

Professional Standards and Ethics Subcommittee: 2019 Policy Change Chart (Initial Policy Changes for Approval (relevant pages attached)
March 14, 2018

Pg. in current requirements	Description of action needed:	Discussion /Comments	Agree (Y/N)
	<p>Action: <i>Does the Professional Standards and Ethics Subcommittee (PSE) recommend that effective September 2019, interpreters will no longer be required to turn in hard copies of documentation, and will attest under the penalty of perjury to completion of all compliance requirements and are subject to an audit?</i></p>	<p>Language regarding the use of a web-page password protected portal will be added, when compliance procedures are finalized, in the appropriate sections. (Currently CIP receives 1800+ paper checks a year and over 5,000 pages of documentation.)</p>	
3	<p>Action: <i>1. Should Minimum Continuing Legal Education (MCLE) State Bar courses be approved for Court Interpreter Minimum Continuing Education (CIMCE) without the interpreter needing to submit an application?</i> <i>2. Should CIMCE numbers granted by another State Judiciary bodies or Administrative Office of the Courts (AOC) be automatically approved for CIMCE without the interpreter needing to submit an application?</i></p> <p>Text will be expanded to now read: (changes in bold)</p> <p>2.2 B CIMCE credit will be awarded for continuing education activities that meet the following criteria and if the activity meets the definition of education and has been assigned CIMCE by:</p> <ul style="list-style-type: none"> • Judicial Council of California Court Interpreters Program • Approved MCLE by the State Bar; or, 	<p>MCLE courses meet our standards, as well as those offered by sister state AOC courts. Interpreters are required to maintain all records, subject to audit. MCLE approval was abolished in 2011, bringing it back and including sister states widens the field of courses to choose from and saves interpreters application fees.</p> <p>We have interpreters in other states (reciprocity) and they get their education in their respective states and should not need to submit applications.</p> <p>Note: Section 2.0 is being simplified, has redundant information, as are many sections in the requirements. We have updated the definition of</p>	

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	<ul style="list-style-type: none"> Other State Judiciary/Administrative Office of the Courts 	education and it is now in the new introduction and we have eliminated pre-approved providers, there is no such thing, we have fee exempt providers. See sample pages attached to Handout 03.	
6	<p><i>Action:</i> Should PSE recommend that the waiver of 40 professional assignment not be limited to just registered interpreters, but include certified interpreters too?</p> <p><i>Text currently reads:</i> 2.7.3 Registered interpreters who cannot complete 40 court-related professional assignments because of limited need for their languages by the courts may be eligible for an exemption.</p>	Some currently certified languages have limited need in the courts (Western Armenian, Portuguese). We will be going to an honor system to verify compliance for those who are using the web-based portal and we are asking interpreters to maintain records.	
6	<p><i>Action:</i> Effective September 2019, does PSE recommend that interpreters no longer need to request a waiver for 40 professional assignments in writing?</p> <p><i>Text currently reads:</i> 2.7.4 Exemptions to the 40 court-related professional assignments requirement must be requested in writing by the registered interpreter before the end of the current compliance period to avoid loss of certified or registered status. Exemptions are granted by the Judicial Council in consultation with the Court Interpreters Advisory Panel on a case-by-case basis.</p>	<p>See expanded handout of Professional Assignments that will be part of expanded Appendix</p> <p>Rationale: This will be done via the portal or on a document sent via email or mail and must be signed. It will be honor system.</p>	

