

Summary of Renewal and Compliance Requirements for Court Interpreters

Annual renewal fee and form

Each certified or registered interpreter is required to pay an annual renewal fee by December 31. A form will be emailed to the certified or registered interpreter by mid- September as a reminder that the renewal fee is due. Forms are also available on the CIP web page¹ commencing in September. The current annual renewal fee is \$100.

Continuing education compliance requirements for new interpreters:

During the newly certified or registered interpreter's first compliance period, the interpreter must complete:

- 30 hours of continuing education, including:
 - The Judicial Council Ethics Workshop (6 hours)
 - A minimum of 12 hours of instructor-led educational activities approved for CIMCE units
 - A maximum of 12 hours non-instructor led educational activities approved for CIMCE units
- 40 court-related professional assignments

Continuing education requirements for current interpreters:

During subsequent compliance periods, all certified and registered interpreters must complete:

- 30 hours of continuing education, including:
 - A minimum of 15 hours of instructor-led educational activities approved for CIMCE units
 - A maximum of 15 hours non-instructor led educational activities approved for CIMCE units
- 40 court-related professional assignments

Note: Please check with the education provider to verify whether the offering has been or is in the process of being approved for CIMCE credit. We strongly recommend that all applications for approval of educational activity for CIMCE credit be submitted in advance to allow CIP sufficient time for review and approval. Please allow 30 working days for approval of courses for CIMCE credit. Applications for CIMCE credit may be submitted via email to cimce@jud.ca.gov or via U.S. mail. For more information, please visit the CIP web page.

Submitting Continuing Education Compliance form

All interpreters are required to submit a completed Continuing Education Compliance Form to the AOC Court Interpreters Program to verify that they have met continuing education requirements by December 31 at the completion of their continuing education biennial compliance period. (*Reminder: A continuing education compliance period is two years.*) The Compliance form will e-mailed to the certified or registered interpreter before the end of each two-year compliance period. Forms are also available on the CIP web page.

¹ <http://www.courts.ca.gov/2693.htm>

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For more information

For more information, please visit the CIP web page.² *We strongly encourage all interpreters to submit their annual renewal payment and required forms on time, in order to avoid late penalty fees and/or suspension.* For complete information on the compliance requirements for court interpreters, please refer to the *Compliance Requirements for Certified Court Interpreters and Registered Interpreters of Nondesignated Languages*, also located on the CIP web page.

² <http://www.courts.ca.gov/2693.htm>