

# **FAQs**

## **Changes to Consequences of Noncompliance to Annual Renewal Fee and Continuing Education Requirements**

**Q. What changes were made to the Compliance Requirements for Certified Court Interpreters and Registered Interpreters of Nondesignated Languages?**

A. None. Revisions were made to the **consequences for noncompliance** to the mandated annual renewal and continuing education requirements for certified court interpreters and registered interpreters of nondesignated languages. The revisions include a suspension period and a reinstatement fee.

**Q. What is the suspension period? What is the reinstatement fee?**

A. The suspension period is a suspension from active status for a period of up to **four months** beginning on **March 1 and ending on June 30**. The reinstatement fee of \$250 is assessed to the interpreter as a consequence of submitting the mandated annual renewal fee or continuing education requirement form during the suspension period between **March 1 and June 30**.

**Q. Why was the suspension period introduced at this time?**

A. The suspension period was introduced as a result of written concerns from the court interpreter stakeholder community to the Administrative Office of the Courts (AOC) regarding current consequences for noncompliance as stated in the Compliance Requirements for Certified and Registered Court Interpreters.

**Q. When will the suspension period begin?**

A. The suspension period begins on **March 1**.

**Q. How was the suspension period developed?**

A. It was developed by the Court Interpreters Advisory Panel (CIAP) with input from the court interpreter stakeholder community. CIAP assists the Judicial Council in performing its duties under Government Code sections 68560–68566, specifically, recommendations on the certification, registration, renewal of certification and registration, testing, recruiting, training, continuing education, and professional conduct of interpreters.

**Q. How will the courts know when my certified/registered status is suspended?**

A. If you are suspended, the affected court will be notified immediately. You will be removed from the Judicial Council Master List.

**Q. What should the court do when my certified/registered status has been suspended?**

A. When your certified/registered status has been suspended, the court should work with you and consult with the AOC's Labor and Employment Unit (LERU) and Court Interpreters Program (CIP) as necessary.

**Q. How can I avoid suspension?**

A. By being on time. Submit your annual renewal and continuing education requirements by **December 31**. If it's impossible to comply by the December 31 deadline, submit requirements no later than the end of the late filing period which is the **last day in February**. If you submit your annual renewal or continuing education requirements during **the late filing period of January 1 to the last day of February**, you must also submit the late filing fee.

**Q. If my certification or registration status is suspended, what should I do to be reinstated on the Master List?**

A. You must complete the following steps below by **June 30**:

1. Consult with your court of employment (if applicable).
2. Pay the current annual renewal fee.
3. Pay the late fee.
4. Pay the reinstatement fee.
5. Comply with the continuing education and professional interpreting assignments (if applicable).
6. Pay the returned check fee (if applicable).

**Q. What happens if I still do not comply with the requirements above?**

A. Your certification or registration status will be revoked, you will be removed from the Judicial Council Master List, and the trial courts will be notified.

**Q. How can I be reinstated to the Master List if my certification or registration status is revoked?**

A. You must take and pass the written and oral exam and complete the full qualification process, including attending all required workshops before regaining your Master List status. Also, you will have to pay the current annual renewal fee, pay late fees, and pay the returned check fee (if applicable).

**Q. Can I request a suspension?**

A. No, you cannot ask to be suspended. An interpreter can ask to be placed on **inactive status** (see **3.6.1** of the compliance requirements for details).

**Q. What if I have a problem and know that I will not be able to comply with the requirements by the December 31 deadline?**

A. You may ask to be put on inactive status at any time, for any reason, without losing your certification or registration. **The period of inactivity is limited to two years and requests for inactive status must be submitted in writing in advance to the AOC, include the proposed effective dates of inactive status, and you must pay half of the annual renewal fee.** The AOC will provide written confirmation of requested status to you within 10 business days. **Only an interpreter who is in good standing with the Judicial Council is eligible for inactive status.** An interpreter is considered in good standing if he or she (1) has not had his or her certification or registration revoked, (2) has satisfied all continuing education, certification, and registration renewal requirements for the previous compliance period, and (3) has satisfied all other Judicial Council requirements.

**Q. What if my annual renewal fee payment is not received by December 31?**

A. If your annual renewal payment is not received by December 31, you will must pay the late fee of \$50.

**Q. What if you receive my annual renewal fee payment by December 31 without my continuing education form?**

A. If your continuing education form is not received by December 31, you must also pay the late fee of \$50.

**Q. What if I don't pay my fees or do not submit my continuing education form by the last day of February?**

A. If the AOC does not receive all payments and forms before March 1, your certification or registration status will be suspended. If you don't pay the required fees and submit your forms by June 30, your certification or registration status will be revoked.

**Q. If I have proof of sending in my annual renewal fee by an overnight service, will this count as receiving it on time?**

A. No. The payment **must be received in the office by December 31.**

**Q. Can I pay my annual renewal fee by credit card?**

A. No. Personal check, cashier's check, or money order are the only acceptable forms of payment.

**Q. I received notification that I did not make my annual renewal fee payment but I have proof from my bank that the check has been cashed. What should I do?**

A. Please make a copy of the front and back of your check and send it in electronically to [courtinterpreters@jud.ca.gov](mailto:courtinterpreters@jud.ca.gov) or mail a hard copy to **Administrative Office of the Courts, Court Interpreters Program, 455 Golden Gate Avenue, San Francisco, CA 94102-3688.**

**Q. How do I know everything I must do in order to be in good standing with the Judicial Council?**

A. You can access the compliance requirements online at: [www.courts.ca.gov/documents/ce-req.pdf](http://www.courts.ca.gov/documents/ce-req.pdf).