



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

MEMORANDUM

Date	Action Requested
September 2016	Submit Required Forms and Fee
To	Deadline
All Active Certified Court and Registered Interpreters	December 31, 2016
From	Contact
Debbie Chong Administrative Coordinator Court Interpreters Program	Jarrett Chin 415-865-4273 jarrett.chin@jud.ca.gov
Subject	
2016 Renewal and Compliance Notice	

All interpreters must submit their annual renewal fee of \$100 to the Judicial Council by December 31. **The interpreter will be assessed a \$50 late fee, if payment or forms are not received by December 31, and may incur additional fees.**

Please return your annual renewal fee and completed forms and mail to:

**Judicial Council of California
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, CA 94102-3688**

E-mail or faxed forms will not be accepted. We can only accept return of compliance forms and fees by mail. Make your check, cashier's check, or money order payable to the **State of California**. Your cancelled check is your receipt. **Returned checks are subject to a \$15 return check fee.**

Enclosed you will find:

- Annual Renewal Fee Form
- Continuing Education Compliance Form
- Information Update/Verification Form (**only if there are changes**)

Please note the updated important information:

REQUIREMENTS	DUE DATE	CONSEQUENCE IF NOT RECEIVED BY DUE DATE
Submit Compliance Form (if due)	Received by December 31	Pay additional \$50 late fee
Submit Annual Renewal Fee	Received by December 31	Pay additional \$50 late fee
Submit late fee for compliance form and/or annual renewal fee	Last day of February	Pay additional \$250 reinstatement fee
Submit reinstatement fee for compliance form and/or annual renewal fee (Suspension period)	Received by June 30	Lose certification and/or registration
Your certification or registration status will be REVOKED if payments and/or completed forms are not received by June 30.		

Please refer to the *Compliance Requirements for Certified Court Interpreters and Registered Interpreters* available on the resources page of our website:

<http://www.courts.ca.gov/documents/ce-req.pdf> .

The 2016 compliance form is also available on our website as a fillable form:

<http://www.courts.ca.gov/2693.htm>

Please remit the payment early to avoid additional fees.

- Payment (money order, cashier's or personal check)
- Completed annual renewal notice
- Completed education and professional experience compliance form (if applicable)
- Information Update/Verification Form, (if there are any changes)

Due to the high volume of inquiries, we will not be able to verify receipt of forms and/or payment. If you require proof of delivery, please send your forms and/or payment via overnight delivery service.

Enclosures

cc: Court Executive Officers
Regional Interpreter Coordinators
Court Interpreter Coordinators



ANNUAL RENEWAL FEE NOTICE

Covers the period January 1–December 31

Complete this form and return it with your payment

Name: _____
(first) (middle) (last)

Certification #/or Registration #: _____

E-mail: _____

- You must submit the annual \$100 renewal fee before December 31. **Payment must be received by December 31.**
- If payment is received **after the December 31** deadline you will be assessed a **\$50 late fee** (\$100 annual fee plus \$50 late fee). **Payment must be received by the last day of February** to avoid suspension of certification or registration status.
- Payments received **between March 1 – June 30** will be assessed a \$250 reinstatement fee in addition to the \$100 annual renewal fee and the \$50 late fee.

	TOTAL DUE	MUST BE RECEIVED BY
Annual Fee	\$100	December 31
Add late fee if not received by December 31	\$150	Last day of February
Add reinstatement fee (\$250) if received after March 1 and before June 30 (Suspension period)	\$400	June 30
Your certification or registration status will be REVOKED if payments are not received by June 30.		

*Check, money order, or cashier's check payable to the **State of California**.*

**Mail: Judicial Council of California
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, CA 94102-3688**

Remember to include the Information Update/Verification Form only if you have changes

Returned checks are subject to a \$15 return check fee.

Questions? email us at courtinterpreters@jud.ca.gov or visit our website at www.courts.ca.gov/courtinterpreters.



