



APPLICATION FOR CIMCE CREDITS
For Approval of a Continuing Education Activity for Court Interpreter
Minimum Continuing Education Credit

PART I – Please mark one: **Provider/Instructor** **Email:**
 Attendee

1. Name:
 2. Address:
 3. City, State and Zip Code:
 4. Phone number:
 5. Type of provider : Professional Organization Government Agency Educational Institution
- Name of Institution:

PART II (Course Information) - Fill in the title of the course. One application per course or conference (with all course descriptions)

1. Name of educational activity or course title:

Classification of course: Instructor Led Non-Instructor Led
 Interpreting Translation Other
2. Name and profession of each instructor. *(A resumé or statement of qualifications must be attached for each instructor):*

<u>Name</u>	<u>Profession</u>	<u>CA Court Certified/Registered or Federally Certified?</u>

3. Topics to be covered in activity (attach outline or syllabus). Please write a clear, concise course description, including goals and objectives to enable Judicial Council staff to make a reasonable appraisal of the course. If this is not an interpreting course, you must include a statement (may attach a separate document) addressing how the topic(s) relate to the profession of interpreting.
4. Date(s), time(s), and location(s), of educational activity:
5. Total number of contact hours (*hours of actual participation*):

(Refer to Compliance Requirements for Certified Court Interpreters and Registered Interpreters of Nondesignated Languages, "Computation of CIMCE Credit" on how to calculate the contact hours. <http://www.courts.ca.gov/documents/CIP-2013-Compliance-Requirements.pdf>)

6. Course materials to be used (*textbooks, videos, audiovisual equipment, etc. Please provide a copy of the transcript or certificate of completion, if applicable*):

7. **Providers:**

I, _____, represent the above-named continuing education provider named herein, do hereby certify that the provider has been granted permission by the author or authors of all materials presented in this continuing education activity to copy such materials, and that no violation of copyright will occur in the dissemination of materials for this continuing education activity.

— OR —

Interpreters:

I, _____, certify that I attended the presentation named herein as witnessed by the attached certificate or other documentation of attendance.

Signature

Date

Incomplete applications and/or applications filed without the appropriate application fee will be returned without processing.

Attachments:

- original application and attachments
- résumé or brief biographical profile of each instructor
- syllabus, goals and objectives and copy of activity's promotional materials
- nonrefundable application fee in the amount of \$50 per course (payable to the State of California)

- Please send the application via email in PDF format to CIMCE@jud.ca.gov. If you send the application via mail, please provide the original and a check, if applicable. Do not attach website links.

Mail to:

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

- Include the amount of \$50 per course, maximum \$300 payable to the State of California. Application fees are waived for public institutions that apply for CIMCE credit (i.e., colleges, universities, and the courts).
- Letters are sent via email to applicants informing them of approval or denial of credits within 30 days. If you have questions, please contact debbie.chong@jud.ca.gov or 415-865-7596.