CONTINUING EDUCATION REQUIREMENTS FOR CERTIFIED COURT INTERPRETERS AND REGISTERED INTERPRETERS OF NON-DESIGNATED LANGUAGES

I. Application

These requirements apply to interpreters who are named and maintained on the Judicial Council list of "deemed certified" interpreters and have met or are in the process of meeting the Judicial Council requirements for final certification, and to interpreters who take and pass the Cooperative Personnel Services court interpreter certification examination or the examination offered by the Judicial Council after July 1995. Meeting these continuing education requirements is one of the prerequisites for moving from the "deemed certified" list to the "certified" list, and is also one of the conditions for continued certification for all court interpreters. These requirements also apply to interpreters of non-designated languages who are registered with the Judicial Council.

II. Requirements

Every interpreter shall complete 30 hours of approved continuing education prior to applying for final certification. Thereafter, every interpreter shall complete 30 hours of approved continuing education during each two-year compliance period.

Continuing education credit shall be granted on the following basis:

1) Each hour of class shall be counted as one hour of continuing education (maximum 6 hours per day.)
2) One academic quarter unit is equal to 10 continuing education hours.
3) One academic semester unit is equal to 15 continuing education hours.

The approved continuing education activities are divided as follows:

1) Professional Issues (6 hours)
2) Skills and Knowledge (24 hours)

The first year, every interpreter is required to take the Court Interpreter Ethics Workshop I, sponsored by the Judicial Council Court Interpreters Advisory Panel (CIAP), to meet the Professional Issues portion of the continuing education requirement. During subsequent compliance periods, the Professional Issues requirement may be met with other continuing education activities, provided that they are related in some way to the profession of court interpreting. (See Appendix A for suggested topics related to professional issues and cultural awareness. Up to 3 hours may be through self-study.)

Of the 24 hours that each interpreter must devote to continuing education on skills and knowledge, up to 12 hours may be through self-study. At least 12 hours shall be spent in participatory activities, by which is meant a course, workshop, lecture, or other activity at which attendance is monitored and verifiable.

III. Participatory Activities

Participatory continuing education activities are those specifically approved by the CIAP for Court Interpreter Minimum Continuing Education (CIMCE) credit. They may include courses offered at accredited institutions of higher learning or conferences or workshops sponsored by professional organizations, provided that the topic is relevant to court interpreting.

Any interpreter who wishes to receive CIMCE credit must be able to show proof of having taken the course or attended the conference or workshop (e.g., an official transcript from the university or college, or a receipt from the professional organization), and must submit a copy of the course syllabus, catalogue description, or conference program if the CIAP requests it. Suggested course topics for court interpreter continuing education are listed in Appendix A of this document.

IV. Self-study

Interpreters may receive continuing education credit for up to 15 hours of self-study. Self-study activities must be directed toward the improvement of: memorization skills, vocabulary development, simultaneous interpreting skills, consecutive interpreting skills, knowledge of legal procedures, and command of terminology. Recommended self-study materials are available upon request. Interpreters who are instructors of CIAP-approved continuing education activities, or of other courses or workshops related to court interpreting, may receive continuing education credit for the hours they spend preparing such activities or courses.

V. Verification of Compliance

A Continuing Education Compliance Form will be mailed to each interpreter who has registered with the Judicial Council as a "deemed certified" interpreter, to each interpreter who has passed the court interpreter certification examination, and to each interpreter of a non-designated language who is registered with the Judicial Council. This form shall be filled out and submitted along with the application form and other documentation required for final certification. Thereafter, at the beginning of each two-year compliance period a Continuing Education Compliance Form will be mailed to each interpreter on the Judicial Council list of certified interpreters or list of non-designated-language interpreters. It shall be filled out and submitted to the Judicial Council by the indicated date, along with the certification renewal fee.

The compliance form merely asks the interpreter to list the continuing education activities in which he or she has participated during the compliance period, and to sign a sworn statement that the information listed is true and correct. Compliance documentation must be kept for five years.

Documentation suitable for verifying compliance includes: attendance verification documents from CIAP-approved continuing education activities, official transcripts from accredited colleges or universities, and receipts for books or videotapes. It is important for interpreters to keep such documents in a safe place from which they can be retrieved in case verification of compliance is requested.

Appendix A

Suggested Course Topics for Continuing Education

1. **Interpreting Skills**
   consecutive interpreting (memory, listening, note taking)
   simultaneous interpreting (arraignments, motions, sentencings, expert witness testimony, etc.)
   sight translation (legal documents, witness statements, police reports, etc.)
   theory of interpreting

2. **Terminology**
   legal terms
   street slang
   law enforcement jargon
   weapons and ballistics
   drugs
   gangs
   sex offenses
   tools
   automotive terms
   regionalisms
   false cognates
   business terms
   forensic pathology
   criminalistics
   fingerprints
   DNA fingerprinting
   medical terms
   drug and alcohol testing
   juvenile proceedings
   civil law
   family law
   real estate
   financial and banking terms
   maritime terms

3. **Translation**
   personal legal documents
   medical reports
   business correspondence
   works of literature
   technical documents
   theory of translation
   contracts
   bidding specifications
   legislation
   court decisions
   financial documents

4. **Tape transcription**

5. **Language Skills**
   grammar
   style and composition
   literature
   speed reading
   accent elimination
   etymology, philosophy
   public speaking
   vocabulary-building
   creative writing
   linguistics

6. **The law**
   comparative legal systems
   criminal procedure
   sentencing procedures
   probation/parole
   contracts
   administration of justice
   criminal investigation
   juvenile justice
   family law
   torts

7. **Professional issues:**
   stress management
   voice protection
   court interpreter ethics
   improvisation techniques
   speech pathology

8. **Cultural awareness**
   intercultural communication
   cultural anthropology
   comparative cultures
   folk medicine

comparative religions

sociology