

COURT INTERPRETER PROGRAM

FREQUENTLY ASKED QUESTIONS

ABOUT COMPLIANCE REQUIREMENTS

Credentialed court interpreters in Washington must complete their compliance requirements **every two years** to keep their credential. This two-year period is referred to as a **compliance period** or reporting cycle.

WA AOC Credentialed interpreters are responsible for knowing and understanding Compliance Requirement policies. Please read the following policies thoroughly.

[Certified Court Interpreter Program Policies](#)
[Registered Court Interpreter Program Policies](#)

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When are the compliance requirements due?

Compliance requirements are due every two years. The deadline falls on December 31 of odd numbered years. For example: December 31, 2027, December 31, 2029. You must complete the requirements using the Interpreter Profile system by the deadline.

What are the compliance requirements?

Credentialed Interpreters are required to complete:

- 16 hours (credits) of continuing education in [three categories](#).
- Fill out the Personal Conduct Form
- Complete 20 court hours (*Certified interpreters only. Registered interpreter do not need to complete this requirement*)

How do I submit my education credits and personal conduct form?

You submit your education credits and complete sign your personal conduct form using the Interpreter Profile System (IPS). Your credits must be recorded on your profile in the IPS. You can find more information about using the IPS in the [User Guide](#).

How do I access my Profile in the Interpreter Profile System?

You can log into your interpreter profile on the [Court Interpreters Sign In](#) page.

You will need to know your AOC ID number and your password. If you don't remember either one of these, there is a link on the above webpage where you can find out this information.

The Interpreter Profile System has a [User Guide](#) to help you understand how to better use the system.

What if I need more time to complete my education credits?

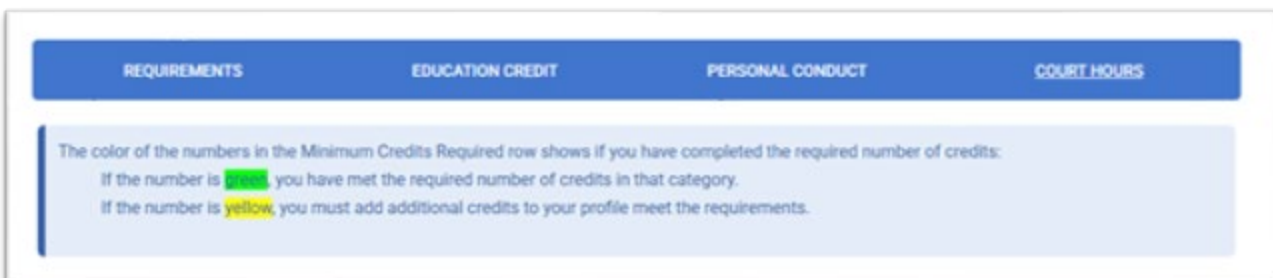
If you know that you will need additional time to complete your education credits, you need to apply for an extension using the Extension Request Form by the compliance deadline date (12/31 of compliance deadline year). Here is the Extension Request Form: [Extension Form](#).

The request will be reviewed by the **Disciplinary Committee**. Requests sent not using the form will not be considered. To ensure your request for extension is reviewed, submit the Extension Request Form by December, 31 of the compliance deadline year.

If you do not meet your compliance requirements by the extended deadline or if your extension request is denied, your credential is subject to further sanctions including *suspension* and *revocation*.

How do I know if I've completed all my education credits?

Go to Education Credit tab and you will see this instruction on top.



Minimum Credits Required section shows how many credits per each of the three categories are needed for every compliance cycle. Ethics (2), Performance(8) and General(6)

Example #1: Minimum CE requirements are met. Total is highlighted in green

Credit from Previous Category:		1.00	2.00	Totals:
Credits Earned per Category:	2.00	8.00	20.0	30.0
Minimum Credits Required (Certified Interpreter):	2.00	8.00	6.00	16.00
			Carryover Credits Earned:	14.00
			Maximum Allowed Carryover:	6.00
			Credits Carried Over to the Next Reporting Cycle:	6.00

Example #2: Minimum CE requirements are not yet met. Sections that have not met the minimum are highlighted in yellow.

