



FLORIDA SUPREME COURT
OFFICE OF THE STATE COURTS ADMINISTRATOR

COURT INTERPRETER CERTIFICATION AND REGULATION PROGRAM

Compliance Requirements for Certified Spoken Language Court Interpreters

Revised August 16, 2010

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**Court Interpreter Certification and Regulation Program (CICRP)
Biennial Renewal and Continuing Interpreter Education (CIE) Compliance
Requirements**

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Court Interpreter Certification and Regulation Program (CICRP)
Biennial Renewal and Continuing Interpreter Education (CIE) Compliance
Requirements

Part 1. Compliance Requirements, Sections 1.0 – 7.6

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”) of spoken languages 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 Code of Professional Conduct (Rule 14.300-14.390); and
- C. To assist certified 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.

2.0 Continuing Education Requirements

2.1 Effective July 1, 2010, continuing interpreter education will be phased in and all certified court interpreters of spoken languages must meet the continuing education requirements established by the Court Interpreter Certification Board (hereafter “CICB”) in order to remain certified. The continuing education compliance period is a two-year period and coincides with the interpreter’s certification renewal cycle. (See §2.4.)

2.2 Continuing Interpreter Education (hereafter “CIE”) credit will be awarded for educational activities that meet the following criteria:

- A. Activities offered as education that have been pre-approved per 2.3.1A; *or*
- B. Activities that meet the definition of education per 2.3.1B and have been assigned a Continuing Education Activity Approval (hereafter “CEAA”) number by the CICRP; *and*

- C. Educational 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 educational activities the interpreter engages in after successfully fulfilling the certification requirements and becoming certified, for purposes of continuing professional development and to maintain Registry of Certified Court Interpreters (hereafter “Registry”) status with the CICB.

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:

- Florida Court Interpreter Certification and Regulation Program (CICRP)
- Consortium for Language Access in the Courts
- Accredited colleges and universities
- National Association of Judiciary Interpreters and Translators (NAJIT)
- American Translators Association (ATA)

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 50 minutes in length which constitutes one (1) continuing education hour; 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) and the provider shall reasonably accommodate persons with disabilities as required by the Americans with Disabilities Act, or offer alternative accessible arrangements for such individuals;
 - 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” or “group-study,” constitutes education for purposes of meeting the continuing education requirement for interpreters. **For purposes of granting CIE credit, the self-study and group-study category refers to non-instructor-led educational activities that meet the criteria in section 2.3.1A or 2.3.1B.** All self-study and group-study educational activities are subject to CICRP pre-approval.

Note: Self-directed educational 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 In order to give certified interpreters ample time to begin planning their continuing education activities, ALL interpreters certified *prior* to July 1, 2010, will have a grace period of one compliance period (at least two (2) years) before CIE credits must be earned. *For example, if an interpreter was certified on August 20, 2008, he or she must renew their certification credentials by August 20, 2010. The interpreter must begin earning continuation education credits for the second compliance period/renewal cycle, and will thus be responsible for attaining 16 CIE hours for the period August 20, 2010 through August 20, 2012.*

For interpreters certified on or after July 1, 2010, continuing education will become effective immediately and the interpreter must earn 16 CIE hours during each renewal cycle prior to his or her certification expiration date, including the one immediately after initial certification.

2.5 All certified interpreters must complete 16 hours of approved continuing education during each compliance period as follows:

- A. Ethics-related program or educational activity at a minimum of two (2) hours.
- B. No more than 25 percent of the required CIE credits may be satisfied through self-study or group-study.

2.5.1 There are no exemptions to the continuing education requirements for certified interpreters that are out-of-state residents.

2.5.2 Interpreters holding certifications in multiple languages are required to maintain the minimum number of CIE units for the two-year compliance period. No additional credits must be earned as a result of being certified in more than one language.

3.0 Procedures

3.1 Biennial Renewal and Continuing Education Compliance

3.1.1 Each certified interpreter is required to pay a biennial renewal fee by his or her date of certification expiration. A notice will be mailed to the certified interpreter reminding him or her that the renewal fee is due. The current biennial renewal fee is posted on the CICRP's website and must be **received by** the CICRP by the certification expiration date. Payments in the form of a check, cashier's check, or money order made payable to the State of Florida are accepted. (See §7.1.)

