

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

Summary of Requirements

The following is a summary of the Continuing Interpreter Education requirements for interpreters who are certified by the Court Interpreter Certification Board. Please refer to [Compliance Requirements for Certified Spoken Language Court Interpreters](#) for complete information regarding these requirements.

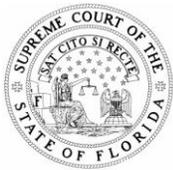
❖ Approved Continuing Interpreter Education:

- Certified interpreters must complete sixteen (16) hours of Continuing Interpreter Education (CIE) every two-year compliance period. Interpreters certified prior to July 1, 2010, are granted a grace period of one compliance period before CIE credits must be earned. For interpreters certified on or after July 1, 2010, continuing education is effective immediately.
- A minimum of two (2) CIE hours must be earned at an approved ethics-related program or educational activity every compliance period.
- Each approved 50 minutes of education shall be counted as one (1) CIE credit hour.
- No credit will be given for attending a portion of a participatory activity that is less than 50 minutes in length.
- No more than 25 percent of the required CIE credits may be satisfied through self-study or group-study¹. Self-study and group-study credit require preapproval.
- Self-study CIE credit for teaching a CIE-approved activity is computed for each 50 minutes of instruction. Credit may only be granted once for each educational activity. The second time the instructor teaches the course, no CIE credit is earned.
- A maximum of four (4) credits earned in excess of the sixteen (16) hour requirement will be eligible to be carried over from one compliance period to the next two-year compliance period. No credits for self-study or group-study may be carried over to the subsequent compliance period. Courses taken in advance of certification attainment do not count towards CIE fulfillment.

❖ Interpreters in search of CIE opportunities may refer to the following lists:

- [Preapproved CIE Providers](#)
- [Approved CIE Courses](#)

¹ “Self-study” or “group-study” for the purpose of earning CIE credit refers to a formal educational process in which most of the learning is not instructor-led but has a specific structure and outcomes.



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- ❖ A [Continuing Education Self-Study or Group-Study Activity Request Form](#) must be completed and submitted to the Court Interpreter Certification and Regulation Program (CICRP) administrator by the individual or group sponsor a minimum of 30 days before the beginning of the study. Interpreters may refer to the [List of Sample Course Topics](#) for study ideas.
- ❖ Providers must submit a [Continuing Education Activity Approval Request Form \(Provider\)](#) to the CICRP administrator a minimum of 30 days prior to the activity.
- ❖ A renewal application and [Continuing Interpreter Education Reporting Form](#) will be mailed to each certified interpreter 90 days prior to his or her certification expiration date. The CIE Reporting Form is also accessible on the CICRP website. Completed CIE credits must be reported with the submission of the renewal application, not upon completion of each educational activity. Materials submitted prior to the renewal application will not be accepted.
- ❖ Certified interpreters must maintain documentation of completed CIE activities for a period of four (4) years from the date of the activity. Only those interpreters who are randomly audited or whose CIE credits require more explanation for acceptance will be asked to submit supporting documentation² or additional information.
- ❖ The requisite forms and biennial renewal fee must be submitted to the CICRP by the interpreter's certification expiration date to avoid lapse of certification. Certification will not be renewed until all renewal requirements, including CIE, are completed. Interpreters whose certification has lapsed may renew their certification up to 180 days from the lapse date upon payment of a [late fee](#) equal to ten percent of the biennial renewal fee.
- ❖ Failure to fulfill CIE or other certification requirements within the stated period will result in the revocation of an interpreter's certification. If an interpreter's certification status is revoked, the interpreter will be removed from the Registry and the trial courts will be so notified. The interpreter must retake the certification examinations and complete the full certification process, including attendance at the orientation workshop, before regaining his or her Registry and certification status.
- ❖ For questions or concerns regarding the requirements for continuing interpreter education, please contact CICRP staff at (850) 922-5107 or interpreters@flcourts.org.

² Documentation suitable for verifying compliance includes, but is not limited to, the following: official transcripts from accredited colleges and universities; attendance verification documentation; and certificates of successful completion.