Credit from Previous Category:		0.00	0.00	Totals:
Credits Earned per Category:	2.00	4.0	6.0	12.0
Minimum Credits Required (Certified Interpreter):	2.00	8.00	6.00	16.00
			Carryover Credits Earned:	0.00
			Credits Carried Over to the Next Reporting Cycle:	0.00
			Credits Carried Over to the Next Reporting Cycle:	0.00

More information can be found in the [User Guide](#).

How do I know if a class has been approved?

You can check to see if a class has been approved on [our list of approved classes](#). If you cannot find the class, please see, "What if the class I took isn't listed?"

How do I find classes that have been approved for credit?

You can find a list of classes that have been approved on [our list of approved classes](#). This page lists both upcoming classes and classes that have already occurred. A class listed with the date "1-1-2050" is usually a recorded class that is available at any time.

FAQ for Compliance Requirements

Most providers also list the states where their classes have already been approved for credit. You can verify if a class has been approved on [our list of approved classes](#).

I took a class that was approved, but I couldn't find the correct date listed.

If you took a class that has the same name and provider as a class on [our list of approved classes](#), but you don't see the date, email the court interpreter program with a copy of your certificate or a link to the provider's webpage so that we can confirm the class took place on that date. The court interpreter program will add that date to our database and then you can add the class to your profile.

What if the class I took isn't listed?

Class names sometimes do not match exactly the way they are listed on our database, or on the provider's website, and on the completion certificate you receive. The names are sometimes shortened or slightly modified. If you find a class name that is similar to the one you took, compare the number of credits, the date, and provider's name to see if these details match.

If you still do not find the class you took, fill out CE Credit Approval Request Form and submit it at least **60 days** before the compliance deadline.

What if I took a class that has not been approved by the AOC?

If you took any classes during compliance cycle that have not yet been approved, please submit CE Credit Request Approval as soon as you complete the coursework.

Fill out CE Credit Approval Request Form and submit it at least **30 days** before the compliance deadline. Credit approvals are subject to AOC review.

Please note that according to our policy:

[An attendee of a course that has not been pre-approved by AOC must submit an application for approval no later than 30 days after attendance at the course.](#)

The Court Interpreter Program does its best to help interpreters have a course approved after this 30-day window when possible. However, near the end of the cycle these requests cannot

FAQ for Compliance Requirements

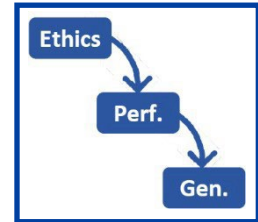
always be accommodated.

If you submit an approval request after December 1st of any compliance deadline year (odd number years), you need to Request an Extension as we cannot guarantee that your class will be reviewed by the end of the cycle.

What if I earn more credits than I need?

If you earn more credits than you need in a particular category, some credits might be counted towards another category as follows.

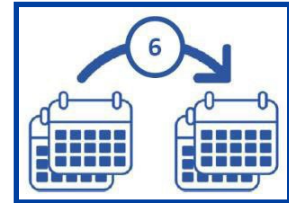
Extra credits in the **Ethics** category will be counted as **Performance** credits. Extra Performance credits will be counted as General credits. More information about categories can be found on the [CEU Category Quick Guide](#)



What are Carryover credits?

If you earn more than the 16 required credits in each compliance period, then up to 6 credits can carry over and be counted in the next compliance period and this is one time only. All carryover credits will fall in the **General** category.

For example, if you earn 24 credits in the 2022-2023 compliance period, 6 of those credits will carry over into the 2024-2025 compliance period as General credits.



Additional information

If you have further questions not addressed in this document or need more information, you can contact the court interpreter program at: interpreters@courts.wa.gov.