



# ADMINISTRATIVE OFFICE OF THE COURTS

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## COURT INTERPRETERS PROGRAM

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

#### Table of Contents

**PART ONE:** Compliance Requirements (Annual Renewal, Continuing Education,  
Professional Assignments and Inactive Status)  
Sections: §1.0 through §3.6.9

**PART TWO:** Approval of an Educational Activity for Continuing Education Credit  
(instructions for providers of education and interpreters seeking credit)  
Sections: §5.0 through §13.5

**Appendix A:** Suggested Topics for Continuing Education

**Appendix B:** Requirements for Interpreters Returning from Inactive Status



ADMINISTRATIVE OFFICE  
OF THE COURTS

COURT INTERPRETERS PROGRAM

**Compliance Requirements  
for Certified Court Interpreters and  
Registered Interpreters of Nondesignated Languages**

Effective January 1, 2001

Revised June 10, 2008

Revised January 1, 2010

**Part 1. Compliance Requirements, Sections 1.0–3.6.9**

**1.0 Purpose**

- 1.1 Continuing education and compliance requirements for court interpreters have the following purposes:
- A. To ensure that certified court interpreters (hereafter “certified interpreters”) and registered interpreters of nondesignated languages (hereafter “registered interpreters”) maintain and improve the knowledge, skills, and abilities required to perform their responsibilities competently, fairly, and efficiently;
  - B. To promote the adherence of court interpreters to the highest ideals of personal and official conduct, as set forth in the Professional Standards and Ethics for California Court Interpreters and the Code of Ethics for the Court Employees of California as it pertains to interpreter employees;
  - C. To assist certified and registered court interpreters in helping preserve the integrity and impartiality of the judicial system through their efforts to ensure that all members of the public have equal access to the courts and the equal ability to participate in court proceedings and are treated in a fair and just manner;
  - D. To help improve the administration of justice, reduce court delays, and promote fair and efficient court proceedings and standardized court practices and procedures;

**2.0 Continuing Education Requirements**

- 2.1 Effective January 1, 1993, under Government Code sections 68561 and 68562, all certified and registered interpreters of spoken languages must meet the continuing education requirements established by the Judicial Council of

California in order to remain certified or registered. The continuing education compliance period is a two-year period. (See section 2.4.)

2.2 Court Interpreter Minimum Continuing Education (CIMCE) credit will be awarded for activities that meet the following criteria:

- A. Activities offered as education that have been preapproved per section 2.3.1A; *or*
- B. Activities that meet the definition of education per 2.3.1B and have been assigned a CIMCE number by the California Judicial Council, Administrative Office of the Courts; *and*
- C. Activities qualifying under 2.3.1A or 2.3.1B must be completed and approved within a current compliance period.

2.3 “Continuing education” refers to specifically defined activities the interpreter engages in after successfully passing the certification or registration oral examination, for purposes of continuing professional development and to maintain Master List status with the Judicial Council of California.

2.3.1 “Education” for the purposes of this requirement is defined as:

A. An activity offered as education that is relevant to the work of the courts, enhances the individual participant’s ability to perform his or her work as an interpreter, and is offered by the following approved providers:

- California Administrative Office of the Courts
  - Superior courts of California
  - Consortium for Language Access Programs in the Courts
  - Accredited colleges and universities
- or*

B. An activity offered as education by any other provider that enhances the participant’s ability to perform his or her job as an interpreter and meets the criteria as follows:

**1) The education must meet the following *three* criteria:**

- a) The subject matter is relevant to court interpreting, the work of the courts, or the judicial branch;
- b) The education is at least one hour in length; and
- c) Anticipated learning outcomes (how new knowledge, skills, or abilities will be applied, demonstrated, or used) are identified before the education work.

