



# **Compliance Requirements for California Certified Court and Registered Interpreters**

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WITH PROCEDURES FOR PROVIDERS  
OF COURT INTERPRETER  
CONTINUING EDUCATION ACTIVITIES



JUDICIAL COUNCIL  
OF CALIFORNIA

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COURT INTERPRETERS PROGRAM

Judicial Council of California  
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San Francisco, California 94102-3688  
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## Introduction

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### Purpose

The Judicial Council of California, through its Court Interpreters Program (CIP), is the credentialing (sometimes referred to as *licensing*) body for certified court and registered spoken-language interpreters. CIP administers the policy and procedures established by the Court Interpreters Advisory Panel for annual renewal fees and compliance requirements that interpreters are required to abide by to maintain their credentialing status. CIP also maintains the Judicial Council’s *Master List of Certified Court and Registered Interpreters*,<sup>1</sup> which is used by courts, justice partners, and the public to locate credentialed interpreters in good standing with the Judicial Council.<sup>2</sup>

The Judicial Council’s responsibilities over court interpreters in California are stated in California Government Code sections 68560–68566. In accordance with section 68562, all spoken language interpreters are required to meet continuing education and certification renewal requirements established by the Judicial Council of California. Specifically:

The Judicial Council shall adopt standards and requirements for interpreter proficiency, continuing education, certification renewal, and discipline. The Judicial Council shall adopt standards of professional conduct for court interpreters.

(Gov. Code, § 68562(d).)

Providers of continuing education activities are also required to abide by the procedures stated in these requirements.

The **compliance requirements** for California certified court and registered interpreters:

- Ensure that the interpreters continuously improve and learn in order to maintain the requisite knowledge, skills, and abilities (KSAs) required to perform their responsibilities competently, fairly, and efficiently;
- Help interpreters 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, stand on equal footing when participating in court proceedings, and are treated fairly and justly; and

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<sup>1</sup> <https://www.courts.ca.gov/35273.htm>

<sup>2</sup> American Sign Language interpreters currently holding a Specialist Certificate: Legal (SC:L) issued by the Registry of Interpreters for the Deaf may become a California certified court interpreter. For information contact [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov)

- Help improve the administration of justice, reduce court delays, and promote fair and efficient court proceedings and standardized court practices and procedures.

In addition, **interpreters have a duty to the profession and are required to:**

- Abide by the canons found in rule 2.890 of the California Rules of Court, Professional conduct for interpreters, [www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2\\_890](http://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2_890);
- Read and understand the *Professional Standards and Ethics for California Court Interpreters*, [www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf](http://www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf);
- If employed by the California courts, abide by the employing court's policies and procedures, including the *Code of Ethics for the Court Employees of California*, as they pertain to interpreter employees;
- If contracted by the courts, abide by the terms of the courts' contractual agreements;
- Continually strive to increase language skills, including, but not limited to, staying current with technical, vernacular, and regional terminology; and
- Stay up to date on statutes, rules of court, legislative changes, and changes to policies and procedures that inform the duties of the interpreting profession.

### Education Defined

Court Interpreter Minimum Continuing Education (CIMCE) refers to educational activities in which the interpreter participates after passing the required examinations for certification or registration and enrolling on the Judicial Council's Master List.

Education for the purposes of these requirements is an educational activity relevant to court-related interpreting that:

- Offers development of existing skills and bridges identified knowledge gaps;
- Addresses the KSAs essential for court interpretation;<sup>3</sup>
- Enhances an interpreter participant's ability to perform interpreting work for the courts, other justice partners, and interpreting professions; and
- Is offered by a CIP-approved provider.

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<sup>3</sup> The KSA's are identified in the Judicial Council's *Study of California's Court Interpreter Certification and Registration Testing* (2007), [www.courts.ca.gov/documents/altafinalreport.pdf](http://www.courts.ca.gov/documents/altafinalreport.pdf).

The **educational activity** must meet the following criteria:

1. The subject matter is relevant to court interpreting, the function of the courts or the judicial branch, or other approved interpreting services conducted outside the courts.
2. The activity is at least one hour in length.
3. Clear goals and objectives are identified in the course outline or syllabus describing how learning outcomes (knowledge, skills, or abilities) will be applied, demonstrated, or used.
4. The course meets the educational standards, requirements, and rigor necessary for professional interpreters.

The educational activity must also meet at least two of the following five criteria:

1. Location where learning activity takes place is educationally sound.
2. Interpreter participant receives or has access to all reference tools, materials and resources) required for learning and applying educational content.
3. Interpreter participant can practice using or applying the new information or skill as part of the learning experience.
4. Interpreter can interact with knowledgeable faculty or other experts by posing questions or to clarify understanding of educational content.
5. An assessment tool or activity that enables the participant to determine whether the knowledge, skills, and abilities, gained through the educational activity can be applied to their work in the future.

