



## 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 and year credential received</u>

3. Topics to be covered in activity (attach outline or syllabus). Please write a clear, concise course description, including goals and objectives so Judicial Council staff can 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, do not include homework or lunch break*):

Note: Refer to [Compliance Requirements for California Certified Court and Registered Interpreters](#), updated effective January 1, 2020, which includes a section on requirements for providers.

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.

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*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](mailto: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. Illegible or incomplete applications will be returned.

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).
- An email is sent to applicants informing them of approval or denial of credits within 30 business days. If you have questions, please email [CIMCE@jud.ca.gov](mailto:CIMCE@jud.ca.gov).