3.1.2 Each certified interpreter seeking continued certification is required to file an application for renewal and a completed Continuing Interpreter Education Reporting Form to the CICRP **by the final date** of his or her renewal. (Reminder: The renewal cycle is two (2) years.) A renewal application will be mailed to the certified interpreter 90 days before the end of his or her certification expiration date. The Continuing Interpreter Education Reporting Form will be provided when the certification renewal package is mailed, and is also available on the CICRP's website.

- 3.1.3 Pursuant to Rule 14.230(a), a certificate shall be suspended automatically for non-payment, but shall be reinstated upon application to the board accompanied by payment, and made within 60 days of the date of suspension. A late filing fee is assessed if the renewal application or the continuing education reporting form or all required payments are not received within the 60-day grace period following the date certification expires.

Note: Upon expiration of the 60-day grace period, request for reinstatement must be made pursuant to rule 14.450.¹ See AOSC10-23 *Corrected* for the current late filing fee.² An additional fee will be assessed for returned checks.

- 3.1.4 Each certified interpreter is required to notify the CICRP of his or her current mailing address for receipt of documents pertaining to certification. 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. Update requests should be submitted in writing by sending an email to CICRP staff at interpreters@flcourts.org or via fax to 850-414-1342.
- 3.1.5 Required forms or payments received after the late filing period ends cannot be accepted. Required payments include the biennial renewal fee, late fee, and any returned check fee. Required payments or forms received after a certification renewal due date, but within the late filing period which extends for four (4) months after the 60-day grace period for certification renewal expires, will be assessed a late fee equal to ten (10) percent of the amount of the biennial renewal fee. Interpreters who apply for renewal after the late filing period will be required to meet the same requirements for certification as a new interpreter. (See section 7.2.)

4.0 General Guidelines for Continuing Education Credit

- 4.1 CIE instructor-led educational activities are those classes or courses specifically approved by the CICRP for credit. They may include courses offered at accredited institutions of higher learning or conferences or workshops by professional organizations. The criteria in section 2.3.1A-C will be applied in order to determine if CIE credit will be granted.
- 4.2 Self-study or group-study educational activities must meet the criteria in section 2.3.1A-B in order for CIE credit to be granted. No more than 25 percent of the required CIE credits

¹ Rule 14.450 <<http://www.floridasupremecourt.org/decisions/2006/sc06-1083.pdf>>

² AOSC10-23 *Corrected* <<http://www.floridasupremecourt.org/clerk/adminorders/2010/AOSC10-23.pdf>>

may be obtained through self-study or group-study. *Note: The self-directed studying or reading of materials does not in and of itself constitute continuing education for the purposes of gaining CIE credit.*

- 4.3 A maximum of four (4) credits (or 25 percent) in excess of the sixteen (16) credits will be eligible to be carried over from one compliance period to the subsequent period. **No credits** for self-study or group-study may be carried over to the next two-year compliance period.
- 4.4 CIE credit may be given for participating in educational activities offered in other states or in a foreign country if they are approved by the CICRP. Foreign travel per se may not be counted for credit.
- 4.5 Certified interpreters who are instructors of CIE-approved activities are eligible to receive continuing education credit for that educational activity. Credit will be given only one time per educational activity.
- 4.6 *Relevant* educational activities approved by The Florida Bar for Continuing Legal Education credit (CLE) may be approved for CIE upon application by the provider or participant. “Relevant educational activity” for the purposes of this section is defined in section 2.3.1A-C.
- 4.7 CIE credit is *not* given for the following:
 - A. Rating candidates for state, federal, or Consortium for Language Access in the Courts (hereafter “Consortium”) court interpreter examinations.
 - B. Developing examinations for state, federal, or consortium court interpreter examinations.
 - C. Attending preparatory educational activities for any state certification exam.
 - D. Engaging in marketing or consulting activities.
 - E. Completing the same CIE-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 section 2.3.1.

Note: See sections 8.0–16.8 for CIE approval granting process and guidelines for education providers.