# Part 1: Requirements and Procedures for California Certified Court and Registered Interpreters

## 1.0 Summary of Compliance Requirements

All interpreters enrolled on the Judicial Council’s *Master List of Certified Court and Registered Interpreters* receive email notification every September on how to complete their annual renewal requirements, accompanied by forms and instructions.

NOTE the following important points:

- If an email address is not on file or bounces back, the annual renewal materials will be sent via U.S. mail to the address listed on the interpreter profile.
- The annual renewal packets include instructions on how to submit annual renewal fees and verification of completion of compliance requirements.
- Interpreters are responsible for keeping their profile and contact information up to date via email or U.S. Postal Service mail.<sup>4</sup>
- Failure to provide a current mailing address and/or email address, or not receiving the annual renewal materials, does not exempt an interpreter from fulfilling all compliance requirements based on lack of notice from the Judicial Council’s Court Interpreters Program.

## 1.1 Summary Chart of Annual Renewal Requirements

Description	Required	Due and Notes
Annual Fee (active interpreter)	\$100	Due between Sept. 15 and last business day in Dec. Info.: <a href="http://www.courts.ca.gov/23507.htm">www.courts.ca.gov/23507.htm</a>
Annual Fee (inactive interpreter)	\$50	
Every two years	<ul style="list-style-type: none"> <li>• 30 CIP-approved CIMCE courses</li> <li>• 40 professional assignments</li> </ul>	Due between Sept. 15 and the last business day in Dec. Effective Sept. 2019, interpreters are no longer required to turn in continuing education and professional assignment documentation. They will be provided the means to sign and attest under penalty of perjury all compliance requirements have been completed. CIP reserves the right to audit. Interpreters must maintain records verifying compliance for five years. Failure to provide records may result in revocation of interpreting credential.

<sup>4</sup> An information update form is available to all interpreters on the Judicial Council’s CIP webpage.

**Requirements and Procedures for California Certified Court and Registered Interpreters**

Description	Required	Due and Notes
<ul style="list-style-type: none"> <li>• Late Fee of \$50 assessed for nonpayment of annual renewal fee <i>and/or</i></li> <li>• Failure provide documentation verifying completion of:                             <ul style="list-style-type: none"> <li>○ 30 hours of continuing education <i>and/or</i></li> <li>○ 40 professional assignments</li> </ul> </li> </ul>	Nonpayment of fee: \$150  \$100 Payment received but documentation incomplete \$50	Due: Jan. 1 thru last working day in Feb.  Due every two years. Failure to provide verification of compliance as instructed results in assessment of late fee.
Suspension Period during which a reinstatement fee assessed  May affect ability to interpret in the California courts	\$250	Due from Mar. 1 and last working day in June.  Credential subject to revocation if all requirements not met by the last business day in June. State qualifying exams must be taken and enrollment procedures must be met to requalify.
Other: All updates to interpreter profile, including change of name, address, email, phone, or work location	Failure to update profiles could result in not receiving important communications	Interpreters are responsible for informing CIP of any changes to their profile information as instructed by CIP or by submitting request to <a href="mailto:courtinterpreters@jud.ca.gov">courtinterpreters@jud.ca.gov</a> .
All interpreters on the Master List receive instructions on how to submit payment and/ or documentation verifying completion of compliance requirements.		

**1.2 Maintenance of Records<sup>5</sup>**

Interpreters must retain all records of continuing education and professional assignments for **five** years. Each education record must be accompanied by a valid CIMCE or Minimum Continuing Legal Education (MCLE) number and include:

1. An official transcript with a passing grade of C or above from an U.S. accredited college or university;<sup>6</sup>and,
2. A letter or certificate of completion from the education provider.

<sup>5</sup> Effective with the compliance period ending December 31, 2019, interpreters will be required to attest, under the penalty of perjury, that they have met their continuing education and professional assignment requirements. The Judicial Council reserves the right to audit and request documentation verifying completion of all compliance requirements.

<sup>6</sup> Colleges or universities outside the United States are subject to review by the Judicial Council, and approval as CIMCE providers is not guaranteed.



3. A record of professional assignments that includes the date, type, and location of the event and if applicable, the case number (see Appendix A).

If an interpreter misplaces any record that verifies proof of attendance, the interpreter must contact the education provider and request a copy or replacement. A list of providers is available at [www.courts.ca.gov/documents/ProviderListforCIMCE.pdf](http://www.courts.ca.gov/documents/ProviderListforCIMCE.pdf).

### **1.3 Changing of Profile, Contact, or Status Information**

Interpreters are responsible for keeping their records up to date with the Court Interpreters Program. Change of address, marital status, availability, email address, and phone number must be reported to CIP. Changes may be made as instructed by CIP or submitting the contact update form, available at

[www.courts.ca.gov/documents/CIP\\_Contact\\_Update\\_Form.pdf](http://www.courts.ca.gov/documents/CIP_Contact_Update_Form.pdf).

