

Court Interpreter Certification and Regulation Program Continuing Interpreter Education (CIE)

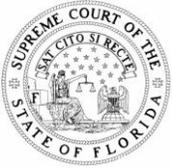
Request for Approval of Credits through Self-study or Group-study Activities

Instructions for the Court Interpreter

Continuing Interpreter Education (CIE) credits may be obtained through self-study or group-study programs in which most of the learning is not instructor-led but has a specific structure and anticipated learning outcomes. Credit will be granted for qualifying educational activities provided the steps listed below for submission of a request to the Court Interpreter Certification and Regulation Program (CICRP) are followed and pre-approval is obtained.

Note: In order to comply with 2.3.1C of the [Compliance Requirements for Certified Spoken Language Court Interpreters](#), the program must meet the criteria under section 2.3.1A or 2.3.1B.

- ❖ Certified interpreters may receive a maximum of four (4) credits (or 25 percent) of the required total number of CIE credits through self-study or group-study activities in any given compliance period. In no event may any credits for self-study or group-study be carried over to the next two-year compliance period.
- ❖ In order for an interpreter to obtain credits for self-study or group-study, the interpreter **MUST** submit the Continuing Education Self-study or Group-study Activity Request form to the CICRP Administrator and receive approval prior to the beginning of the educational activity. Applicants failing to obtain pre-approval for self-study or group-study programs will not be granted CIE credit after the activity has been completed.
- ❖ The request must be submitted a minimum of thirty days prior to the beginning of the study. Please submit the applicable form to the CICRP using one of the following methods:
 - Mail:** Court Interpreter Certification and Regulation Program
Supreme Court Building
500 South Duval Street
Tallahassee, Florida 32399-1900
 - Fax:** 850-414-1342
 - E-mail:** interpreters@flcourts.org
- ❖ Once a request is received, the CICRP Administrator will evaluate whether the study qualifies for continuing education credits. The interpreter(s) submitting the plan will be notified in writing whether the self-study or group-study program is accepted or rejected.



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Notification will be sent to the requesting individual's e-mail address. Please include a mailing address if you do not have an e-mail address. If the request is rejected, explanations or suggestions for change will be provided.

- ❖ Upon completion of the self-study or group-study program, participating interpreters must sign an affirmation of the hours studied and submit a summary of the study.



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Continuing Education Self-study or Group-study Activity Request form

Please print or type. The form will be returned without being processed, if it is in any way incomplete. Return the completed form to the Court Interpreter Certification and Regulation Program, allowing a minimum of thirty days for review and possible revision.

Self-study or Group-study Sponsor		
Name:	Daytime Phone:	Email address for receipt of notice:
Self-study or Group-study Proposal		
Project Title:		
Brief Project Description:		
Learning goals permitting verifiable objective measurement demonstrating achievement (3 to 5 goals the individual or group hopes to achieve):		
Describe how the project meets the specific requisite criteria in 2.3.1A or 2.3.1B:		
Means the individual or group will use to achieve these goals (means include type and scope of work as well as resources to consult, people to interview, seminars or workshops to attend):		



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Measures of progress the individual or group will use during the study (e.g., research notes, annotated bibliographies, interviews conducted, journals, reflection papers, presentations):

Method by which the individual or group will demonstrate meeting their goals:

Additional Study Details

Projected Start and Finish Dates:

Number of Credits Requested:

Schedule of Meeting Times:

Address of the Location Where the Interpreter(s) will Meet for the Study:

Individuals Participating in Group-study (aside from the sponsor)

Name:	Daytime Phone:	Email:



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Approval (to be completed by the CICRP Administrator)		
<input type="checkbox"/> Plan Approved	<input type="checkbox"/> Plan Rejected	Date:
Comments or Suggestions for Change:		
Number of CIE Credits Approved:	Signature of CICRP Administrator:	

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You may attach on a separate sheet any additional information that you feel may be relevant to the request and approval granting process. If you have questions while completing this form, please contact CICRP staff at 850-922-5107 or interpreters@flcourts.org.