**2) The education must *also* meet *at least two* of the following five criteria:**

- a) The learning environment is educationally sound (e.g., distractions are limited and the physical location is conducive to learning the subject matter);
  - b) The participant receives or has access to all the reference tools and other materials and resources (such as handouts) that are required for learning and applying the content (such as job aids or scripts);
  - c) The participant has an opportunity to practice using or applying the new information or skill (through direct experience, role-play, or case studies/hypothetical situations) as part of the learning experience;
  - d) The participant has the opportunity to interact with knowledgeable faculty or other experts in the topical area to pose questions or clarify understanding; and
  - e) An assessment tool or activity (such as the development of an action plan to apply the newly gained knowledge or skill) enables the participant to determine whether the skills, abilities, or knowledge gained through the education can be used in the future in his or her work.
- C. The above criteria will be used for purposes of determining if any activity, including those previously classified as “self-study,” constitutes education for purposes of meeting the continuing education requirement for interpreters. **For purposes of granting CIMCE credit, the self-study category refers to non-instructor-led activities that meet the criteria in §2.3.1 (A) or (B).**

*Note: Self-directed activities such as “Studying glossaries” or “Reading a bilingual dictionary” will NOT be considered as meeting the above criteria and cannot be used toward meeting the continuing education requirement.*

- 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 it 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. Judicial Council Ethics Workshop (6 hours);
  - B. Approved for CIMCE, instructor-led educational activities (minimum of 12 hours); and
  - C. Approved for CIMCE, self-study educational activities (maximum 12 hours).

D. This requirement also applies to FCICE (federally certified) interpreters who wish to enroll on the California Judicial Council's Master List of Certified Court Interpreters and Registered Interpreters of Nondesignated Languages.

2.5.2 During the **first** compliance period, **registered** interpreters must complete the following continuing education activities:

- A. Judicial Council Ethics Workshop (6 hours);
- B. Judicial Council Orientation Workshop for Registered Interpreters (6 hours);
- C. Approved for CIMCE, instructor-led educational activities (minimum 6 hours); and
- D. Approved for CIMCE, self-study educational activities (maximum 12 hours).

2.5.3 Note that the Judicial Council Ethics Workshop must be taken by **all** newly certified or registered interpreters during the first compliance period and that the Judicial Council Orientation Workshop for Registered Interpreters is a required workshop for newly registered interpreters and must be completed within the first compliance period.

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 for CIMCE, instructor-led education (*minimum* 15 hours); and
- B. Approved for CIMCE, self-study education (*maximum* of 15 hours).

*Note: See section 3.2 for credit award guidelines.*

## 2.6 Professional Interpreting Assignments

2.6.1 All certified and registered interpreters must complete 40 law-related professional interpreting assignments during each continuing education compliance period.

2.6.2 An assignment is a law-related interpreting duty for a specific case for each specific date performed. For example, each day of a multiday trial counts as a separate assignment.

2.6.3 Registered interpreters who cannot complete 40 law-related professional interpreting assignments because of limited need for 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.

2.6.4 Exemptions to the 40 professional assignment requirement must be requested in writing by the interpreter before the end of the compliance period to avoid loss of registered status.

2.7 There are no exemptions to the 40 professional assignment requirement for out-of-state residents.

### 3.0 Procedures

#### 3.1 Annual Renewal and Continuing Education Compliance

3.1.1 Each certified or registered interpreter is required to pay an annual renewal fee by December 31 of each year. A form will be mailed to the certified or registered interpreter reminding him or her that the renewal fee is due. The current annual renewal fee is posted on the Court Interpreters Program Web site and must be **received by** the AOC by December 31. Payments in the form of check, cashier's check, or money order made out to the State of California are accepted. (See section 3.5.2.)

3.1.2 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 his or her continuing education biennial compliance period. (Reminder: A continuing education compliance period is two years.) A form will be mailed to the certified or registered interpreter before the end of each compliance period.

3.1.3 A late filing fee is assessed if the annual renewal or the continuing education compliance forms or all required payments are received after the December 31 due date but within the late filing period, which extends from January 1 through the end of February. The current late filing fee will be posted on the CIP Web site<sup>1</sup>. An additional fee will be assessed for returned checks.

3.1.4 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 on an interpreter's failure to provide his or her current mailing address does not exempt an interpreter from fulfilling any compliance requirements. An update form is available to all interpreters on the Web site<sup>2</sup>.

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

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

- 3.1.5 **Compliance and renewal forms must be received before March 1.** Required forms or payments received after the late filing period ends cannot be accepted. Required payments include the annual renewal fee, late fees, and returned check fees. Required payments or forms received on March 1 or later will not be accepted and will result in the loss of certified and registered status. (See section 3.5.3.)