5.0 Computation of CIE Credit

- 5.1 CIE credit shall be granted for each 50 minutes of participation in an educational activity as defined in section 2.3.1. Each 50-minute increment shall be counted as one (1) CIE hour.
- 5.2 Self-study CIE credit for teaching a CIE-approved activity is computed for each 50 minutes of instruction. Credit may be granted only once for each educational activity.
Example: The second time a certified interpreter-instructor teaches the course, no CIE credit is earned.
- 5.3 CIE credit is approved at a minimum of 50 minutes.

6.0 Verification of Continuing Education Compliance

- 6.1 Certified interpreters are required to list the continuing education activities 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.
- 6.2 Certified interpreters are required to retain verification of their attendance and course completion for a period of four (4) years after the educational 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
- 6.3 The CICRP may ask for proof of attendance or completion for educational activities listed on the continuing education reporting form. If documentation is not produced by the interpreter, CIE credit may not be granted for the educational activity alleged. This could result in the decertification of the interpreter if sufficient qualifying CIE credits have not been otherwise earned to meet the minimum CIE requirements.
- 6.4 Certified court interpreters shall be responsible for maintaining all records related to CIE and shall be subject to random audit at any time. Any material misrepresentation by a certified interpreter in the renewal process shall result in an automatic referral to an

investigative committee where the appropriate remedial action will be taken, which may include decertification.

7.0 Summary of Biennial Renewal Requirements

- 7.1 Interpreters must meet the following requirements to maintain their certification status each biennial renewal period:
- A. Sixteen hours of approved continuing education;
 - B. Submission of an Application for Court Interpreter Certification Renewal and Continuing Interpreter Education Reporting Form no later than the late filing deadline (see §3.1.2 and §3.1.3.); **All required payments and forms *must* be received *within six (6) months of the certification expiration date to avoid loss of certification status.*** (See also §3.1.5.)
 - C. Payment of the biennial renewal fee, due by the date of certification expiration (see §3.1.1.);
 - D. Payment of the late filing fee (see 3.1.3) if the certification renewal application, renewal fee, and/or continuing education reporting form are not received within 60 days of certification expiration; and
 - E. Payment of any returned check fees, if applicable. See website for current biennial renewal fee, with other applicable fees.³
- 7.2 An interpreter's certification status will be revoked if:
- A. The biennial renewal requirements in section 7.1 are not met; or
 - B. The interpreter does not comply with all certification policies adopted by the CICB.
- 7.3 If an interpreter's certification status is revoked, the interpreter will be removed from the Registry and the trial courts will be so notified. The interpreter must retake the certification examinations and complete the full certification process, including attendance at the required orientation workshop, *before* regaining his or her Registry status.

³ CICRP website <http://www.flcourts.org/gen_public/interpret/index.shtml>

- 7.4 Federally certified interpreters, who are also certified by the CICB and wish to maintain their Registry status, must meet all of the CICRP biennial renewal and continuing education compliance requirements *before* regaining Registry status.

- 7.5 Continuing Interpreter Education requirements and processes described herein are effective July 1, 2010. For interpreters whose continuing education compliance period will occur after July 1, 2010, the previous provisions apply.

Part 2: Approval of Educational Activity for CIE Credit: Instructions for Providers and Interpreter Applicants, Sections 8.0 – 16.8

8.0 Definition of Terms

- A. “Continuing Interpreter Education (CIE)” 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 status. The definition of “educational activity” is in 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 Court Interpreter Certification and Regulation Program (CICRP) for one or more of its educational activities to qualify for CIE.
- C. “Applicant” is defined as:
 - 1. Any provider seeking approval to offer CIE credit for a program; or
 - 2. Any interpreter seeking CIE credit approval for a course taken from a provider who has not sought or been granted CIE approval for its program.

(See also section 5.2 regarding the eligibility of instructors to receive credit for specified CIE activities).

- D. An “approved continuing education activity” is a course, workshop, seminar, or other educational activity that has been approved by the Court Interpreter Certification Board as qualifying for credit toward meeting the continuing education requirement for certified 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 section 2.3.1 also must be met. (See also §16.1.)