Please contact CIP at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov) if your employment status has changed from an employee to an independent contractor or vice-versa, or if you have retired and/or no longer wish to be on the Master List. If you are an employee of the court, make sure your employer contacts CIP to verify any change in status.

### **1.4 Audit of Compliance Documentation**

The Judicial Council reserves the right to conduct an audit and request verification of continuing education and professional assignment documentation. Failure to provide records and documentation as requested could result in the imposition of sanctions up to and including suspension or revocation of an interpreter's credential.

## **2.0 Annual Renewal Fees**

Interpreters are notified by email with documents information required at the start of the annual compliance cycle:

1. Annual renewal fees are due every year between mid-September and the last business day in December.
2. The CIP webpage posts the due dates, as well any updated information regarding annual renewal fees.
3. In the absence of an email address, notification will be mailed to the address on file as a reminder that the annual renewal fee is due.<sup>7</sup>
4. Payment of annual renewal fees may be made by check, money order, or cashier's check; or as otherwise instructed by CIP.

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<sup>7</sup> Annual renewal and compliance information is sent to all certified and registered interpreters in mid-September and no later than October 1.

5. CIP cannot provide information on whether the State Controller has cashed your check.

### 3.0 Court Interpreter Minimum Continuing Education Requirements

Continuing education activities, that are CIP approved for CIMCE, refer to activities in which the interpreter participates in only *after* passing the required examinations in place to obtain California certified court or registered interpreter status and subsequent enrollment on the Master List.

The first continuing education compliance period is two full calendar years following the date on which the interpreter completes the enrollment process to obtain credentialing as a California court certified or registered interpreter. Once the full enrollment process is complete, the interpreter is listed on the Master List, which is available to the public.

Continuing education activities **must have an assigned CIMCE number** granted by:

- The Judicial Council of California, Court Interpreters Program; or
- Other U.S. state courts or Administrative Office of the Courts;

or **an assigned Minimum Continuing Education (MCLE) number** granted by:

- The California State Bar.

### 3.1 Required Continuing Education Hours

All interpreters on the Master List are required to complete **30 hours** of continuing education within every two-year compliance period.

1. All newly California certified court and registered interpreters, including federally certified interpreters and interpreters enrolled under reciprocity from other states, must complete the following continuing education activities during their first compliance period:
  - a. Enroll in the Judicial Council ethics workshop (6 hours; information will be provided at the time of enrollment);
  - b. Earn 24 hours of **instructor-led** approved CIMCE credits; or
  - c. Engage in a maximum of 12 hours of non-instructor-led educational activities and earn 12 hours of instructor-led approved CIMCE credits.
2. During subsequent compliance periods, all certified court and registered interpreters are required to complete **30 hours** of continuing education as follows:
  - a. All **30 hours** may consist of instructor-led approved CIMCE educational activities;  
or

- b. A **minimum** of **15** hours of instructor-led approved CIMCE educational activities; and, a **maximum** of **15** hours of non-instructor-led approved CIMCE educational activities.

### 3.2 Interpreters Applying for CIMCE Credit

It is strongly recommended that interpreters seek out courses that have been CIP approved for CIMCE. If an educational activity has not been approved, we encourage submission of the application requesting CIMCE credit immediately after completion of the activity to avoid the possibility of non-approval.

The **following conditions** apply to all interpreter applications for CIMCE credit:

1. CIMCE credit will be awarded only after completion of the entire educational activity.
2. For activities not approved by CIP for CIMCE, proof of attendance—in the form of an official transcript or certificate of completion, including the number of hours—must accompany the application.
3. CIMCE credit will count toward requirements for the compliance period corresponding to the year in which the educational activity is completed.
4. CIMCE hours or interpreting assignments may NOT be carried over from one compliance period to the next.
5. Educational activities approved by the California State Bar for MCLE credit or awarded by other state court systems do not require submission of an application.
6. Certified and registered interpreters who are instructors of CIMCE-approved activities or teach in interpreter training programs are eligible to receive non-instructor-led credit up to the maximum allowed continuing education credit for teaching activities. (See section 9.1 *Interpreters Teaching a CIMCE Approved Activity*)
7. The maximum CIMCE credits awarded for instructors of approved activities is 15 non-instructor-led credits. An application must be submitted.
8. Interpreters must maintain transcripts, certificates, or letters of completion verifying proof of attendance for five years.

**NOTE:** Applications for CIMCE credit received after November 15 are *not* guaranteed to be approved before the December 31 deadline. Please submit applications in a timely manner.

### 3.3 Application Fees

Interpreters who attend non-CIP-approved activities for CIMCE credit and education providers requesting CIMCE approval must submit the following application fees.

1. A nonrefundable application fee of \$50 per activity, per year, not to exceed \$300, provided all applications are submitted at the same time.
2. A nonrefundable application fee of \$300 for conferences, interpreter vacations (approved only if the provider submits an application), and some multiday activities.