## 3.2 General Guidelines for Continuing Education Credit

- 3.2.1 CIMCE instructor-led educational activities are those classes or courses specifically approved by CIP for credit. They may include courses offered at accredited institutions of higher learning or conferences or workshops by professional organizations. The criteria in §2.3.1A–C will be applied in order to determine if CIMCE credit will be granted.
- 3.2.2 Self-study activities must meet the criteria in §2.3.1 A- B in order for CIMCE credit to be granted. *Note: The self-directed reading or studying of materials does not in and of itself constitute education for the purposes of gaining CIMCE credit.*
- 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. The academic institution's attendance requirements for credit must be met to be eligible for CIMCE credit.
- 3.2.4 No continuing education hours or interpreting assignments may be carried over from one compliance period to the next.
- 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 CIP. 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 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) may be approved for CIMCE upon application by the provider or participant. "Relevant educational activity" for the purposes of this section is defined in section 2.3.1A-C
- 3.2.8 CIMCE credit is *not* given for the following:
- A. Rating candidates for state, federal, or Consortium for Language Access in the Courts 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.
- G. Educational activities that do not meet the criteria outlined in 2.3.1.

*Note: See sections 5.0–13.5 for CIMCE approval granting process and guidelines for education providers.*

### 3.3 Computation of CIMCE Credit

3.3.1 CIMCE credit shall be granted on the following basis:

- A. Each hour of participation in educational activity as defined in §2.3.1 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 CIMCE credit for teaching a CIMCE-approved activity is computed at the rate of 3 hours' preparation time for each hour of instruction plus instruction time. Credit may be granted only once for each activity.

*Example:* The first time you give a 1-hour class, you will receive 3 hours of self-study CIMCE credit for preparation plus 1 hour self-study of CIMCE credit for the presentation, totaling 4 hours of self-study CIMCE credit. The second time you give the course, you do not receive any CIMCE credit.

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 Continuing Education Compliance

3.4.1 Certified and registered interpreters are required to list the continuing education activities and law-related professional assignments for every compliance period and to sign a sworn statement that the information listed is true and correct. This statement must be completed and filed within the time frames specified in section 3.1.2.

3.4.2 Certified and registered interpreters are required to retain verification of their attendance and course completion for a period of five 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
- C. Certificates of successful completion

3.4.3 The AOC may ask for proof of attendance or completion for activities listed on the continuing education compliance form. If documentation is not produced by the interpreter, CIMCE credit may not be granted for the activity alleged. This could result in the decertification or deregistration of the interpreter if sufficient qualifying CIMCE credits have not been otherwise earned to meet the minimum CIMCE requirements.

### 3.5 Summary of Renewal Requirements

3.5.1 Certified and registered interpreters must meet the following requirements to maintain their certification or registration status each continuing education compliance period:

- A. Thirty hours of approved continuing education;
- B. Forty law-related professional interpreting assignments;
- D. Submission of a Continuing Education Compliance Form no later than the late filing deadline (see §3.1.2) demonstrating completion of continuing education hours and interpreting assignments; and
- E. Payment of the annual renewal fee (see § 3.5.2) and the late filing fee and any returned check fees, if applicable (see §3.1.2).

3.5.2 Certified and registered interpreters must meet the following requirements to maintain their certification or registration status each *annual* renewal period:

- A. Payment of the annual renewal fee, due by December 31;<sup>3</sup>
- B. Payment of the late filing fee<sup>4</sup> if the renewal form and fee are not **received by** December 31; and
- C. Completion and return of the Annual Renewal Form and all required payments no later than the end of the late filing period. The late filing period begins January 1 and ends the last day of February. **All payments and forms must be received before March 1 to avoid loss of registration or certification status.**

3.5.3 An interpreter's certification 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.

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<sup>3</sup> See Web site for current amount: <http://www.courtinfo.ca.gov/programs/courtinterpreters/>

<sup>4</sup> See Web site for current penalty amount.

- 3.5.4 If an interpreter's certification 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 examinations and complete the full qualification process, including attendance at the required workshops *before* regaining his or her Master List status.
- 3.5.5 Federally certified (FCICE) interpreters who wish to maintain their Master List status must meet all of the annual renewal and biennial continuing education compliance requirements. If Master List status is revoked, the federally certified interpreter must retake the ethics workshop and complete the enrollment procedures *before* regaining Master List status.
- 3.5.6 Continuing Education requirements and processes described herein are effective January 1, 2010 for interpreters beginning a new continuing education compliance period on January 1, 2010. For interpreters whose continuing education compliance period is January 1, 2009 through December 31, 2010, the previous provisions apply.