- F. “Self-study” or “group-study” for the purpose of earning CIE 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 also must be met. (See also §16.2.)
- G. “Pre-approved providers” are identified in section 2.3.1A. Relevant courses offered by these providers do not require a Continuing Education Activity Approval number and may be listed on the continuing education reporting form with course title, hours, and course dates. Proof of attendance or completion must be retained by the interpreter.

9.0 Application Procedures

- 9.1 All applicants, except for those identified in section 2.3.1A as pre-approved providers or those qualifying for the multi-workshop conference described in section 15.0, 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 §11.0.);
 - D. Nonrefundable application fee of \$50 per educational activity, per two-year period, not to exceed \$300 per two-year period for multiple educational activities. 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 a two-year period 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 four-year period. Application fees per educational activity and per two-year period 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: interpreters@flcourts.org or via regular mail to:

Court Interpreter Certification and Regulation Program
Office of the State Courts Administrator
Florida Supreme Court Building
500 South Duval Street
Tallahassee, FL 32399

Incomplete submissions will not be considered.

- 9.2 Completed applications with proper documentation will generally be processed within 30 calendar days.
- 9.3 Within the same two-year period, 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 educational activity content, hours, or faculty.

10.0 Approval Process of Continuing Education Activities

- 10.1 The CICRP will apply the criteria in section 2.3.1A and B in order to determine if the activity described in the application meets the definition of “education” for the purposes of granting CIE credit. If a question of relevancy or content arises, the CICRP will consult with members of the Continuing Education Committee (a standing committee of the Court Interpreter Certification Board) in order to resolve the issue. Section 11.0 provides criteria for instructor qualifications and will be used in the approval-for-credit process.
- 10.2 Applications for CIE credit are reviewed on an as-received basis and are generally approved or denied within 30 calendar days. Incomplete applications or applications lacking required documentation will not be considered.
- 10.3 Applicants will be notified if the application was approved or denied within 30 calendar days of receipt of all required items. A notice of an approved application will include a CEAA number, which will be assigned for the specific educational activity that has been approved.
- 10.4 Approval of a continuing education activity is nontransferable. In the case of an attendee (interpreter), only the applicant-attendee may claim the CEAA number assigned to the continuing education activity that he or she attended.
- 10.5 The application process is waived for educational activities delivered by providers listed in section 2.3.1A. Relevant courses offered through these providers are automatically

approved for CIE credit. Attendees are responsible for keeping their own records of attendance and course hour documentation.

11.0 Instructor Qualifications

- 11.1 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 CIE credit are as follows:
- A. An instructor of an *interpreting skills* course must:
 - 1. Be a certified Florida court interpreter or certified federal court interpreter; and
 - 2. Have at least five (5) years' experience in courtroom, medical, or conference interpreting.
 - B. An instructor of a *translation skills* course must:
 - 1. Possess credentials from a recognized U.S. professional translator's association, or a university degree in translation; and
 - 2. Have at least five (5) years' experience as a professional translator.
 - 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 (5) years' experience in that profession or trade; and
 - 3. Have experience delivering professional education.
- 11.2 The CICRP may waive the certification requirement for uniquely qualified individuals who possess a formal academic degree and 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.)

12.0 Provider Responsibilities

- 12.1 Provider responsibilities outlined in this section do not apply to pre-approved providers identified in section 2.3.1A.
- 12.2 The provider of an approved continuing education activity must have a written and published policy, available to the CICRP on request, containing information on (1) refunds in case of nonattendance, (2) the time period for the return of fees, and (3) notification of educational activity cancellation.
- 12.3 The provider of an approved instructor-led continuing education activity must keep the following records, in print or electronic format, for a period of four (4) years after the educational activity concludes and furnish them on request at no cost to the CICRP:
- A. A course outline or syllabus that includes learning 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 educational activity;
 - C. A statement of qualifications of each instructor;
 - D. A roster of attendance with the participants' full names, signatures or initials, and certification numbers; and
 - E. A copy of the attendance verification document issued to the participants.
- 12.4 The provider of an approved continuing education activity must notify the CICRP 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.
- 12.5 For instructor-led training, the provider must establish an attendance system whereby participants are required to sign in at the beginning of the educational activity and sign out at the end of it.
- 12.6 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/her certification number or other identification number;

- B. CIE activity title and CEAA 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.

