JUDICIAL COUNCIL
OF CALIFORNIA
COURT LANGUAGE ACCESS
SUPPORT PROGRAM

APPLICATION INSTRUCTIONS
For Approval of a Continuing Education Activity for Court Interpreter Minimum Continuing Education Credit (CIMCE)

1. PART I – Indicate whether you are a **Provider/Instructor** or **Attendee.** (You cannot be both). Fill out numbers 1 – 5.
2. Submit one application per course unless it is a multi-workshop conference. If you are a conference provider or attendee, you may submit a copy of the conference brochure that includes course descriptions, number of contact hours and instructor bios. (We do not accept links to websites).
3. PART II – List the name of the activity or course title and select the classification of the course.
4. Include the name, profession, title, and certification or professional license (if applicable). of each instructor. Attach a resume or include a brief biography that may be included in a course catalogue or brochure. (Following providers, are exempt from this requirement).

    - Judicial Council of California
    - Superior Courts of California
    - National Center for State Courts/Consortium for Language Access in the Courts
    - Other state courts and AOCs
    - Federal courts
    - U.S.A. accredited colleges and universities

5. Provide an outline of the topic(s) to be covered during the course, and the time allotted for each topic. You may attach the syllabus or course outline. Please provide course goals and objectives (how the goals will be achieved), and the relevancy to court interpreting. **All submissions must be in English**. If this is not an interpreting course, include a statement addressing how the topic(s) relate to the profession of interpreting.
6. Include the date(s), time(s) and location(s) of the course is being offered. (Email links will not be accepted)
7. Include the amount of $50 per course, maximum $300 payable to the State of California. (Application fees are waived for courses offered by the providers listed in #4 above)
8. Include the number of hours of actual classroom participation, and approximate number of participants, and list course materials being used.
9. If the provider/instuctor is submitting the application, he/she must print his/her name under ***Providers*** and sign and date the form. If an interpreter is submitting the application, he/she must complete print his/her name under ***Interpreters*** and sign and date the form. The person who signs #7 will be notified via e-mail if the course is approved, denied or if more information is required.
10. Please provide a copy of the transcript or certificate of completion. It is recommended you submit your application(s) immediately after attending any educational activity.

Submitting your application(s)

- If application is sent via mail, please provide **the original application and all attachments.**
- If application is sent via email, please send it to cimce@jud.ca.gov and remit your check via U.S. mail.
- Application fees are waived for public institutions that apply for CIMCE credit (i.e., colleges, universities, and the courts).
- Applicants are notified via e-mail, within 30 business days informing them of approval, denial, or if more information is required. Direct your questions to debbie.chong-manguiat@jud.ca.gov or 415-865-7596.

(Please allow up to 30 business days for processing of applications)

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