### 3.6 Inactive Status

- 3.6.1 An interpreter may ask to be put on inactive status at any time, for any reason, without losing his or her certification or registration. **The period of inactivity is limited to two years.** Requests for inactive status must be submitted in writing in advance to the AOC and include the proposed effective dates of inactive status. The AOC will provide written confirmation of requested status to the interpreter 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 registration 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 for the period of inactive status may be accepted and must be received before active status can be regained.

- 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 **The effective date of this provision shall be for any requests made in writing after December 31, 2009.** (Requests for inactive status received before this date were subject to a five-year maximum.)
- 3.6.7 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 in which reactivation occurs. (*See Appendix B.*) An interpreter must complete the requirements for continuing education and law-related professional interpreting assignments only for the months in which he or she was actually active.
- 3.6.8 An interpreter who returns to active status after a period of inactivity must complete a Judicial Council Ethics Workshop before regaining active status.
- 3.6.9 An interpreter who returns to active status after a period of inactivity must complete one full compliance period before being allowed to reenroll in inactive status.

#### **4.0 [Section 4 is reserved]**

## Part 2: Approval of Educational Activity for CIMCE Credit: Instructions for Providers and Interpreter Applicants

Effective January 1, 2010

### 5.0 Definition of Terms

- A. “Court Interpreter Minimum Continuing Education (CIMCE)” refers to the threshold of a continuous learning process in which court interpreters are engaged to improve their professional knowledge, skills, and abilities and is the standard that results in the satisfaction of one of the requirements for maintaining certified or registered status. The definition of “educational activity” is in section 2.3.1. The instruction may be directly related to the act of court interpreting or relevant to the work of the court. The courses of study may be short term (such as a day, evening, or weekend workshop), long term (a one-semester or one-quarter course or a sequence of courses offered at an educational institution), or provided via distance education.
- B. “Provider” is defined as an individual, partnership, corporation, association, organization, educational institution, or government agency that delivers workshops, courses, programs or other educational activities. A provider may seek approval by the Judicial Council for one or more of its educational activities to qualify for CIMCE.
- C. “Applicant” is defined as:
  - 1. Any provider seeking approval to offer CIMCE credit for a program;
  - 2. Any interpreter seeking CIMCE credit approval for a course taken from a provider who has not sought or been granted CIMCE approval for its program.

*(See also section 3.3.2 regarding the eligibility of instructors to receive credit for specified CIMCE activities).*

- D. An “approved continuing education activity” is a course, workshop, seminar, or other educational activity that has been approved by the AOC as qualifying for credit toward meeting the continuing education requirement for certified and registered court interpreters.
- E. “Instructor-led distance learning” is a formal educational process in which most of the instruction occurs when the student and instructor are not in the same place. This learning requires the ongoing and active involvement of an actual qualified instructor and the ability of the participant to meaningfully interact with the instructor. The criteria for “educational activity” in §2.3.1 also must be met. (See also §13.1.)

- F. “Self-study” for the purpose of earning CIMCE credit refers to a formal educational process in which most of the learning is not instructor led but has a specific structure and outcomes. The criteria for “educational activity” as defined in §2.3.1 also must be met. (See also § 13.2.)
- G. “Preapproved providers” are identified in §2.3.1A. Relevant courses offered by these providers do not require a CIMCE number and may be listed on the continuing education compliance form with course title, hours, and course dates. Proof of attendance or completion must be retained by the interpreter.

## 6.0 Application Procedures

- 6.1. All applicants, except for those identified in §2.3.1A as preapproved providers or those qualifying for the multiworkshop conference described in section 8.0 (below), must submit ALL of the following:
  - A. Completed and signed application form;
  - B. Course outline in English, which includes *at a minimum*: learning objectives or course goals; the teaching methods used to achieve the goals or objectives; and the approximate amount of time spent on each topic;
  - C. Statement of qualifications of instructors, written in English, for each instructor. This can be a list of academic and professional achievements, resume, or brief biographical profile that validates an instructor’s qualifications (see §8.0 below);
  - D. Nonrefundable application fee of \$50 per activity, per year, not to exceed \$300 per year for multiple activities on a single application. The application fee is waived for public colleges or universities, justice partners, and other government entities and courts offering approved continuing education activities.
    - 1. Approval is usually granted for one calendar year only.
    - 2. Providers who will offer the same educational activity on a repeat basis *without change to content, hours, or instructors*, may apply for approval for up to a three-year period (calendar year). Application fees per activity and per year remain the same.
  - E. The application, course outline, statement of qualifications of each instructor, and promotional materials (if available at the time of the application) may be submitted via e-mail to: [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). Materials may also be submitted via mail, in which case three copies of each document are required. The mailing address is:  
Administrative Office of the Courts  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102

Incomplete submissions will not be considered.