12.7 The provider of an approved instructor-led continuing education activity must distribute to the participants in each approved educational activity an evaluation form that meets CICB specifications. The provider must collect completed evaluation forms and retain them, in print or electronic format, for at least four (4) years after the educational activity is held, for submission to the CICRP on request.

12.8 The provider must accept full responsibility for adhering to these requirements for each educational 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.

12.9 For purposes of monitoring compliance with these requirements, the CICRP 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 CICRP or member of the CICB.

13.0 Continuing Education Credit

13.1 CIE credit will be granted on the following basis:

- A. Each 50 minutes of the completed educational activity will be counted as one (1) hour of CIE credit.
- B. CIE credit is approved at a minimum of 50 minutes.

14.0 Promotional Materials

- 14.1 The term “approved continuing education activity” or any similar phrase must not be used in promotional materials for any educational activity unless approval for CIE has been granted by the CICRP on behalf of the CICB. Promotional materials must also contain the CEAA number and the number of CIE units that may be earned.
- 14.2 All promotional materials distributed expressly to publicize approved CIE activities must contain the statement: *“Application has been approved by the Court Interpreter Certification and Regulation Program for Continuing Interpreter Education credit.”*
- 14.3 The provider of an approved continuing education activity must include the following in its promotional materials: the nature of the educational activity, the time devoted to each topic, and the names and qualifications of the instructors.

15.0 Providers of Multi-Workshop Conferences

- 15.1 In the case of a conference at which multiple continuing education activities will take place, the sponsoring entity or the attendee may submit any of 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.
- 15.2 Applications may be signed either by an individual in an official capacity with the sponsoring entity or by an attendee.
- 15.3 A nonrefundable application fee of \$50 per workshop, per two-year period, not to exceed \$300 per two-year period, must be submitted.
- 15.4 Providers must submit an application package that contains the following: the application, instructor qualifications for each workshop, workshop descriptions, learning objectives or goals for each workshop, and the conference program or agenda. Application packages should be sent, via e-mail to: interpreters@flcourts.org, or by regular mail to the address below:

Court Interpreter Certification and Regulation Program
Office of the State Courts Administrator
Florida Supreme Court Building
500 South Duval Street
Tallahassee, FL 32399

Incomplete submissions will not receive consideration.

- 15.5 CIE credit is approved at a minimum of 50 minutes.

16.0 Earning CIE Credit Through Distance Learning, Self-study, and Group-study

- 16.1 *“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 2.3.1A also must be met.
- 16.2 *“Self-study” or “group-study”* for the purpose of earning CIE credit refers to a formal educational process in which most of the learning is not instructor-led but has a specific structure and outcome. (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 or group-study credit include online educational activities 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. Self-study or group-study activities are subject to CICRP pre-approval.
- 16.3 No more than 25 percent of the required total number of continuing interpreter education credits may be obtained through self-study or group-study.
- 16.4 No credits for self-study and/or group-study may be carried over to the next two-year compliance period.
- 16.5 The medium by which a distance learning course or educational activity is delivered must be deemed by the CICRP to be appropriate to the nature and objectives of the course or educational activity.

- 16.6 The provider of a distance-learning course or educational activity, in addition to the requirements stated in sections 9.0 and 12.0, must:
- A. Make course texts and teaching materials available to the CICRP on request for four (4) years;
 - B. Inform interested students of the specific technology required for participation; and
 - C. For instructor-led distance learning, have instructors available to students in person or by phone or e-mail during the course or educational activity.
- 16.7 For instructor-led educational activities, establish a system that provides proof of full attendance and completion within the parameters of the medium.
- 16.8 A provider of a distance learning course or educational activity will be subject to regular audits and monitoring by the CICRP. Lack of compliance with these requirements is a basis for disapproval as a CIE provider.

Appendix A: Suggestions for Course Topics for Continuing Education

The following list provides examples of study topics potentially affording continuing interpreter education credits. It is not an inventory of approved subjects.

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:

A. 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

B. 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 in relation to a particular method of delivery. For example, courses may be instructor-led, group, or self-study activities, language specific or monolingual, offered in a classroom setting, via distance learning, or as conference workshops.

A. 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

B. General Law

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