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<p>6</p> <p>18</p>	<p>Action: <i>Should references to the Court Interpreters Advisory Panel (CIAP) be removed which indicate that CIAP is consulting with ongoing CIP work regarding: exemptions to the 40 hour professional assignment,; consulting on all denied CIMCE applications; on CIMCE courses deemed not relevant; and reviewing approved course every quarter, with the understanding that in some cases consultation with the CIAP chair and/or legal services may be required in those instances where needed or requested?</i></p> <p><i>Text currently reads:</i></p> <p>2.7.3 Registered interpreters who cannot complete 40 court-related professional interpreting assignments because of a limited need for their languages by the courts may be eligible for an exemption. Exemptions are granted by the Judicial Council in consultation with the Court Interpreters Advisory Panel on a case-by-case basis.</p> <p>7.1 If a question of relevancy or content arises, the Judicial Council will consult with members of the Court Interpreters Advisory Panel to resolve the issue.</p> <p>7.7 Each quarter, the Judicial Council may provide the Court Interpreters Advisory Panel with a list of newly approved courses for its review and comment.</p>	<p>Rationale: CIAP engaging with CIP on day to day operations is not accurate or has been implemented since before 2000. Not feasible or efficient. Staff reviews (SW) all applications and determines approval. CIP does consult with chair, or with legal if applicable on rare occasions to resolve challenges or at the request of provider or applicant. We deny very few courses, and we approve @ 500+ courses a year. Exemptions to professional assignment are reviewed by staff.</p>	
<p>9</p>	<p>Action: <i>Should CIP add the following bolded courses to the list of non-CIMCE approved activities?</i></p>	<p>Courses are @95% approved, but we get submissions for attending how to pass test prep</p>	

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9	<p><i>Text currently reads:</i> 3.2.8 CIMCE credit is not approved for the following:</p> <ol style="list-style-type: none"> 1. Rating candidates for any state, federal, or Consortium for Language Access in the Courts court interpreter exam. 2. Developing any state, federal, or consortium court interpreter exam, or exam development for any profession. 3. Attending preparatory activities for any state or federal certification and/or registration exam. 4. Attending preparatory activities for any professional licensing or credentialing exams. 5. Courses on brand development, marketing, running or building a business, or engaging in marketing or consulting activities. 6. Self-directed research or publishing. 7. Courses primarily based on works of fiction (novels, movies, podcasts) 8. Completing the same CIMCE-approved activity more than once within the same compliance period. 9. Time spent on doing homework. 10. Attending or conducting activities unrelated to continuing education requirements. 	<p>exams, sitting for a real estate license prep course (for example), publishing a book, courses on building a business. We have received applications for example, on cooking classes due to learning cooking terms (in English only),</p> <p>We can make exceptions if for example part of a real estate licensing includes a class on real estate law, contracts, etc.</p>	

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	<p>11. CIMCE credit is not guaranteed for participation in activities, such as interpreter vacations or conferences offered in a foreign country. Foreign travel per se, is not CIMCE eligible</p> <p><i>Action:</i> Should PSE recommend that interpreter vacation applications or conferences held outside the US only be approved if submitted by the vacation/conference provider?</p>	<p>As interpreter vacations become common we often cannot verify faculty credentials. We have been asked to approve museum visits, festivals, walking and winery tours. These are often these are turned in at the 11th hour, and now the interpreter may be out of compliance. They are expensive to attend and the CIMCE application fee is \$300.</p>	
13	<p><i>Action:</i> Should PSE recommend that CIP no longer accept retroactive annual renewal fees from inactive interpreters, they are to be paid during the annual renewal cycle.</p> <p><i>Text currently reads:</i> 4.10.4 Retroactive payment for the period of inactive status may be accepted and must be received before active status is regained.</p>	<p>CIP sends renewal fee notices to all inactive interpreters during the regular compliance cycle now. Eliminating this clause is recognizing standard practice.</p> <p>Note: Entire Section on Inactive will be condensed. An interpreter requesting inactive status will be sent all needed information at the time of request.</p>	
17	<p><i>Action:</i> Should PSE recommend the maximum allowed CIMCE granted per day go from 6 hours to 8 hours?</p> <p><i>Text currently reads:</i> 6.7 Six hours is the maximum number of CIMCE credits that can be earned per day.</p>	<p>Conferences often have evening presentations after dinner. 8 hours is a standard work day, why not education courses? Add to current requirement: Up to eight hours a day may be approved as the discretion of CIP.</p>	
See hand Out 02	<p><i>Discussion:</i> Should PSE recommend that the Professional Assignments be expanded</p>	<p>Professional assignments are meant to maintain skills and we are currently, as standard practice</p>	

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	<i>to include additional professional assignments as listed in Handout 02.</i>	accepting medical, conference, administrative and immigration assignments. Please review this list prior to the meeting and come with suggestions of additions or deletions.	

