

Court Interpreter Certification and Regulation Program

Continuing Interpreter Education (CIE)

Request for Approval of an Activity (Provider) Instructions

- ❖ The application process is waived for educational activities delivered by providers listed as pre-approved providers under section 2.3.1A of Compliance Requirements for Certified Spoken Language Court Interpreters. Relevant courses offered through these providers are automatically approved for CIE credit and do not require a Continuing Education Activity Approval number.
- ❖ Other providers may request credit for an upcoming course or educational activity that does not appear on the list of courses maintained by the Court Interpreter Certification and Regulation Program (CICRP).
- ❖ In order for a provider to obtain credit for an educational activity, the Continuing Education Activity Approval Request Form (Provider) **MUST** be submitted to the CICRP Administrator and receive CICRP approval prior to the activity. CIE credit will not be granted approval after the activity has taken place. The application will be returned, without being processed, if it is in any way incomplete or the applicable fee and any requisite documentation are not included.
- ❖ The provider's completed and signed application form must be submitted a minimum of thirty (30) calendar days prior to the beginning of the activity, along with all of the following:
 - Course outline in English, which includes *at a minimum*: learning objectives or course goals; teaching methods to achieve course objectives or goals; and the approximate amount of time spent on each topic;
 - Statement of qualifications for each instructor;
 - Promotional materials (if available at the time of application); and
 - Nonrefundable application fee of \$50.00 per educational activity, not to exceed 300.00 per two-year period for multiple educational activities. The fee must be in the form of a check or money order, made payable to the **State of Florida**. Note: The application fee is waived for public colleges or universities, justice partners, and other government entities and courts offering approved continuing education activities.

Application packet materials may be submitted to the CICRP Administrator using one of the following methods:

Mail: Court Interpreter Certification and Regulation Program
Supreme Court Building
500 South Duval Street
Tallahassee, Florida 32399-1900



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Fax: (850) 414-1342

E-mail: interpreters@flcourts.org

Note: Submission of application materials via facsimile and email is acceptable only for prospective providers for which the application fee has been waived.

- ❖ Once a request is submitted, the CICRP Administrator will evaluate whether the educational activity qualifies for CIE credits. The provider submitting the plan will be notified in writing within 30 calendar days whether the educational activity is approved or denied. If the application is denied, an explanation will be provided.
- ❖ Upon approval, the activity will be listed on the CICRP website as an approved course and will be assigned a Continuing Education Activity Approval Number (CEAA #).
- ❖ Providers of approved continuing education activities shall have a written and published policy, available upon request, containing information on (1) refunds in case of nonattendance, (2) the time period for the return of fees, and (3) notification of educational activity cancellation.
- ❖ The provider of an approved CIE activity must keep the following records for a period of four (4) years after the conclusion of the activity and furnish them on request at no cost to the CICRP:
 - A course outline or syllabus that includes learning objectives, course goals, a content outline, and teaching methods to achieve course objectives or goals;
 - A record of the date(s) and location(s) of the educational activity;
 - A statement of qualifications of each instructor;
 - A roster of attendance with the participants' full names, signatures or initials, and certification numbers; and
 - A copy of the attendance verification document issued to the participants.
- ❖ Please refer to [Compliance Requirements for Certified Spoken Language Court Interpreters](#) for complete details related to approval of educational activities for CIE credit. If you have any questions while completing the application, please contact CICRP staff at (850) 922-5107 or via email at interpreters@flcourts.org.



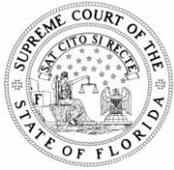
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Continuing Education Activity Approval Request Form (Provider)

Please print or type. Return the completed form along with the requisite materials and fee(s) to: Court Interpreter Certification and Regulation Program ■ Supreme Court Building ■ 500 South Duval Street ■ Tallahassee, Florida 32399-1900. The fee(s) must be in the form of a check or money order made payable to the **State of Florida**. Please allow a minimum of 30 days for review and processing. Approval must be obtained prior to the event.

Event Sponsor's Contact Information	
Name of Sponsor:	
Contact Person:	Contact Email Address:
Mailing Address:	
Phone Number:	Fax Number:
Status of Provider: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Government Agency <input type="checkbox"/> Educational Institution <input type="checkbox"/> Professional Organization	
Event Information	
Event or Presentation:	
Brief Description of Content, including topics to be covered:	
Speaker's Name & Title (for conference or multi-day events, list names/titles on separate sheet:	
Date(s) of Activity:	Time of Activity: From _____ To _____
Number of CIE units for Instruction (one unit equals 50 minutes):	Total Number of Contact Hours:
Anticipated Number of Students:	Registration Fee:
Signature of Requesting Individual:	Date:



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To be completed by CICRP Administrator		
Reviewed by:	Date:	Approved Number of Units: _____ Activity Not Approved: _____
Comments of Administrator:		