Educational activities offered by the following groups **are exempt from application fees**:

- Judicial Council of California
  - California superior courts
  - National Center for State Courts—Consortium for Language Access in the Courts
  - Other state courts and Administrative Office of the Courts
  - Federal courts
  - U.S. Department of Justice
  - U.S. accredited colleges and universities<sup>8</sup>
4. See section 9.2, *Application Fees and Submission*, for how to submit your application for CIMCE.

### **3.4 Activities Not CIP Approved For CIMCE**

CIMCE approval will not be granted by CIP for the following:

1. Rating candidates for any state, federal, or Consortium for Language Access in the Courts court interpreter exam
2. Developing any state, federal, or consortium court interpreter exam, or exam development for any profession
3. Attending in person or via distance learning classes that provide instruction on how to take and pass any state or federal court certification and/or registered court exam
4. Attending in person or via distance learning classes that provide instruction on how to take and pass any professional exam, and/or prepare one for any professional certification, licensing, or credentialing exam
5. Attending courses on brand development, marketing, running or building a business, or engaging in marketing or consulting activities
6. Performing self-directed research or publishing
7. Attending courses primarily based on reading works of fiction (novels, movies, podcasts)<sup>9</sup>

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<sup>8</sup> Colleges or universities outside the United States are considered on a case-by-case basis.

<sup>9</sup> Courses in translation that include how to translate fictional work may be accepted.

8. Completing the same CIMCE-approved activity more than once in the same compliance period
9. Time spent doing homework
10. Attending or conducting activities unrelated to continuing education requirements

CIMCE credit is **not guaranteed** for participation in activities that are advertised as, or are part of interpreter vacations, or workshops and conferences offered in a foreign country. Foreign travel in general is not CIMCE eligible.<sup>10</sup> (See Section 11.0, *Professional Conferences and Educational Activities Outside of the U.S.*)

The CIP may also deny approval of courses deemed not to meet the educational criteria or definition of education (see Introduction, *Education Defined*).

### 3.5 Computation of CIMCE Credit

1. CIMCE credit is awarded as follows:
  - a. Each hour of participation in an educational activity is counted as 1 hour of CIMCE credit.
  - b. One satisfactorily completed academic quarter unit is equal to 10 hours of CIMCE credit.
  - c. One satisfactorily completed academic semester unit is equal to 15 hours of CIMCE credit.
2. CIMCE credit is approved at a minimum of 1 hour; subsequent hours are measured in 15 minute increments and rounded down. For example, if an educational activity is 2 hours and 20 minutes, the allowable hours awarded are 2.25 hours; if it is 2 hours and 45 minutes, 2.75 hours are awarded.
3. The maximum CIMCE credit approved per day is generally 6 hours. Credit may be awarded for up to 8 hours per day at the discretion of CIP for conferences or other educational activities.

### 4.0 Professional Interpreting Assignments

All certified court and registered interpreters are required to complete 40 court-related or other qualifying professional interpreting assignments during each continuing education compliance period. (See Appendix B for a list of recommended professional assignments.)

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<sup>10</sup> Interpreters are highly encouraged to seek out courses from providers that have obtained CIMCE numbers approved by CIP.

Interpreters must retain documentation of completed professional assignments for **five** years. Documentation must include date and type of event, case number (if applicable), location, and name of where the event took place; and length of time of assignment.

#### **4.1 Waiver to Professional Interpreting Assignments Requirement**

Registered court interpreters who cannot complete 40 court-related or other approved professional interpreting assignments, because of a limited need for their language<sup>11</sup> by the court or other provider of interpreting services, may be eligible for an exemption, as follows:

1. Interpreters can request exemption in writing indicating the reason that a waiver is being requested; or request a waiver as otherwise instructed by CIP.
2. Exemptions are granted on a case-by-case basis.

### **5.0 Penalties for Noncompliance**

To avoid late fees and sanctions that may result in suspension or revocation of an interpreter's credential, all interpreters are strongly encouraged to submit payment and documentation required that demonstrated compliance with all annual renewal requirements by the last business day in December.

#### **5.1 Late Fees**

Late fees are assessed between January 1 and the last day business day in February. Interpreters will be assessed a late fee if all annual renewal requirements are not received by CIP on or before the deadline of the last business day in December.<sup>12</sup> Master List status will not be affected during this period.

All interpreters will be notified in January if annual renewal fees and/or compliance requirements are missing

Please refer to section 1.1, *Summary Chart of Annual Renewal Requirements*, for current fee amounts.

#### **5.2 Suspension of Interpreter Credential**

**NOTE:** Suspension period is March 1 through the last business day in June.

If an interpreter has not met all annual renewal requirements by the last business day in February, the interpreter's certification or registration status will be **suspended effective**

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<sup>11</sup> Interpreters who reside out-of-state may not request a waiver due to out-of-state residence. Qualifying professional assignments completed out-of-state are acceptable.

