



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

Request for Approval of a Continuing Interpreter Education Activity (Individual) Instructions for Certified Interpreters

- ❖ An individual certified court interpreter may request credit for an upcoming educational activity or course offered by a provider that does **not** appear on the list of [pre-approved providers](#) or [approved programs](#) maintained by the Court Interpreter Certification and Regulation Program (CICRP).
- ❖ In order for a certified interpreter to obtain credit for an upcoming educational activity, the *Request for Approval of a Continuing Interpreter Education Activity (Individual)* form must be submitted to the CICRP Administrator prior to the event, along with 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; and
 - Promotional materials (if available at the time of application).
- ❖ Applications for Continuing Interpreter Education (CIE) credit are reviewed on an as-received basis and are generally approved or denied within 30 calendar days. Incomplete applications or applications lacking required documentation will not be considered.

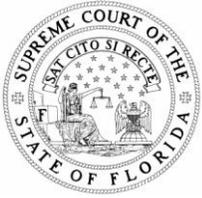
Please submit the requisite form and accompanying materials to the CICRP Administrator using one of the following methods:

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

Fax: (850) 414-1342

E-mail: interpreters@flcourts.org

- ❖ Once a request is received, the CICRP Administrator will evaluate whether the educational activity qualifies for CIE credits. The interpreter submitting the request will be notified in writing whether the event is accepted or rejected. **Notification will be sent to the requesting individual's email address. Please include a mailing address if you do not have an email address.** If the request is rejected, an explanation will be provided.
- ❖ Upon approval, the educational activity will be listed on the CICRP website as an approved course and will be assigned a Continuing Education Activity Approval (CEAA) number.



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

Request for Approval of a Continuing Interpreter Education Activity (Individual) Application Form for Certified Interpreters

Name of Requesting Individual		
Name	Daytime Phone	Email (for reply to Request form)
Event Sponsor's Contact Information		
Name of Sponsor		
Contact Person	Contact Email	
Address		
Phone Number	Fax Number	
Event Information		
Event or Presentation		
Brief description of content		
Speaker's Name & Title (for conference or multi-day events, list speaker's names and titles on a separate sheet):		
Date(s) of Activity	Time of Activity (from)	(to)
Number of CIE credits requested (one CIE credit for each 50 minutes of instruction)		
Signature of Requesting Individual		Date

Approval (to be completed by the CICRP Administrator)		
Reviewed by	Date	Comments
Credits Approved		