Part 1 Compliance Requirements, Sections 1.0–4.12

1.0 Purpose

- 1.1 Continuing education and compliance requirements for court interpreters have the following purposes:
 - A. To ensure that certified court interpreters (hereinafter “certified interpreters”) and registered court interpreters (hereinafter “registered interpreters”) maintain and improve the knowledge, skills, and abilities required to perform their responsibilities competently, fairly and efficiently.
 - B. To promote adherence to the highest ideals of personal and official conduct, as stated in *Professional Standards and Ethics for California Court Interpreters* and Code of Ethics for the Court Employees of California as they pertain to interpreter employees.
 - C. To assist certified and registered interpreters in helping to preserve the integrity and impartiality of the judicial system through their efforts to ensure all members of the public have equal access to the courts, stand on equal footing when participating in court proceedings, and are treated fairly and justly.
 - D. To help improve the administration of justice, reduce court delays, and promote fair and efficient court proceedings and standardized court practices and procedures.

2.0 Continuing Education Requirements

- 2.1 Effective January 1, 1993, under Government Code sections 68561 and 68562, all certified and registered interpreters of spoken languages must meet continuing education requirements established by the Judicial Council of California in order to remain certified or registered. The continuing education compliance period is two years. (See section 2.5 of these compliance requirements.)
- 2.2 Court Interpreter Minimum Continuing Education (CIMCE) credit will be awarded for continuing education activities that meet the following criteria:
 - A. Activity is offered as education by pre-approved provider as per section 2.3.1A;¹ *or*
 - B. Activity meets definition of education per 2.3.1B and has been assigned a CIMCE number by the Judicial Council of California, Court Language Access Support Program (CLASP);
 - C. *and*

¹ See Section 5.0H for definition of *pre-approved provider* and Section 6.1 for application procedure pre-approved providers must follow. Pre-approved providers are required to establish relevance of their educational activities to the work of court interpreters and must meet criteria specified in section 2.3.1B in order to obtain a CIMCE number for the educational activity offered. *Pre-approved provider* status in and of itself does not guarantee CIMCE credit for educational activities being offered by the pre-approved provider.

compliance period will be September 2012 to December 31, 2014. Thereafter, subsequent compliance periods will be two-year periods beginning January 1 of the first year and ending December 31 of the second year.

2.6 Required Continuing Education Hours

2.6.1 All interpreters are required to complete 30 continuing education hours within every two year compliance period. All newly certified and registered—as well as FCICE (Federal Court Interpreter Certification Examination; federally certified) interpreters who wish to remain on the California Judicial Council’s Master List—must complete the following continuing education activities during their first compliance period:

- A. Judicial Council Ethics Workshop (6 hours);
- B. Minimum of 12 hours of instructor-led educational activities approved for CIMCE units; and
- C. Maximum of 12 hours non-instructor-led educational activities approved for CIMCE units.

2.6.2 During subsequent compliance periods, all certified and registered interpreters are required to complete 30 hours of continuing education as follows:

- A. Minimum of 15 hours of instructor-led educational activities approved for CIMCE units; and
- B. Maximum of 15 hours of non-instructor led educational activities approved for CIMCE units.

Note: See section 3.2 for credit award guidelines.

2.7 Professional Interpreting Assignments

2.7.1 All certified and registered interpreters must complete 40 court-related professional interpreting assignments during each continuing education compliance period.

2.7.2 An ‘assignment’ is court-related interpreting performed on a specific date and corresponding to a specific case.

For example, each day of a multiday trial counts as a separate assignment. Other examples of court-related assignments include depositions, deposition preparation sessions, administrative hearings, in-custody interviews, proffer (exchange of information) sessions, witness conferences, probation department encounters, and mediation or arbitration sessions.

2.7.3 Registered interpreters who cannot complete 40 court-related professional interpreting assignments because of a limited need for their languages by the courts may be eligible for an exemption. Exemptions are granted by the Judicial Council in consultation with the Court Interpreters Advisory Panel on a case-by-case basis.