<sup>12</sup> Postmarks are not valid for mailed documents; all compliance must be received in the office by the last business day in December.

**March 1**, and the interpreter will be removed from the Judicial Council’s Master List, and the trial courts will be notified.

An interpreter on suspension no longer retains active status. During the four-month suspension period, the interpreter can work with their respective court and CIP to come into compliance and be reinstated to the Master List.

A reinstatement fee is assessed if payment and/or continuing education requirements are received during the suspension period (between March 1 and the last business day in June). The amount of the reinstatement fee can be found on the Judicial Council’s CIP webpage.<sup>13</sup>

### **5.3 Reinstatement to the Master List**

Once suspended, to be reinstated to the Master List in good standing, all of the following steps must be completed before the last business day in June or per the direction of CIP:

1. Pay the past-due annual renewal fee.
2. Pay the applicable late fees.
3. Pay the returned-check fee, if applicable.
4. Pay the reinstatement fee.
5. Comply with continuing education and professional interpreting assignment requirements.

To be reinstated, all interpreters—irrespective of whether they are federally certified (having passed the Federal Court Interpreter Certification Examination), are enrolled through reciprocity from another state, or hold a concurrent interpreter certification from another state—must requalify by taking the applicable examinations currently in place and completing the enrollment and qualification processes required for newly certified and registered interpreters.

### **5.4 Revocation of Interpreting Credential Because of Noncompliance**

Required payments or forms received on July 1 or later will not be accepted, and failure to provide these items before July 1 will result in revocation of the interpreter’s certified or registered status.

Once certified or registered status is revoked, an interpreter is not qualified to interpret in the California courts. The interpreter must retake and pass all qualifying State of California certification or registration exams. To regain credentialed status to the Judicial Council’s

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<sup>13</sup> See <https://www.courts.ca.gov/23507.htm>.

Master List the full enrollment process must be completed as is required for newly certified court and registered interpreters.

## 6.0 Inactive Status

An interpreter may request to be put on inactive status at any time after the completion of one two-year compliance cycle. The following conditions apply:

1. A request for inactive status must be submitted in writing, in advance, to CIP and include the effective start and end dates.
2. The period of inactivity is limited to two years.
3. Requests must be made at least 30 days before the end of the current compliance year.
4. CIP will respond within 10 business days of receipt of the request with all pertinent information, including a pro-rate of continuing education requirements and professional assignments required and annual renewal fee based on the requested dates of inactive status.
5. Only interpreters in good standing are eligible for inactive status.
6. Interpreters on inactive status are prohibited from interpreting in the courts.
7. The annual renewal fee for interpreters on inactive status is one-half of the published annual renewal fee.
8. An interpreter on inactive status is exempt from CIMCE requirements but is awarded credit if the interpreter chooses to complete CIMCE courses during the period of inactivity.
9. A written request must be submitted to CIP requesting return to active status before the end of the period of inactive status.
10. Once an interpreter returns to active status, the interpreter must complete the requirements for continuing education and court-related professional interpreting assignments for the months during which the interpreter is active.

For questions or more information regarding any of the requirements or procedures provided, please contact CIP at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov) or submit your inquiries to:

Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, California 94102



## Part 2: Requirements and Procedures for Education Providers

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### 7.0 Education Defined

*Education*, for the purposes of these requirements, is an educational activity relevant to court-related interpreting that offers development of existing skills; bridges identified knowledge gaps; addresses the Knowledge, Skills, and Abilities Essential for Court Interpreting (KSAs) required for interpretation in the courts;<sup>14</sup> enhances the interpreter participant's ability to perform interpreting work for the courts, or other justice partners and interpreting professions; and, is offered by a Judicial Council approved provider. The CIP may also deny approval of courses deemed not to meet the educational criteria or definition of education (see Introduction, *Education Defined*). It is recommended providers read the entire manual.

### 8.0 Instructor Qualifications

Applications for CIP approval of a continuing education activity must be accompanied by a curriculum vitae (CV) or statement of instructor qualifications. For a course to be eligible for CIMCE credit, instructors must meet the following minimum requirements:

1. An instructor of an *interpreting skills* course must possess:
  - a. A bachelor's or postgraduate degree from a U.S. university, or an equivalent degree from a foreign university;
  - b. At least five years' demonstrated experience in courtroom, medical, or conference interpreting;
  - c. California court interpreter certified or registered status, or valid court interpreter certification from another state;<sup>15</sup> or
  - d. United States District Court federal court interpreter certification or valid court interpreter certification from another country.
2. An instructor of a *translation skills* course must possess:
  - a. A bachelor's or postgraduate degree from a U.S. university, or an equivalent degree from a foreign university;
  - b. At least five years' experience as a professional translator; and
  - c. Credentials from a recognized U.S. professional translator's association or a university degree in translation.

