



## Continuing Education Compliance Instructions

### 2024 - 2026 Period

These instructions are meant to help all the independent court interpreter contractors based in Colorado working with the Office of Language Access prepare and submit the documentation required for their Continuing Education compliance for the 2024–2026 cycle.

The following information will help us to review your submission efficiently and issue your compliance letter without delays.

#### I. Required Documents (available on [OLA's Continuing Education website](#))

1. Download the “**2024–2026 Compliance Form.**” This is a [fillable PDF document](#).
2. Download the “**List of Approved Activities.**” This is an Excel spreadsheet.

#### II. Completing the Compliance Form

3. Open the compliance form and complete the **Interpreter's Information** section with your personal details. The form can be filled out digitally on your computer and printing and handwritten submissions are not necessary.
4. Open the **List of Approved Activities** spreadsheet.
5. In the **Ethics Requirement** section of the form, indicate the date and the number of CECs you earned towards the **3 Ethics CECs** requirement. You must also check the box indicating you acknowledge this requirement.
  - *In the following section, you need to list the details of this activity in the first box under the **Ethics Activity** and provide all the details as outlined below.*
6. In the **Continuing Education Activities** section, use the List of Approved Activities to complete all required fields for each activity. Only activities that appear on the List of Approved Activities can be included. Be sure to list all approved activities you attended or completed during the 2024 – 2026 compliance period. The fields are described below:
  - **Activity Title**
  - **Provider** (the organization, not the instructor)
  - **CEAA Number** (this is very important for validation)



- **Date(s)** attended or completed
  - **Number of CECs earned** from that activity
  - Enter one activity per box and ensure your total equals **24 CECs**.
7. Gather the **certificates of attendance or completion** for each activity listed.
  8. In the **Interpreter Declaration** section, add your **digital signature** (you may just type your legal full name) and the date you are completing the form.
  9. In the **Staff or Managing Interpreter** section, list the **judicial district(s)** where you have worked and the **date range(s)** of your work.

### III. Proof of Professional Court Interpretation Practice

10. Attach your **Language Interpreter Invoices** that were approved by the MCI in the district(s) where you worked.
11. Include required invoices or other proof totaling **at least 48 hours** of professional interpretation practice.
12. If you completed interpretation work outside the **Colorado courts**, provide proof showing:
  - The **number of hours** worked
  - The **name of the company or organization** where services were provided

### IV. Submitting Your Continuing Education Documentation

13. Gather your completed digital compliance form, certificates of attendance, and invoices or other proof of professional practice.
  - *Only submit clean digital versions of your documents rather than handwritten materials or scanned images of physical printed copies.*
  - *If possible, compress all documents into a single ZIP file.*
14. Submit your documentation to: [ContinuingED@judicial.state.co.us](mailto:ContinuingED@judicial.state.co.us)

We will review your submission and follow up with any needed clarifications or provide your letter of compliance for the current period.