- 6.2. Completed applications with proper documentation will generally be processed within 10 business days.
- 6.3. Applications for approval of continuing education activities may be approved retroactively at the discretion of the AOC.
- 6.4. Six hours is the maximum number of CIMCE credits that can be earned per day.
- 6.5. Within the same calendar year, an approved educational activity may be offered on more than one occasion or at more than one location without submission of a new application for approval, provided that no substantive changes are made in the activity content, hours, or faculty.

## **7.0 Approval Process of Continuing Education Activities**

- 7.1. The AOC will apply the criteria in §2.3.1 in order to determine if the activity described in the application meets the definition of “education” for the purposes of granting CIMCE credit. If a question of relevancy or content arises, the AOC will consult with members of the Ethics and Professional Standards Subgroup of the Court Interpreters Advisory Panel in order to resolve the issue. Section 8.0 provides criteria for instructor qualifications and will be used in the approval-for-credit process.
- 7.2. Applications for CIMCE credit are reviewed on an as-received basis and are generally approved or denied within 10 business days. Incomplete applications or applications lacking required documentation will not be considered.
- 7.3. Applicants will be notified if the application was approved or denied within 30 days of receipt of all required items. A notice of an approved application will include a CIMCE number, which will be assigned for the specific activity that has been approved.
- 7.4. Approval of a continuing education activity is nontransferable. In the case of an attendee (interpreter), only the applicant-attendee may claim the CIMCE number assigned to the continuing education activity that he or she attended.
- 7.5. The application process is waived for educational activities delivered by providers listed in §2.3.1A. Courses offered through these providers are automatically approved for CIMCE credit. Attendees are responsible for keeping their own records of attendance and course hour documentation.
- 7.6. The AOC will provide the Court Interpreters Advisory Panel with a list of newly approved courses on a quarterly basis for its review and comment.

## 8.0 Instructor Qualifications

8.1. Applications for approved continuing education activity credit must be accompanied by a statement of instructor qualifications. The minimum qualifications an instructor must possess for a course to be eligible for CIMCE credit are follows:

- A. An instructor of an *interpreting skills* course must:
  - 1. Have at least a bachelor's degree from a U.S. university or an equivalent degree from a foreign university;
  - 2. Have at least five years' experience in courtroom, medical, or conference interpreting; and
  - 3. Be a certified California court interpreter or certified federal court interpreter or possess a valid certification from another country.
  
- B. An instructor of a *translation skills* course must:
  - 1. Have at least a bachelor's degree from a U.S. university or the equivalent degree from a foreign university;
  - 2. Have at least five years' experience as a professional translator; and
  - 3. Possess credentials from a recognized U.S. professional translator's association, or a university degree in translation.
  
- C. An instructor of *any other* course must:
  - 1. Possess the necessary credentials to practice his or her profession or trade (an academic degree, license, certificate, etc.);
  - 2. Have at least five years' experience in that profession or trade; and
  - 3. Have experience delivering professional education.

8.2. The Judicial Council may waive the degree requirement for uniquely qualified individuals who do not possess a formal academic degree but who meet all other requirements. Requests for exceptions will be examined on a case-by-case basis. Particular consideration will be given to the subject matter of the education activity and the actual qualifications of the proposed instructor. (For example, the presenter of a terminology workshop on street slang may not be required to possess academic or professional trade credentials.)

## 9.0 Provider Responsibilities

- 9.1. Provider responsibilities outlined in this section do not apply to pre-approved providers identified in §2.3.1A.
- 9.2. The provider of an approved continuing education activity must have a written and published policy, available to the Judicial Council on request, containing

information on (1) refunds in case of nonattendance, (2) the time period for the return of fees, and (3) notification of activity cancellation.