2.7.4 Exemptions to the 40 court-related professional assignments requirement must be requested in writing by the registered interpreter before the end of the current compliance period to avoid loss of certified or registered status.

2.7.5 There are no exemptions to the 40 court-related professional assignments requirement for out-of-state residents, but court-related professional assignments completed out-of-state are acceptable (see section 2.7.2 for examples of acceptable court-related professional assignments).

3.0 Procedures and Guidelines for Annual Renewal and Continuing Education Compliance Requirements

3.1 Annual Renewal and Continuing Education Compliance Requirements

3.1.1 Every year each certified or registered interpreter is required to pay an annual renewal fee for the following year by December 31 of the current year (For example, the fee for 2014 is due December 31, 2013). A form will be e-mailed, or in the absence of an e-mail address, notification will be mailed to the certified or registered interpreter to the address on file as a reminder that the renewal fee is due.² The amount of the current annual renewal fee is posted on the Judicial Council's Court Interpreters Program (CIP) web page of the California Courts website and must be received by the Judicial Council by December 31. Payment in the form of check, cashier's check, or money order made out to the State of California is accepted.

3.1.2 All interpreters are required to submit a completed Continuing Education Compliance Form to the Judicial Council's Court Language Access Support Program by December 31 at the completion of their continuing education biennial compliance period. (*Reminder: A continuing education compliance period is two years.*) The compliance forms will be provided along with notification of the annual renewal fee (see 3.1.1) before the end of each two-year compliance period. Forms are also available on the Judicial Council's Court Interpreter Program web page.

3.1.3 A late filing fee is assessed if the annual renewal fee and/or continuing education compliance form, is received after the December 31 due date, but within the late filing period, which extends from January 1 through the last day of February. The amount of the current late filing fee will be posted on the Judicial Council's CIP web page.³ An additional fee will be assessed for returned checks.

3.1.4 Every interpreter is responsible for notifying the Judicial Council of his or her current e-mail and mailing address for receipt of documents pertaining to certification or registration. An interpreter's failure to provide his or her current mailing address and e-mail address does not exempt an interpreter from fulfilling

² Annual renewal and compliance forms are sent to all certified and registered interpreters by mid-September.

³ The CIP web page is www.courts.ca.gov/programs-interpreters.htm.

- 3.2.5 Interpreters may receive CIMCE credit for participating in educational activities offered in other states or in a foreign country if the activities are approved by the Judicial Council’s Court Language Access Support Program. Foreign travel time may not be counted for credit.
- 3.2.6 Certified and registered interpreters who are instructors of CIMCE-approved activities are eligible to receive continuing education credit for those activities. (See section 3.4.) Credit will be awarded only one time for the educational activity within the two-year compliance cycle and will count toward the non-instructor-led educational activity category. The CIMCE number will be assigned to the instructor upon application.
- 3.2.7 Relevant educational activities approved by the State Bar for Minimum Continuing Legal Education credit will be approved for CIMCE credit upon application by the provider or participant. *Relevant educational activity*, for the purposes of this section, is defined in section 2.3.1A–C.

3.2.8 CIMCE credit is *not* given for the following:

- A. Rating candidates for any state, federal, or Consortium for Language Access in the Courts court interpreter exam.
- B. Developing any state, federal, or consortium court interpreter exam.
- C. Attending preparatory activities for any state or federal certification and/or registration exam.
- D. Engaging in marketing or consulting activities.
- E. Completing the same CIMCE-approved activity more than one time within the same compliance period.
- F. Attending or conducting activities unrelated to continuing education requirements.
- G. Participating in educational activities that do not meet the criteria outlined in section 2.3.1.

Note: See sections 7.0–12.5 for the CIMCE approval-granting process and guidelines for continuing education providers.

3.3 Computation of CIMCE Credit

3.3.1 CIMCE credit shall be granted as follows:

- A. Each hour of participation in an educational activity as defined in section 2.3.1 shall be counted as 1 hour of CIMCE credit (maximum 6 hours per day).
- B. One satisfactorily completed academic quarter unit is equal to 10 CIMCE hours.
- C. One satisfactorily completed academic semester unit is equal to 15 CIMCE hours.