Judicial Council of California

455 Golden Gate Avenue • San Francisco, California 94102 • Phone 415/865-7530

INSTRUCTIONS FOR COMPLETING YOUR CONTINUING EDUCATION COMPLIANCE FORM

Section I — GENERAL INFORMATION

1. Fill in your full name as it appears on your interpreter identification badge. If your badge indicates the year 2016, your compliance form is now due. (Compliance forms are due every two years.)
2. Fill in your certification or registration number and language(s).
3. Fill in the compliance period dates (January 1, 2015 – December 31, 2016).

Section II — MANDATORY CONTINUING EDUCATION REQUIREMENT

Fill in this section *only* if this is your *first* compliance period.

4. Fill in the location and date of the Ethics Workshop that you attended. The workshop, a one-time requirement, must be taken during your first compliance period.
5. If you did not attend the Ethics Workshop, you must check the box stating that you did not comply. Noncompliance means you will not be eligible to renew your certification.

Section III — SKILLS AND KNOWLEDGE

6. Indicate your continuing education activities. You are required to complete 30 hours of continuing education activities for each two-year compliance period as follows:

First Compliance Period for Certified Court and Registered Interpreters

- Mandatory Judicial Council Ethics Workshop, 6 hours.
- Minimum of 12 hours of instructor-led educational activities approved for CIMCE units.
- Maximum of 12 hours of non-instructor-led educational activities approved for CIMCE units.
- A total of 30 hours is required.

Subsequent Compliance Periods for Certified Court and Registered Interpreters (who have previously completed their first compliance period)

- Minimum of 15 hours of instructor-led educational activities approved for CIMCE units.
- Maximum of 15 hours of non-instructor-led educational activities approved for CIMCE units.
- A total of 30 hours is required.

First, list your “instructor led” continuing education activities. These are courses specifically approved for Court Interpreter Minimum Continuing Education (CIMCE) credit and begin with the letter “L.” All courses *must* include a CIMCE number. If you do not include all CIMCE numbers, the form will be considered incomplete and returned to you. **(Do not attach any certificates verifying your attendance.)**

Second, list all of your “non instructor led” activities, if applicable. All activities *must* include a CIMCE number. If you do not include all CIMCE numbers, the form will be considered incomplete and returned to you. **(Do not attach any certificates verifying your attendance.)**

Remember that continuing education refers to seminars, workshops, or course work taken *after* you become certified or registered.

Section IV — PROFESSIONAL EXPERIENCE

7. Fill in the professional experience section. List 40 professional assignments, indicating dates, case numbers, case names, and locations.

8. Please sign, date, and submit your form to:
Judicial Council of California
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, California 94102-3688

Due to the high volume of inquiries, we will not be able to verify receipt of forms and/or payment. If you require proof of delivery, please send your forms and/or payment via overnight delivery service.

All continuing education credits must be earned during the two year compliance period ending December 31, 2016, and all forms must be received by December 31 of the year that your compliance period ends.

**Please sign, date, and provide all required information.
Forms that are incomplete will be returned.**

Section IV — PROFESSIONAL EXPERIENCE

7. LIST THE 40 PROFESSIONAL ASSIGNMENTS IN WHICH YOU HAVE PARTICIPATED DURING THE COMPLIANCE PERIOD (*an "assignment" is a law-related interpreting duty for a specific case, performed on a specific date*). **Submission of invoices or letters from court administrators in lieu of listing 40 professional assignments will not be accepted.**

DATE(S)	CASE NUMBER	CASE NAME	LOCATION
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
(9)			
(10)			
(11)			
(12)			
(13)			
(14)			
(15)			
(16)			
(17)			
(18)			
(19)			
(20)			
(21)			
(22)			
(23)			
(24)			
(25)			

Section IV — PROFESSIONAL EXPERIENCE (Con't)

DATE(S)	CASE NUMBER	CASE NAME	LOCATION
(26)			
(27)			
(28)			
(29)			
(30)			
(31)			
(32)			
(33)			
(34)			
(35)			
(36)			
(37)			
(38)			
(39)			
(40)			