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<sup>14</sup> The KSAs are identified in the *Study of California's Court Interpreter Certification and Registration Testing* (2007), [www.courts.ca.gov/documents/altafinalreport.pdf](http://www.courts.ca.gov/documents/altafinalreport.pdf).

<sup>15</sup> Interpreter instructors from other states must have passed the Consortium for Language Access in the Courts certification exams currently used in California or equivalent certification exams recognized by California.

3. An instructor of *any other course* must possess:
  - a. Required and valid credentials to practice his or her profession or trade (an academic degree, license, certificate, etc.);
  - b. No less than five years' experience in the profession or trade; and
  - c. Experience delivering professional education.

The Judicial Council may waive the academic 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 reviewed on a case-by-case basis. Requests for exemption must be requested in writing.

## 9.0 Application Procedures

All education providers must adhere to the following requirements for requesting CIMCE approval from CIP:

1. Must include a completed and signed application form in English for the course to be considered.
2. If applying for multiple courses, submit one application for each course, or you can list each course on the application, and all required information for each course must be attached on a separate document.
3. The term *approved continuing education activity* or any phrase indicating approval by CIP may not be used in any promotional materials unless approval has been granted.
4. Promotional materials should include the statement, if approval is pending: *Application has been submitted to the Judicial Council of California's Court Interpreters Program for Court Interpreter Minimum Education Credit.*<sup>16</sup>
5. The application and all supporting documents must be in **English** and include:
  - a. A description of the continuing education activity or program that establishes instructional goals, objectives, and learning outcomes and demonstrates relevancy to court interpreting;<sup>17</sup>
  - b. The course agenda or syllabus, in English, that states the delivery method (see section 12.0), and a clear, concise description (a current course catalog is acceptable);
  - c. The date and number of hours (lunch breaks must be provided for courses exceeding five hours (homework is not counted for CIMCE) ;

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<sup>16</sup> The use of the Judicial Council of California or Court Interpreter Program logo or indication of sponsorship is strictly forbidden unless prior authorization or sponsorship has been approved.

<sup>17</sup> A *goal* is an overarching principle that guides decision-making. *Objectives* are specific, measurable steps or an activity taken to meet the stated goal.

- d. If the course is self-paced, a reasonable time limit to complete the course, not to exceed two weeks from the course end date, unless a valid reason is provided (open-ended, “finish at your own pace” activities will **NOT** be approved); and
  - e. An instructor statement of qualifications or a current CV demonstrating ability and education that qualifies one to teach the course, except for fee-exempt providers.
6. A fee of \$50 per course for which a CIMCE number is requested must accompany the application or, if the application is electronically submitted, mailed separately (see section 9.2, *Application Fees and Submission*)
  7. Applications will not be processed until payment is received.
  8. Illegible, hard-to-read, or incomplete applications will not be considered and will be returned to the provider, asking for missing information or clarification. This complication will delay approval of the application.

**NOTE:** Approval is usually granted for one calendar year only; providers who will offer the same educational activity without change to content, hours, or instructors may apply for approval for up to a three-calendar-year period.

### **9.1 Interpreters Teaching a CIP-Approved CIMCE Activity**

1. CIMCE credit for teaching a CIP-approved activity is granted as non-instructor-led CIMCE credit and is computed at the rate of 3 hours’ preparation time for each hour of instruction, plus instruction time.
2. The maximum number of CIMCE credit granted for teaching a CIP-approved activity is 15 non-instructor-led hours. Credit is granted only once for the activity within a two-year compliance cycle.

*Example: The first time you teach a 1-hour class, you will receive 3 hours of non-instructor-led CIMCE credit for preparation, plus 1 hour of non-instructor-led CIMCE credit for the presentation, totaling 4 hours of non-instructor-led CIMCE credit. The second time you teach the course in the two-year compliance period, you will not receive CIMCE credit.*

3. A CIMCE number for teaching a CIP-approved activity or in an accredited college, university, state court, or approved educational or governmental institution will be assigned to the instructor upon application and submission of proof of having taught the course.<sup>18</sup>
4. There is no fee for teaching at fee-exempt institutions (see section 3.3).

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<sup>18</sup> Teaching interpreter training courses is approved for instructors of those courses, if all requirements are met.