4.10 Inactive Status

- 4.10.1 An interpreter may ask to be put on inactive status at any time, for any reason, without losing his or her certification or registration after the completion of no less than one two year compliance cycle. The period of inactivity is limited to two years. Requests for inactive status must be submitted in writing in advance to the Judicial Council and include the proposed effective dates requested for inactive status. The Judicial Council will provide written confirmation of requested status to the interpreter within 10 business days.
- 4.10.2 Only an interpreter in good standing with the Judicial Council is eligible for inactive status. An interpreter is considered in good standing if s/he (1) has not had his or her certification or registration revoked; (2) has satisfied all continuing education, certification, and/or registration renewal requirements for the previous compliance period; and (3) has satisfied all other Judicial Council requirements.
- 4.10.3 An interpreter on inactive status is prohibited from interpreting in the courts. The Master List will reflect that the interpreter is on inactive status.
- 4.10.4 Annual fees for interpreters on inactive status are one-half of the standard annual fees as posted on the Judicial Council's CIP web page. Interpreters who have already paid the standard annual fees before going on inactive status will not be reimbursed. Retroactive payment for the period of inactive status may be accepted and must be received before active status is regained.
- 4.10.5 An interpreter on inactive status is exempt from CIMCE requirements while on inactive status but is awarded credit if s/he chooses to complete CIMCE courses during the period of inactivity. The credit will be awarded as per section 4.10.6. CIMCE credits that exceed the number of units required cannot be rolled over toward any subsequent compliance period.
- 4.10.6 An inactive interpreter who wishes to return to active status must submit a written request to the Judicial Council. An inactive interpreter must also complete the requirements for continuing education and court-related professional interpreting assignments in proportion to the number of months the interpreter was on active status during the compliance period in which reactivation occurs. (See Appendix B.) Once an interpreter returns to active status he/she must complete the requirements for continuing education and court-related professional interpreting assignments only for the months during which he or she was actually active.
- 4.10.7 An interpreter who returns to active status after a period of inactivity must complete a Judicial Council Ethics Workshop within the first compliance cycle following their return to active status.
- 4.10.8 An interpreter who returns to active status after a period of inactivity must complete one full compliance period before being allowed to return to inactive status.

- 6.2 All applicants, except applicants identified in section 2.3.1A as pre-approved providers, and applicants that qualify for the multiworkshop conferences described in section 11.0, must submit ALL of the following:
- A. A completed and signed application form (one application per activity);
 - B. A course outline in English, which includes *at a minimum*, learning objectives or course goals, teaching methods used to achieve the objectives or goals, and approximate amount of time spent on each topic; and
 - C. Qualifications of continuing education instructor(s), written in English. Statement can be a list of academic and professional achievements, a resume, or a brief biographical profile that substantiates an instructor's qualifications (see section 8.0).

6.3 Application Fees

- 6.3.1 A non-refundable application fee of \$50 per activity, per year, not to exceed \$300 per year for multiple activities. *Note: Applications for multiple activities must be submitted at the same time, with each activity listed on a separate application.*
- 6.3.2 Application fee is waived for the California courts and the Judicial Council, accredited public colleges or universities, justice partners, and other government entities and courts offering approved continuing education activities.
- 6.3.3 Approval is usually granted for one calendar year only.
- 6.3.4 Providers that offer the same educational activity repeatedly without change to content, hours, or instructors may apply for approval for up to a three-year period (calendar year). Application fees per activity and per year remain the same.
- 6.4 The application, course outline, statement of qualifications of each instructor, if required, and promotional materials, if available at the time of the application, may be submitted via e-mail to cimce@jud.ca.gov. Materials may also be submitted via mail to:

Judicial Council of California
Court Operations and Programs Division
Court Language Access Support Program
455 Golden Gate Avenue
San Francisco, CA 94102

Note: Incomplete submissions will not be considered. Please retain a copy of your submission for your records.