- 9.3. The provider of an approved instructor-led continuing education activity must keep the following records for a period of three years after the activity concludes and furnish them on request at no cost to the Judicial Council:
  - A. A course outline or syllabus that includes learner objectives, course goals, a content outline, and teaching methods to achieve course objectives or goals;
  - B. A record of the date and location of the activity;
  - C. A statement of qualifications of each instructor;
  - D. A roster of attendance with the participants' full names, signatures or initials, and certification or registration numbers; and
  - E. A copy of the attendance verification document issued to the participants.
- 9.4. The provider of an approved continuing education activity must notify the Court Interpreters Program of any change in its location, organizational structure, or personnel responsible for continuing education activities, including name and address changes, within 30 days after the change.
- 9.5. For instructor-led training, the provider must establish an attendance system whereby participants are required to sign in at the beginning of the activity and sign out at the end of it.
- 9.6. Within 60 days of the completion of an approved continuing education activity, the provider of instructor-led programs must issue a document to each participant to verify attendance. The document may be a letter, a grade slip, a transcript, or a certificate of completion. A certificate of completion must not contain any language that could be construed as constituting interpreter certification. All documents must contain the following:
  - A. Name of the student and his or her certification or registration number or other identification number;
  - B. Course title and CIMCE number;
  - C. Date of the course and completion date;
  - D. Provider's name and address;
  - E. Number of continuing education contact hours; and
  - F. Signature or seal of the instructor or the provider.
- 9.7. The provider of an approved instructor-led continuing education activity must distribute to the participants in each approved activity an evaluation form that meets Judicial Council specifications. The provider must collect completed evaluation forms and retain them for at least three years after the activity for submission to the Judicial Council on request.

- 9.8. The provider must accept full responsibility for adhering to these requirements for each activity offered, including, but not limited to, the following:
- A. Record keeping;
  - B. Advertising and publicity;
  - C. Issuance of attendance verification; and
  - D. Instructor qualifications.
- 9.9. For purposes of monitoring compliance with these requirements, the Judicial Council may audit the records of a provider, request copies of pertinent documents, or send a representative to attend any approved continuing education activity at no charge. The representative must show documentation identifying himself or herself as an employee of the AOC or member of the Court Interpreters Advisory Panel (CIAP).

## **10.0 Continuing Education Credit**

- 10.1. CIMCE credit will be granted on the following basis:
- A. Each hour of the completed activity will be counted as 1 hour of CIMCE credit up to a maximum 6 hours per day).
  - B. One satisfactorily completed academic quarter unit is equal to 10 CIMCE hours.
  - C. One satisfactorily completed academic semester unit is equal to 15 CIMCE hours.
- 10.2. CIMCE credit is approved at a minimum of 1 hour, thereafter measured in half-hour increments and rounded down. The maximum number of CIMCE credit approved is 6 hours per day.
- 10.3. To receive credit, an attendee must attend the entire activity encompassed by its CIMCE number. For academic courses, reasonable absences may be permitted. The educational institution must consider the course as “completed” by the participant in order for CIMCE credit to be granted to that individual.

## **11.0 Promotional Materials**

- 11.1. The term “approved continuing education activity” or any similar phrase must not be used in promotional materials for any educational activity unless approval for CIMCE has been granted by the AOC on behalf of the Judicial Council.
- 11.2. If an application for approval is pending, promotional materials must contain the statement: *“Application has been submitted to the Judicial Council for Court Interpreter Minimum Continuing Education credit.”* Any materials that do not contain this statement will be considered in noncompliance with these requirements, and the application will be denied.

11.3. All promotional materials distributed expressly to publicize approved continuing education activities must contain the statement: *“Application has been approved by the Judicial Council for Court Interpreter Minimum Continuing Education credit.”*

11.4. The provider of an approved continuing education activity must include the following in its promotional materials: the nature of the activity, the time devoted to each topic, and the names and qualifications of the instructors.

## **12.0 Providers of Multiworkshop Conferences**

12.1. In the case of a conference at which multiple continuing education activities will take place, the sponsoring entity or the attendee may submit the following:

- A single application for all workshops;
- A single application for all workshops occurring on the same day;
- A single application for specific workshops occurring during the conference; or
- A single application for each individual workshop.

12.2. Applications may be signed either by an individual in an official capacity with the sponsoring entity or by an attendee.

