COURT INTERPRETER PROGRAM
FREQUENTLY ASKED QUESTIONS
ABOUT COMPLIANCE REQUIREMENTS

The questions below are some of the most frequently asked questions (FAQs) from credentialed interpreters 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 at a compliance period or reporting cycle.

You can find more detailed information on the webpages below. Credentialed interpreters are responsible for knowing and understanding these policies.

> Certified Court Interpreter Program Policies
> Registered Court Interpreter Program Policies

Other useful links about compliance requirements include:

> Approved Continuing Education Courses
> Free Recorded Webinars for Credit
> CEU Category Quick Guide
> Interpreter Profile System User Guide

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.

Frequently Asked Questions *(click on the question to go to the section)*

WASHINGTON COURTS

When are the compliance requirements due?

Compliance requirements are due very two years. The deadline falls on December 31 of odd numbered years. For example: December 31, 2023; December 31, 2025; December 31, 2027. You must complete the requirements using the Interpreter Profile system by the deadline.

What are the compliance requirements?

For the 2022-2023 compliance cycle, 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)*

Are interpreters required to submit a new oath?

Court interpreters no longer need to submit an oath each compliance cycle.

How do 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 can apply for an extension using the Extension Request Form by the deadline specified on the form and below. You can find the form on the Continuing Education webpage or at this link: Extension Form.

The request will be reviewed by the Disciplinary Committee when they meet in early 2024. 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 2023.

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

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

The Education Credits page of your online profile will inform you if the classes you have added to your profile have enough credits for the compliance period. As you add each class, the class name and the number of credits will be listed.

Below the list of classes is a row titled "Minimum Credits Required", which contains numbers that are highlighted either yellow or green *(see Examples 1 and 2 below).*

If this number is highlighted yellow, you have not completed the required number of credits in that category. Image 1 indicates that only 3 of the required 6 General credits have been completed.

Example 1

	Ethics	Performance	General	
Credit from Previous Category:		1.00	3.00	Totals:
Credits Earned per Category:	2.00	8.00	3.0	13.0
Minimum Credits Required (Registered Interpreter):	2.00	8.00	6.00	16.00
Carryover Credits Earned:				0.00
Credits Carried Over to the Next Reporting Cycle:				0.00

If the number is green, you have completed the required number of credits in that category. When all of the numbers are green, you have completed the required number of credits in all categories. Image 2 shows a profile with all credits completed.

Example 2

	Ethics	Performance	General	
Credit from Previous Category:		0.00	0.00	Totals:
Credits Earned per Category:	2.00	8.00	6.00	16.00
Minimum Credits Required (Registered Interpreter):	2.00	8.00	6.00	16.00
Carryover Credits Earned:				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.

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.

When education providers apply for a class to be approved, they provide AOC with a list of dates for the class. If the provider later adds a date without informing the AOC, it will not be listed in our system.

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 does it mean if a class is listed with the date 1-1-2050?

Classes listed with the date "1-1-2050" are classes that are offered "on-demand". These classes are usually recorded and can be taken anytime. Since we cannot list the specific dates for this class, we use this the date 1-1-2050. When you add the class to your profile, it will keep the date 1-1-2050 and cannot be changed to the date you actually took the class.

Some classes may be offered in a live or recorded format so the same class may be listed with multiple dates including 1-1-2050. Sometimes the number of credits given for the live version and for the recorded version of a class will be different.

What if the class I took isn't listed?

Sometimes class names do not match exactly between the way they are listed on our database, on the provider 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 cannot find anything that resembles the class you took, you may need to apply for approval of this class. In this case, you or the provider of the class will need to submit an approval request form. You can find the form and instructions on the Continuing Education webpage.

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

If you took any classes in during the 2022-2023 compliance cycle that have not yet been approved, please submit those requests **as soon as possible**. 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

always be accommodated. If you submit an approval request after 12/01/2023, you will also 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
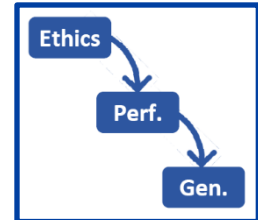
If you earn more credits than you need in a compliance period (reporting cycle), please see, *"What are carry over credits?"*

What are carry over credits?

If you earn more than the 16 required credits in a given compliance period, then up to 6 credits can carry over and be counted in the next compliance period. All carry over 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.