- 6.5 Completed applications with proper documentation will generally be processed within 30 business days.
- 6.6 Applications for approval of continuing education activities may be approved retroactively at the discretion of the Judicial Council.
- 6.7 Six hours is the maximum number of CIMCE credits that can be earned per day.
- 6.8 Within the same calendar year, an approved educational activity may be offered on more than one occasion or at more than one location without submission of a new

application for approval, provided that no substantive changes are made to the activity content, hours, or faculty.

7.0 Approval Process of Continuing Education Activities

- 7.1 The Judicial Council will apply the criteria in section 2.3.1 to determine if the activity described in the application meets the definition of “education” for the purposes of granting CIMCE credit. If a question of relevancy or content arises, the Judicial Council will consult with members of the Court Interpreters Advisory Panel to resolve the issue. Section 8.0 provides criteria for instructor qualifications and will be used in the approval-for-credit process.
- 7.2 Applications for CIMCE credit are reviewed as received and are generally approved or denied within 30 business days. Incomplete applications or applications lacking required documentation will not be considered. Incomplete applications will be returned or held. The applicant will be notified and will need to submit the required documentation as requested in order for the application to be processed.
- 7.3 Within 30 days of receipt of all required documentation, applicants will be notified if the application was approved or denied. A notice of an approved application will include a CIMCE number, which will be assigned to the specific activity that has been approved.
- 7.4 Approval of a continuing education activity is non-transferable. Only the applicant-attendee (interpreter) may claim the CIMCE number assigned to the continuing education activity that he or she attended.
- 7.5 The full application process is waived for educational activities delivered by the pre-approved providers listed in section 2.3.1A. Relevant courses offered through these providers are approved through an abbreviated application process and will be reviewed only to determine relevancy, whether or not the course is instructor-led, and course length. CIMCE numbers will be assigned to all approved programs and made available through the “Court Interpreters Program” web page.⁷
- 7.6 Either the attendee or the provider may submit an application for approval. If approved, the CIMCE number will be assigned to the educational activity and posted to the CIP web page. Attendees are responsible for keeping their own records of attendance and documentation of continuing education hours for five years.
- 7.7 Each quarter, the Judicial Council may provide the Court Interpreters Advisory Panel with a list of newly approved courses for its review and comment.

8.0 Instructor Qualifications

- 8.1 Applications for approved continuing education activity credit must be accompanied by a statement of instructor qualifications. Pre-approved providers as referenced in section

⁷ See www.courts.ca.gov/2693.htm.

List of Professional Assignments for Appendix -

**Currently identified in the compliance procedures*

Proposed:

An 'assignment' is law--related or other approved interpreting assignment performed on a specific date and corresponding to a specific case or event.

1. Administrative hearings*
2. Appearances in a courtroom when interpreting for any party or witness
3. Arraignments
4. Conference Interpreting
5. Court ordered/court operated services, where interpreter services are needed to make the service accessible to LEP court users ordered to participate. For example, if LEP persons have been ordered to attend "Family Court Services Orientation" – an interpreter that provides interpreting services between the instructor and the LEP person(s) may count that as a professional assignment
6. Courtroom appearances in courts outside of the United States (if proper documentation is provided)
7. Courtroom appearances in courts outside the state of California
8. Deposition preparation sessions* (LEP client must be present)
9. Depositions*
10. Federal court courtroom appearances
11. Formal case preparation sessions with attorneys (with LEP client present)
12. Immigration court (proper documentation required)
13. In-custody interviews* (also known as "jail house" interviews)
14. Interpreting for an official event (regardless of location) regarding a specific case, conducted by the Public Defender's office, or a District Attorney's office
15. Interviews of defendant or witness that is conducted in a hospital
16. Mediation or arbitration sessions*
17. Medical Interpreting
18. Medical-legal interviews
19. Probation department encounters*
20. Proffer (exchange of information) sessions*
21. Psychiatric hospital interviews
22. Remote Interpreting
23. Restorative Justice Courts/Collaborative Courts sessions (including tribal courts)
24. Self-Help center assistance interpreting for an attorney and center visitor regarding the visitor's case
25. Settlement conferences of other types
26. Trials (each day of a multi-day trial counts as a separate assignment)*
27. Witness conferences*

List of Professional Assignments for Appendix -

Currently:

Most court ordered but non-court operated services are not eligible to be counted as a professional assignment. The reason is that the content of the information is not primarily about a legal case, so the primary purpose of the professional assignment requirement is not met. However, in recognition of challenges CIP has accepted interpreting assignments for conferences and medical interpreting. However, should we expand what is considered a professional assignment, as isn't the goal to keep your skills up? This would help those in rare languages or not employed by the courts.

