

Application for an Extension to Complete the 2022-2023 Biannual Reporting Requirements For Court Interpreters



This form is for credentialed court interpreters to request an extension of time to complete their biannual reporting requirements (also called compliance requirements).

All court interpreters who are credentialed by the Washington State Administrative Office of the Courts must meet certain requirements to maintain their credential. These requirements must be completed every two years and are due on December 31 of each odd numbered year (for example: 2023, 2025, 2027). More detailed information about these requirements can be found on the Court Interpreter Program website and are also available using these links:

[Biannual Reporting Requirements for Certified Interpreters](#)

[Biannual Reporting Requirements for Registered Interpreters](#)

If you will not be able to finish your requirements by the December 31 deadline, complete and submit this form to request an extension. Email the form to Interpreters@courts.wa.gov. The Disciplinary Committee of the [Washington State Supreme Court Interpreter Commission](#) will review your request.

Contact Information

Name _____

Address _____

Street

City

State

Zip Code

Email _____ Phone _____

Which requirements are you asking additional time to complete?

Please check the appropriate boxes below:

- Education Credits
- Personal Conduct Form
- Court Hours (*only required for interpreters in certified languages*)

If you have completed some of your requirements, please add that information to your profile in the Interpreter Profile System before submitting this request.

How long of an extension are you requesting?

- 1 month
- 3 months
- 6 months
- Other _____

Why are you requesting an extension?

Please provide a detailed description of the special circumstances that are leading you to requesting an extension. Your description should indicate how the special circumstances have prevented your from completing your requirements. (You may attach additional pages if necessary.)

What is your plan to complete your requirements?

Please describe the steps you plan to take to complete the requirements by the end of the extension period that you are asking for. For example, the classes you intend to take to meet the education requirements. You can find a list that have of classes that have already been approved on the [Approved Continuing Education Courses](#) webpage.

Signature

Please note:

- There is no guarantee that your extension request will be granted.
- If your request is approved, you must complete your requirements by the end of the extension period. If you do not, you may be subject to further sanctioning including the suspension or revocation of your court interpreter credential.
- If your request is approved for this reporting period, you are still required to complete your requirements for the 2024-2025 cycle in a timely manner.

Signature _____
(may be typed if completing digitally)

Date _____