



## Washington Court Interpreter Program

### Frequently Asked Questions about Biannual Compliance / Continuing Education Reporting

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**Q: I can't find the form. Can't you just mail it to me?**

**A:** No. Please find the form on our website, [www.courts.wa.gov/interpreters](http://www.courts.wa.gov/interpreters). It is located in two places: (1) click on "Policies and Forms," it is the second form listed; (2) click on "Continuing Education," it is the second form listed.

**Q: How many credits have I earned so far?**

**A:** We don't know. It is each interpreter's responsibility to track his/her own credits, and keep that documentation on file for a three year period. We will conduct audits of randomly selected interpreters, asking them to produce documentation to prove the credits that they claimed.

**Q: Do I need to include copies of my certificates of attendance?**

**A:** No. Just complete the compliance form and oath and submit that paperwork to us. Please keep the certificates of attendance for your own files.

**Q: Can I just email or fax my information to you?**

**A:** No. Please mail in the originals. We need your original oath signature on file, and sometimes faxed copies are extremely difficult to read. And, speaking of which, we *really* appreciate good penmanship.

**Q: I already sent in my paperwork, but I haven't received a response from the AOC. Did my paperwork get lost in the mail?**

**A:** Probably not. While we've never had a case of paperwork being lost in the mail, please make sure to keep a copy for your own records. Here at the AOC we have a lot of compliance forms to review manually within a short period of time, on top of our regular workload. Formal letters clarifying fulfillment of the

compliance requirements, along with replacement badge stickers, will be mailed next week.

As we receive & review compliance forms, we notify interpreters when we see errors or omissions. Typically no news is good news.

**Q. I attended such-and-such class. How do I know it's approved for credit?**

**A.** We list on our website all classes that have been approved for continuing education credits. Go to [www.courts.wa.gov/interpreters](http://www.courts.wa.gov/interpreters), click on "Continuing Education," and then click on "Approved Courses." These are grouped in alphabetical order by provider.

If you attended a class, workshop or conference that isn't listed, it could be that no one ever submitted it to us for credit. Please go to our site, click on "Continuing Education," and click open the form "Request for Continuing Education Credits to be Granted for a Course." Fill out the form, and submit with all the required paperwork. We will review and determine how many credits shall be awarded.

**Q. I'm still missing some credits. What can I do?**

**A.** Submit your paperwork indicating what requirements you have completed. Also enclose a letter explaining why you haven't completed your requirements, and what plans you have to get into compliance as quickly as possible. While I can't guarantee that this will be sufficient, it's better when we know what you've done and what your plans are, than to know nothing about your situation. Remember – every compliance cycle people do lose their Registered and Certified credentials for failing to meet program requirements.

The AOC has not received any new requests to approve classes for continuing education credit, so no upcoming classes are listed on our Training Bulletin Board. If you learn of something, please pass the information along to us. I believe that Oregon Court Interpreter Services will be offering another Ethics Webinar in late February, with registration opening in early January. These classes are typically approved for two ethics credits, but I can't guarantee anything because I haven't received details yet.

**Q. Where can I find information about the rules that pertain to interpreters? I can't find anything on your website!**

**A.** Please go to [www.courts.wa.gov/interpreters](http://www.courts.wa.gov/interpreters). For any of the policies that pertain to Certified or Registered interpreters, click on the link titled "Policies and Forms."

Any policies, forms, or lists that pertain specifically to Continuing Education can be found under the link titled "Continuing Education."

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