Not currently eligible to be counted as professional assignments include, but are not limited to: (Discuss with PSE/CIAP)

- Traffic school (even if court ordered)
- Parenting courses (even if court ordered)
- Anger management courses (even if court ordered)
- Substance abuse treatment and support
- Counter help that is not specific to a case (Is this really an assignment?)

List of Professional Assignments for Appendix -

***Compliance Requirements and Procedures for:
California Certified Court and Registered
Interpreters and
Providers of Continuing Education Activities***

Effective January 1, 2001
Fifth edition effective: September 1, 2019



**JUDICIAL COUNCIL
OF CALIFORNIA**

COURT INTERPRETERS PROGRAM

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Introduction

Purpose

The Judicial Council of California, (JCC) through its Court Interpreters Program (CIP) is the credentialing (sometimes referred to as licensing) body for certified court and registered interpreters; develops policy and procedures for annual renewal fees and compliance requirements that interpreters are required to adhere to in order to maintain their credentialing status. CIP also maintains the Judicial Council's Master List, which is used by courts, justice partners and the public locate credentialed interpreters in good standing with the Judicial Council.

The Judicial Council's responsibilities over court interpreters in California are set forth in California Government Code 68560-68566. In accordance with California Government Code 68562, all spoken language interpreters are to meet continuing education and certification renewal requirements established by the Judicial Council of California.

Specifically GC 68562(d) states:

The Judicial Council shall adopt standards and requirements for interpreter proficiency, continuing education, certification renewal, and discipline. The Judicial Council shall adopt standards of professional conduct for court interpreters.

All California certified court and registered spoken language interpreters are required to meet annual renewal, continuing education and professional assignment requirements established by the Judicial Council of California, as set forth in these requirements. Provider of continuing education activities are also required to abide by the procedures set forth in these requirements.

Compliance requirements for court interpreters:

- Ensure that California certified court and registered interpreters maintain, improve and continue to learn in order to maintain the requisite knowledge, skills, and abilities (KSA's) required to perform their responsibilities competently, fairly and efficiently.
- Assist certified court and registered interpreters preserve the integrity and impartiality of the judicial system through their efforts to ensure all members of the public have equal access to the courts, stand on equal footing when participating in court proceedings, and are treated fairly and justly.
- Helps improve the administration of justice, reduce court delays, and promote fair and efficient court proceedings and standardized court practices and procedures.

In addition interpreters are to:

- Abide by the canons found Rule of Court 2.890, Professional conduct for interpreters https://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2_890

- Have read the *Professional Standards and Ethics for California Court Interpreters* (add link)
- If employed by the California courts, abide by their courts policies and procedures, including the Code of Ethics for the Court Employees of California as they pertain to interpreter employees.
- Continually strive to increase their language skills including, but not limited to, staying current with technical, vernacular, regional terminology
- Keep informed of statutes, rules of court, legislative changes, and changes to policies and procedures that inform the duties of the interpreting profession.

Education Defined

Court Interpreter Minimum Continuing Education (CIMCE) refers to educational activities the interpreter participates in after passing the required examinations for certification or registration and enrolling on the Judicial Council’s Master List of Certified Court and Registered Interpreters (Master List).

Education for the purposes of these requirements is an educational activity relevant to court-related interpreting that:

- Offers development of existing skills;
- Bridges identified knowledge gaps;
- Addresses the Knowledge, Skills, and Abilities Essential for Court Interpretation (KSA’s needed for interpretation in the courts;¹
- Enhances interpreter participant’s ability to perform interpreting work for the courts, and other justice partners, and interpreting professions; and,
- Is offered by a Judicial Council approved provider.

