



If you've taken a course with an approved provider and don't see that course on our list of pre-approved courses, please fill out this form and submit it to our office. Once the form has been reviewed, a CEAA# will be issued and the signed form will be returned to the sender via email.

### CEAA# Request form

Course Information	
Title	
Brief description of content	
Speaker's Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)	
Will this course be offered multiple times during the compliance period? Yes No	If yes, how many times between February 1, 2022 to January 31, 2024?
Date(s) of Activity	Time of Activity (from) (to)
Number of continuing education points requested (One point per hour of instruction; maximum of 12 points per event)	
Signature of Requesting Individual	Date

Approval (to be completed by the Language Access Administrator)			
Reviewed by	Date	CEAA#	Comments
Points Approved			

Please submit this form via email to the Office of Language Access or Continuing Education Compliance Panel designee:

E-mail: [interpreters@judicial.state.co.us](mailto:interpreters@judicial.state.co.us)