## 9.2 Application Fees and Submission

1. A nonrefundable application fee of \$50 per education activity—not to exceed \$300 per year, provided the course applications are submitted at the same time—is requested.<sup>19</sup>
2. The nonrefundable application fee for conferences, interpreter vacations and some multiday activities is \$300.
3. Approval is granted for one calendar year only.
5. Providers that offer the same educational activity without change to content, hours, or instructors may apply for approval for up to three calendar years. Application fees of \$50 per activity and maximum of \$300 **per year** remain the same.
6. The following information must be submitted for each course and application:
  - a. Goals and objectives
  - b. Course outline and agenda, including breaks and lunch (CIMCE not given for meal breaks), with clear times indicated
  - c. Statement of instructor qualifications (not required for fee-exempt providers)
  - d. Promotional materials, if available
  - e. Method of delivery (non-instructor-led courses must have a clear completion date; no open-ended, complete-at-your-own-pace courses will be approved)
  - f. Name of provider or institution, in the subject line of your email submission
7. Applications may be submitted via email to [cimce@jud.ca.gov](mailto:cimce@jud.ca.gov).
8. The name of the course or provider should be indicated in the subject line of the email.

Materials and/or application fee in the form of a check, cashier check, or money order may be mailed to:

Judicial Council of California  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, California 94102

**NOTE:** Allow up to 30 business days to process your application, and be aware of the following:

- Providers who submit applications for approval of continuing education activities that have concluded will not necessarily be approved retroactively; retroactive approval is at

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<sup>19</sup> You may submit one application provided that each course is listed on the application, and an attached document for each course contains all the required information. We suggest submitting via email as a PDF to [cimce@jud.ca.gov](mailto:cimce@jud.ca.gov). Allow up to 30 days for review and determination of approval.

the discretion of the Court Interpreters Program for providers of an educational activity. The exception is for interpreters who have taught a course and are applying for CIMCE.

- 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 to the activity content, hours, or faculty.
- Incomplete or illegible applications—or applications missing payment, required information, or documents—will not be considered. The applicant will be notified and will need to submit the required documentation as requested in order for the application to be processed.
- Incomplete applications will be returned or held.

## 10.0 Maintenance of Records

1. The provider of an approved continuing education activity must keep the following records for five years after the activity concludes and furnish them on request at no cost to the Judicial Council:
  - a. The letter or notice of course approval issued by CIP;
  - b. A roster of attendance with the participants' full name, signature or initials; and
  - c. A copy of the certificate or letter of completion issued to the participants.
2. All providers of a continuing education activity must notify the CIP of any changes to organizational structure or personnel responsible for the continuing education activities, including name and address changes, within 30 days after the change.
3. Within 60 days of completion of an approved continuing education activity, the provider must issue a document to each participant to verify attendance. The document may be a letter, grade slip, transcript, or certificate of completion. A certificate of completion must not contain any language that could be construed as constituting interpreter certification.
4. All documents (except for university or college transcripts) must contain the following:
  - a. Name of the interpreter attendee and (optional) their certification or registration number or other identification number;
  - b. Course title, course date or dates, and CIMCE number;
  - c. Provider's name and address;
  - d. Number of continuing education hours; and
  - e. Signature or seal of the instructor or the provider.
5. The provider of an approved continuing education activity must distribute an evaluation form that allows the interpreter to assess the course and submit comments. The provider

must retain the evaluation forms for at least five calendar years and submit to the Court Interpreters Program upon request and at no cost.

6. The letter or notice received from CIP approving a course(s) for CIMCE **must** not be distributed to attendees as verification of course attendance.

### **11.0 Professional Conferences or Educational Activities Outside of the U.S.**

In the case of a conference at which multiple continuing education activities will take place, including those held outside of the U.S., or for educational activities that are advertised as being part of interpreter vacations, the sponsoring entity or attendee may submit the following:

1. A single application for all workshops, with an Excel or Word chart that lists all required information, to allow CIP to evaluate course content;
2. A single application for all workshops occurring on the same day; and
4. The fee for conferences of \$50 per presentation, maximum of \$300, or \$300 for an interpreter vacation.

**NOTE:** If you are an attendee, approval of your application is **not** guaranteed. Approval is guaranteed if the application was submitted by the provider and approved for CIMCE by CIP.

### **12.0 Education Delivery Methods**

There are several ways to offer educational activities. Regardless of method, the activity must meet all the requirements of an educational activity as stated in these requirements to ensure that professional court interpreter education meets the demands of the profession.

1. *Instructor-led distance learning:* instruction occurs when student and instructor are not in the same place. The instructor is present during the entire activity and can interact with the students and answer questions. Distance education includes courses offered over the internet, through webinars, via videoconferencing, on interactive satellite broadcasts, and via electronic device applications.
2. *Non-instructor-led distance learning:* most of the learning is not led by instructor but has a specific structure and outcomes. Examples that are not instructor led and that may be considered for non-instructor-led CIMCE credit include online courses with no live instructor or public lectures on relevant topics by subject-matter experts.
3. In addition to the requirements stated in section 9.0, *Application Procedures*, providers of a distance learning course or workshop must comply with the following:
  - a. Inform students of the specific technology required for participation;
  - b. For instructor-led distance learning, have instructors available to students in person or by phone or email during the course or workshop;

- c. For instructor-led activities, establish a system that provides proof of full attendance and completion within the parameters of the medium; and
- d. Provide clear end dates for return of quizzes or assigned homework (no open-ended completion dates are permitted).