The educational activity must meet the following criteria:

1. Subject matter is relevant to: court interpreting; the function of the courts or the judicial branch; or, other approved interpreting services conducted outside of the courts.
2. Is at least one hour in length; and
3. Clear goals and objectives are identified in the course outline or syllabus describing how learning outcomes, (knowledge, skills, or abilities) will be applied, demonstrated, or used.

¹ The KSA’s are identified in the Study of California’s Court Interpreter Certification and Registration Testing (2007) <https://www.courts.ca.gov/documents/altafinalreport.pdf>

Part 1 Requirements and Procedures for Interpreters

1.0 Summary of Compliance Requirements

All interpreters enrolled on the *Judicial Council's Master List of Certified Court and Registered Interpreters* (Master List), receive notification in September, via E-Mail, accompanied with instructions and annual renewal materials interpreters. Please note the following:

- If an e-mail address is not on file, or bounces back, the annual renewal materials will be sent via US mail to the address found on the interpreter profile.
- The renewal packets include instructions on how to submit annual renewal fees and verification of completion of compliance requirements using the password protected web-based portal or via U.S Postal Service.
- **Interpreters are responsible for keeping their profile/contact information up to date**, either through the password protected on-line web portal on, via email, or USPS².
- Failure to provide a current mailing address, e-mail address; or not receiving the renewal materials, does not exempt an interpreter from fulfilling all compliance requirements based on lack of notice from the Judicial Council.

1.1 Summary Chart of Requirements

Description	Required	Due and Notes
Annual Fee (active interpreter)	\$100	Due between September 15 and December 3. Payments may be made by using the password protected web-portal or submitting check or money by USPS to the Judicial Council. Information: https://www.courts.ca.gov/23507.htm
Annual Fee (inactive interpreter)	\$50	
Every two years	<ul style="list-style-type: none"> • 30 JCC approved CIMCE courses • 40 Professional Assignments 	Due between September 15 – December 31 Effective September 2019, interpreters are no longer required turn in documentation. Will attest under penalty of perjury compliance with all requirements. Judicial Council reserves right to audit. Interpreters must maintain records verifying compliance with continuing education for 5 years

² An information update form is available to all interpreters on Judicial Council's CIP web page

Description	Required	Due and Notes
		(certificates or letters of education completed, or transcripts provided by the education provider).
<p>Late Fee assessed for Non- payment of: annual renewal fee</p> <p>and/or Failure to attest to of completion of: 30 hours continuing education and/or 40 professional assignments</p>	\$50	<p>Due: January 1 thru last working day in February. Total due: \$150</p> <p>Due every two years, failure to comply results in late fee.</p>
<p>Interpreter Suspension Period Reinstatement Fee assessed</p> <p>May impact ability to interpret in the courts</p>	\$250	<p>Due between March 1 and last working day in June.</p> <p>Credential subject to revocation if requirements not met by last business day in June. California state qualifying exams must be taken and enrollment procedures must be met for reinstatement.</p>
<p>Other: All updates to interpreter profile including change of name, address, email, phone, or work location.</p>		<p>Interpreters are responsible for informing CIP of any changes to their profile information, using the web-based portal (add link) or by the submitting request to: courtinterpreters@jud.ca.gov</p>
<p>All California interpreters on the Master List have received instructions on using web-based password protected portal for payment or verifying completion of compliance requirements. Interpreters who choose to submit payment or documentation via US Mail will be required to attest to completion of all compliance requirements and submit a check, money order or cashier's check.</p>		



Compliance Requirements

FOR CERTIFIED COURT AND
REGISTERED INTERPRETERS

Effective January 1, 2001
Latest Revision January 1, 2013

Effective August 1, 2014, the Administrative Office of the
Courts is now known as Judicial Council of California

Compliance requirements are subject to change.
Please check the "Court Interpreters Program"
web page frequently for updates.
www.courts.ca.gov/programs-interpreters.htm



JUDICIAL COUNCIL
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COURT LANGUAGE ACCESS
SUPPORT PROGRAM

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