



Office of Language Access

Office of the Colorado State Court Administrator



Continuing Education Activity Approval Request Form (Provider)

Instructions: This form **SHOULD** be submitted to the Language Access Administrator or designee thirty (30) days prior to the event. Once a request is submitted, the Language Access Administrator or designee will evaluate whether the event qualifies for continuing education credits. **Notification of whether the event is accepted or rejected will be sent to the requesting individual's email address.** If the request is rejected, explanations will be provided. Upon approval, the event will be listed on the OLA website as an approved course and will be assigned a Continuing Education Activity Approval Number (CEAA#).

Event Sponsor's Contact Information	
Name of Sponsor	
Contact Person	Contact Email
Address	Phone Number
Event Information	
Event or Presentation	
Speaker's Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)	
<input type="checkbox"/> Agenda of Event Attached	
Total Number of Contact Hours	Number of Contact Hours in Ethics
Registration Fee	Is the Event Language Specific?
Event Information (for 2 nd event, if applicable)	
Event or Presentation	
Speaker's Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)	
<input type="checkbox"/> Agenda of Event Attached	
Total Number of Contact Hours	Number of Contact Hours in Ethics
Registration Fee	Is the Event Language Specific?
Event Information (for 3 rd event, if applicable)	
Event or Presentation	
Speaker's Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)	
<input type="checkbox"/> Agenda of Event Attached	
Total Number of Contact Hours	Number of Contact Hours in Ethics
Registration Fee	Is the Event Language Specific?

Please submit this form to the Language Access Administrator or designee a minimum of thirty (30) days prior to the event using one of the following methods:

Mail: Office of Language Access; 1300 Broadway, Suite 1200; Denver, CO 80203

E-mail: interpreters@judicial.state.co.us