8. *I declare under penalty of perjury under the laws of the State of California that the information provided above is true and correct.*

Signature *Date*

Please mail to:

Judicial Council of California
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, California 94102-3688

**Please sign, date, and provide all required information.
Forms that are incomplete will be returned.**



INFORMATION UPDATE/ VERIFICATION FORM
ALL INTERPRETERS: PLEASE FILL OUT FORM AND RETURN ONLY
IF YOU HAVE CHANGES

Name: _____ (Is this a new name? Yes/No)

Certification or Registration Number: _____

Contact information, including phone numbers and e-mail address, will be published on the Master List on the public Web site and may also be provided, along with your mailing address, to trial court personnel on request, unless you indicate otherwise below. The Master List may be used by the courts, other state agencies, and the public to locate and contact interpreters for assignments. The information is also used by the Judicial Council to contact you. Please make sure your information is kept up to date. It is your responsibility to notify the Judicial Council immediately of any changes.

Mailing address (required)

Street/P.O. Box: _____

City: _____ State _____ Zip Code: _____

County and State in which you live: _____

Residential address (optional) Check if same address as above

Street: _____

City: _____ State: _____ Zip Code: _____

Please mark "X" in the box if you want the following information published to the Master List.

- Home phone: (____) _____ Work phone: (____) _____
- Cell: (____) _____ Pager: (____) _____
- Fax: (____) _____ E-mail: _____

GEOGRAPHIC AVAILABILITY (Please circle all counties in which you are available to work)

- | | | | | | |
|----------------|----------------|--------------|--------------------|------------------|-------------------|
| 1 Alameda | 11 Glenn | 21 Marin | 31 Placer | 41 San Mateo | 51 Sutter |
| 2 Alpine | 12 Humboldt | 22 Mariposa | 32 Plumas | 42 Santa Barbara | 52 Tehama |
| 3 Amador | 13 Imperial | 23 Mendocino | 33 Riverside | 43 Santa Clara | 53 Trinity |
| 4 Butte | 14 Inyo | 24 Merced | 34 Sacramento | 44 Santa Cruz | 54 Tulare |
| 5 Calaveras | 15 Kern | 25 Modoc | 35 San Benito | 45 Shasta | 55 Tuolumne |
| 6 Colusa | 16 King | 26 Mono | 36 San Bernardino | 46 Sierra | 56 Ventura |
| 7 Contra Costa | 17 Lake | 27 Monterey | 37 San Diego | 47 Siskiyou | 57 Yolo |
| 8 Del Norte | 18 Lassen | 28 Napa | 38 San Francisco | 48 Solano | 58 Yuba |
| 9 El Dorado | 19 Los Angeles | 29 Nevada | 39 San Joaquin | 49 Sonoma | 59 Out of state |
| 10 Fresno | 20 Madera | 30 Orange | 40 San Luis Obispo | 50 Stanislaus | 60 All counties |
| | | | | | 62 Out of Country |

NAME CHANGE: If your name has changed please provide:

Former Name (as it appears on the Master List): _____

New Name _____

If you have changed your name, you will require a new badge. Please return this form along with a \$15 check, cashier's check, or money order payable to State of California. *You will be charged \$15 for a returned check.*

IDENTITY VERIFICATION

The following information is requested to verify your identity and *will not* be released:

California driver's license or ID #: _____ Expires: _____

Name as shown on my California driver's license or ID: _____

Social Security #: _____ - _____ - _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize the Judicial Council to release information contained herein, unless I have indicated otherwise.

Signature: _____ Date: _____

DECLARATION

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that any false or misleading statements may result in the forfeiture of my status as a certified court or registered interpreter and removal from the Judicial Council's Master List, in addition to other penalties provided by law.

Your full name (print clearly): _____

Signature: _____ Date: _____

Mail completed update form to:
**Judicial Council of California
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, CA 94102-3688**

For additional information, e-mail courtinterpreters@jud.ca.gov or visit the website at www.courts.ca.gov/interpreters

Keep a copy of this completed form for your records.