be 1.66, rounded up or down, where appropriate.

*Overlap of renewal periods*

1. Period of Inactivity	
Renewal Dates	December 31, 2002; December 31, 2004
Start Date	July 2002
End Date	July 2004
Active # of Months	18 (1/01 to 6/02) <u>+ 5</u> (8/04 to 12/04) 23 months
2. Renewal Requirements	
# of Continuing Education hours	29 (refer to chart)
# of Assignments	38 (refer to chart)

Please note that in the second example, the interpreter would be given until the next compliance period to complete his or her renewal requirements because it would be unreasonable to expect the interpreter to complete 29 CIMCE hours and 38 assignments with only 5 months remaining in the current compliance period.