12.3. A nonrefundable application fee of \$50 per workshop, not to exceed \$300, must be submitted.

12.4. Application packages may be submitted via e-mail to: [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov). Providers may also choose to submit the application in hard copy. In this case, three copies of each of the following must be submitted: the application, instructor qualifications for each workshop, workshop descriptions, learning objectives or goals for each workshop, and the conference program or agenda. Paper application packages should be sent to:

Administrative Office of the Courts  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, CA 94102

Incomplete submissions will not receive consideration.

12.5. Six hours is the maximum number of CIMCE credits that can be earned per day.

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

## 13.0 Earning CIMCE Credit Through Distance Learning and Self-study

- 13.1. *“Instructor-led distance learning”* is defined as a formal educational process in which most of the instruction occurs when the student and instructor are not in the same place. Distance education includes courses offered over the Internet, through Webinars, via videoconferencing, and on interactive satellite broadcasts. Instructor-led distance learning requires the ongoing and active involvement of an actual qualified instructor and the ability of the participant to meaningfully interact with the instructor. The criteria for “educational activity” in section 2.3.1 also must be met.
- 13.2. *“Self-study”* for the purpose of earning CIMCE credit refers to a formal educational process in which most of the learning is not instructor led but has a specific structure and outcomes. (The criteria for “educational activity” as defined in section 2.3.1 must be met.) Examples of educational activities that are not instructor led and may be considered for self-study credit include online courses where there is no live instructor, correspondence courses through the U.S. mail, satellite broadcasts that are not interactive, or one-way videoconferencing where actual participation by students is not possible.
- 13.3. The medium by which a distance learning course or workshop is delivered must be deemed by the AOC to be appropriate to the nature and objectives of the course or workshop.
- 13.4. The provider of a distance learning course or workshop, in addition to the requirements stated in sections 6.0 and 9.0, must:
  - A. Make course texts and teaching materials available to the Judicial Council on request for three years;
  - B. Inform interested students of the specific technology required for participation;
  - C. For instructor-led distance learning, have instructors available to students in person or by phone or e-mail during the course or workshop;
- 13.5. For instructor-led activities, establish a system that provides proof of full attendance and completion within the parameters of the medium.
- 13.6. A provider of a distance learning course or workshop will be subject to regular audits and monitoring by the Judicial Council. Lack of compliance with these requirements is a basis for disapproval as a CIMCE provider.

## Appendix A: Suggestions for Course Topics for Continuing Education

### Skill Areas

The development or refinement of skills generally relies on practice, coaching, and feedback, which require interaction with an instructor. It is therefore recommended that continuing education activities involving the acquisition or improvement of interpretation or language skills be instructor led. This includes the following skill areas:

#### Interpreting Skills

Consecutive interpreting skills: techniques and skills practice (memory, listening, note taking)

Simultaneous interpreting skills: beginning and advanced techniques and skills practice

Sight translation skills

#### Language Skills

Grammar

Style and composition

Vocabulary building

Speed reading

Accent reduction

Voice protection

Etymology, philosophy

Public speaking

False cognates

Syntax

Improvisation techniques

### Knowledge Areas

The following are suggestions for topics to include in your continuing education activities. In addition to selecting an area to study, select a specific course that is right for you by looking at the course learning objectives and method of delivery (for example: instructor led or not instructor led; language specific or monolingual; classroom setting or distance learning, or conference workshops, ).

#### Terminology

Street slang

Forensic pathology

Law enforcement jargon

Criminalistics

Drugs

Fingerprints

Weapons and ballistics

DNA terms

Gangs

Medical terms

Tools

Automotive terms

Regionalisms

Financial and banking terms

Sex offenses

Drug and alcohol testing

Business terms

## General Law

Criminal procedure	Criminal investigation
Sentencing procedures	Juvenile justice
Probation/parole	Arraignments, hearings, motions
Mental health proceedings	Elder abuse
Domestic violence	Contracts
Unlawful detainer	Legal advice vs. legal information
Civil law	
Property law	
Family law	
Juvenile proceedings (dependency, delinquency, child support, ICWA)	

*Note: This is a list of possible topics for study; it is not an inventory of approved subjects.*

**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>i</sup>	2 <sup>ii</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**

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

## Overlap of renewal periods

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

Please note that in the second example, the interpreter would be given an extension into 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.

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<sup>i</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>ii</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.