

SUPREME COURT OF COLORADO
OFFICE OF THE CHIEF JUSTICE

COLORADO JUDICIAL DEPARTMENT
Continuing Education and Professional Practice Requirements for Continued Certification
and/or Active Roster Status
of Court Interpreters

I. APPLICATION

Continuing education and professional practice requirements apply to interpreters who are certified or part of the active court interpreter rosters maintained by the Colorado Judicial Department. Meeting these continuing education and professional practice requirements is a condition for continued certification or active roster status for all Colorado court interpreters. There are no exceptions.

II. PURPOSE

To ensure that certified and active roster interpreters maintain and improve their interpreting skills; expand their knowledge of forensic, legal, scientific, drug, slang and idiomatic vocabulary; and remain cognizant and mindful of the Colorado Judicial Department Code of Professional Responsibility for Court Interpreters throughout their professional career.

III. REQUIREMENTS

Effective September 1, 2005, all certified and active roster interpreters shall have completed 24 hours of approved continuing education and 48 hours of professional interpretation practice during each two-year compliance period thereafter in order to maintain their certified and/or active roster status.

The first continuing education compliance period for interpreters certified or on the active roster as of September 1, 2005 will end on January 31, 2008. For all others, the first compliance period is for a period of at least two years following the date on which the interpreter passes the oral certification exam or is added to the active roster, ending on January 31. For example, if an interpreter passes the oral certification exam in November 2005, the continuing education compliance period for that interpreter would end on January 31, 2008. Subsequent compliance periods are two-year periods beginning February 1 and ending January 31.

EDUCATION REQUIREMENTS: Every certified and active roster court interpreter shall complete 24 continuing education credit hours per compliance period. At least two (2) of these training hours must be earned at an ethics workshop approved by the Court Interpreter Program (CIP) of the State Court Administrator's Office. Every CIP approved class hour shall be counted as one credit hour of continuing education, up to a maximum of 16 credit hours per educational activity.

Continuing Education credit is approved for a minimum of 1 hour, is measured in half-hour increments and is rounded down. No credit will be given for attending only a portion of a participatory activity that is 3 hours or less in length.

A maximum of six (6) continuing education credits earned in excess of the 24 hour requirement in any compliance period will be eligible to be carried over to the next two-year compliance period. If an interpreter earns more than two (2) ethics credits in a review period, the additional credits may carry over as general credits but will not be counted toward the ethics requirement for the next reporting period.

PROFESSIONAL PRACTICE REQUIREMENTS: Every certified and active roster interpreter shall complete a minimum of 48 hours of professional interpretation assignments during each reporting period. In the case of court interpreting assignments, hours should be entered on a standard court interpreter continuing education and professional practice compliance form, available on the judicial website, by showing court location, date, case number, and number of hours spent on each case. In judicial districts where court interpreters are hired to cover specific shifts, case number information will not be necessary; rather, interpreters may note the days and shifts worked and have these hours confirmed by a supervisory signature. Finally, a written statement from a judicial administrator, managing court interpreter or interpreter coordinator attesting to the approximate number of court hours may also be submitted in lieu of a listing of court cases.

There are no exemptions to the foregoing requirements for court certified and active roster interpreters who reside out-of-state, or whose certification credential was not obtained through the state of Colorado.

IV. ACCEPTED TRAINING

Accepted continuing education activities are those specifically approved by the CIP for credit. They may include courses offered at accredited institutions of higher learning, conferences or workshops sponsored by professional organizations, educational sessions sponsored or organized by the Colorado Judicial Department, activities approved for legal education credit and group or self-study activities approved in advance by the CIP. Continuing Education credits must reflect a variety of training, and therefore no single educational activity shall be awarded more than 16 credit hours.

V. CREDIT FOR TEACHING

Certified court interpreters who serve as instructors in educational activities approved by the CIP are eligible to receive continuing education credit related to that activity up to a maximum of 16 hours per compliance period. Preparation time may be computed at a maximum rate of 2 hours per each hour of instruction.

V. VERIFICATION OF COMPLIANCE

Every court certified and active roster interpreter is responsible for completing a standard court interpreter continuing education and professional practice compliance form, available on the judicial website, listing continuing education activities and minimum hours of professional interpretation at the conclusion of each two-year reporting period and submitting it to the CIP Administrator; and to sign a sworn statement that the information provided is true and correct. The interpreter must maintain documentation to verify compliance with minimum continuing education requirements for a three-year period.

VII. NON-COMPLIANCE

If a court certified or active roster interpreter fails to submit a court interpreter continuing education and professional practice compliance form at the end of the two-year reporting period, then s/he will be deemed out of compliance.

If it is determined that an interpreter is out of compliance with continuing education and/or professional practice requirements, the case will be referred to a three-member subcommittee of the Court Interpreter Oversight Committee. This subcommittee will make a good faith effort to contact the interpreter and develop a compliance plan. If the subcommittee's efforts to communicate with the interpreter fail, or a compliance plan cannot be negotiated, or a compliance plan is developed but not completed to the subcommittee's satisfaction within a six month period, the interpreter will be removed from the certified court interpreter or active roster interpreter directories maintained by the Colorado Judicial Department and posted on the judicial website; and judicial administrative authorities will be notified of the interpreter's non-compliance with continuing education requirements.

In the case of interpreters certified by the Colorado Judicial Department, non-compliance will cause certification to lapse. To regain certified status, the interpreter will be required to pass a recognized court interpreter certification exam.

VIII. INACTIVE STATUS

An interpreter may request to be assigned inactive status at any time, for any reason. In the case of certified interpreters, inactive status will not affect certification. The period of inactivity is limited to 5 consecutive years. Requests for inactive status must be

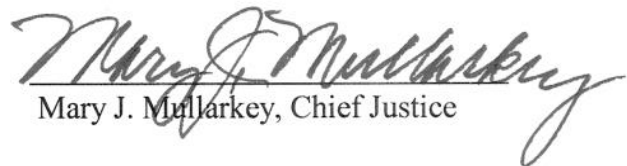
submitted in writing to the Court Interpreter Program Administrator in advance or as practicable. The interpreter will be notified of the CIP Administrator's decision within 15 business days.

Only an interpreter who is in good standing with the Colorado Judicial Department is eligible for inactive status. An interpreter on inactive status is not required to comply with continuing education requirements once inactive status is assigned, but is awarded credit if he or she chooses to complete continuing education courses during the period of inactivity. While on inactive status, an interpreter is not listed on the active court interpreter rosters and should not interpret in the courts.

If an inactive certified interpreter does not contact the CIP administrator to return to active status within 5 years of becoming inactive, the interpreter's certification will lapse.

RETURNING TO ACTIVE STATUS: To return to active roster status, an inactive interpreter must submit a written request to the CIP Administrator within 5 years of being granted inactive status. Otherwise, the interpreter will be required to undergo orientation training (if not certified) or pass the oral certification exam (if certified) to return to active status. An interpreter who returns to active status after a period of inactivity must complete one full compliance period before being allowed to re-enroll in inactive status.

Done at Denver, Colorado this 24th day of August, 2005.


Mary J. Mullarkey, Chief Justice