### **13.0 Judicial Council Course Audits**

CIP may request the records of a provider at any time or send a representative to attend any approved continuing education activity. If CIP staff or a designated representative attends a course, the following will apply:

- 1. If a course will be attended by CIP or a representative, CIP will notify the provider no less than two weeks before the course with the name of the attendee.
- 2. Representatives for CIP will not be required to pay the course fee.
- 3. The provider may request feedback from CIP following the completion of the course.

## Appendix A: Suggested Educational Topics for Continuing Education

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**NOTE:** This is a list of possible topics for study and is not a comprehensive list or an inventory of all approved subject matter with guaranteed approval. All educational activities are subject to approval by the Judicial Council's Court Interpreters Program.

### Skill Areas

- Consecutive interpreting skills techniques and skills practice
- Developing memory skills
- Interpreting skills for conference, immigration, medical (courses that prepare one for an examination do not qualify)
- Note taking
- Sight translation skills
- Simultaneous interpreting skills: beginning and advanced techniques and skills practice

### Language Skills

- Contrastive analysis and grammar (language pairs)
- Advanced vocabulary/grammar (should include instruction in the target language)
- Correct pronunciation
- Dialects/regionalisms
- Etymology, linguistics
- Translation courses
- False cognates
- Syntax
- Diction (accent reduction)
- Voice protection

### Knowledge Areas

- Arraignments, hearings, motions
- Civil law
- Civil rights history
- Conference interpreting and procedures
- Constitutional law
- Contracts
- Courses in law
- Courtroom protocols and procedures
- Criminal or civil investigation
- Cultural competency
- Cybersecurity and the law
- Diversity
- Domestic violence
- Drug and alcohol testing
- Drug terminology



- Elder abuse
- Ethics
- Family law
- Fingerprints
- Forensic pathology
- History of law
- Supreme Court rulings and history
- Role of government
- Immigration court interpreting and procedures
- Implicit bias
- International law/contracts
- Investigative procedures
- Juvenile proceedings (dependency, delinquency, child support, Indian Child Welfare Act)
- Law enforcement terms and procedures
- Legal advice v. legal information
- Legal precedents
- Legal procedure in other countries
- Legal terminology
- Maritime law
- Medical interpreting and procedures
- Mental health proceedings
- Changes in the law and statutes
- Sentencing procedures
- Sex offenses
- Street slang and idioms
- Unlawful detainer
- Vicarious trauma
- Weapons and ballistics

## Appendix B: List of Professional Assignments

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Government Code 68562(d) provides, in part, that “[t]he Judicial Council shall adopt standards and requirements for interpreter proficiency, continuing education, certification renewal, and discipline.”

To maintain proficiency in the duties required of a court interpreter, and to meet compliance requirements, California certified court and registered interpreters are to complete 40 professional assignments every two years. (See section 4.1, *Waiver to Professional Interpreting Assignments Requirement*)

A *professional assignment* is an interpreting event that involves a legal case or other structured interaction between a limited-English-proficient (LEP) individual and a third party and that requires professional or technical interpretation in person, by video, or telephonically.

Examples of interpreting events include:<sup>20</sup>

1. Any federal, state, tribal, or administrative court proceedings, within or outside California,<sup>21</sup> where:
  - a. Interpreters seeking approval of professional assignments performed outside the United States must retain and submit appropriate documentation, if requested, reflecting that they interpreted into (or from) English; and
  - b. Administrative court proceedings include immigration court proceedings, Social Security Administration and similar federal agency hearings, and California administrative agency proceedings such as those involving workers’ compensation, Office of Administrative Hearings, Department of Industrial Relations, Unemployment Insurance Appeals Board, and Department of Motor Vehicles;
2. Court-ordered or court-operated services, where LEP court users ordered to participate require interpreter services to access the service, including family court services orientation, rehabilitation services (anger management, substance abuse), and court-ordered traffic school;
3. Interactions between counsel and LEP clients/defendants to litigate a legal case, including:
  - a. Depositions and deposition preparation sessions where the LEP client is present,
  - b. Case preparation sessions with attorneys (with the LEP client present),
  - c. In-custody interviews (also known as “jail house” interviews),

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<sup>20</sup> Please contact the Court Interpreters Program at [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov) for any questions regarding professional assignments.

<sup>21</sup> Each day of a multiday trial counts as one professional assignment.

- d. Mediation sessions or arbitration hearings,
  - e. Settlement conferences,
  - f. Probation department interviews,
  - g. Witness conferences, and
  - h. Psychiatric or other medical evaluations;
- 4. Self-help center services and training; and
  - 5. Professional conferences (interpreting services for speaker presentations, workshops, or panels).

All interpreters must retain documentation verifying the completion of 40 professional assignments for five years and submit it to the Court Interpreters Program, if requested.