Language Access Basic Training
Tracking Sheet

You can use this sheet to keep track of the modules and lessons as you complete them. You can complete the modules at your own pace, although we recommend complete all the lessons in each module in one sitting.

You can click in each box to make a check mark to indicate completing that that section. You must save the document before you close it to make sure the check marks are saved.

MODULE 1 — INTRODUCTION TO LANGUAGE ACCESS

- ☐ Introduction
- ☐ Equal Access to a fair System
- ☐ Overview of Language Access Services
- ☐ The Importance of Frontline Staff
- ☐ Language Access Resources
- ☐ Review

MODULE 2 — LEGAL BASIS

- ☐ Introduction
- ☐ Fundamental Principles
- ☐ Federal Guidance
- ☐ State Guidance
- ☐ Review

MODULE 3 — PROFESSIONAL STANDARD

- ☐ Introduction
- ☐ Professional Conduct
- ☐ Code of Ethics for Court Staff
- ☐ Acceptable Practice
- ☐ Limitations of Practice
- ☐ Putting it All Together
- ☐ Review

WASHINGTON COURTS

MODULE 4   ROLES OF COURT STAFF

- ☐ Introduction
- ☐ Court Interpreters
- ☐ Bilingual Staff
- ☐ Monolingual Staff
- ☐ Challenges
- ☐ Putting it All Together
- ☐ Review

MODULE 5   CULTURAL COMPETENCY

- ☐ Introduction
- ☐ Serving a Diverse Population
- ☐ Cultural Variations
- ☐ Culture and the Courts
- ☐ Common Challenges
- ☐ Review

MODULE 6   LANGUAGE ACCESS SERVICES

- ☐ Introduction
- ☐ Providing Language Access Services
- ☐ Areas of Need
- ☐ Customer Services Strategies
- ☐ Language Access Plans
- ☐ Putting it All Together
- ☐ Review

MODULE 7   LANGUAGE ACCESS COURSE RESOURCES

- ☐ Introduction
- ☐ AOC Resources
- ☐ Documents and Templates
- ☐ Professional Standards
- ☐ Module Materials and Acknowledgements