

APPENDIX IV

CONTINUING EDUCATION REQUIREMENTS

1. OVERVIEW

The following continuing education (CE) requirements are mandatory to assist the interpreter in fulfilling Canon 10 of the Code of Professional Responsibility for Interpreters in the Nevada Courts regarding professional development. Any exceptions to the following need to be approved by the State Court Administrator.

All CE requirements apply to all interpreters seeking renewal of their credentials.

Documentation of continuing education credits should be provided to the Administrative Office of the Courts (AOC) in the renewal application.

An interpreter must obtain at least 3 CE credits in ethics.

The following are areas in which an interpreter may obtain CE credits:

- Language-specific Interpreting and Translating Education;
- Non-language-specific Interpreting and Translating;
- Education Related to Law; and
- Education Related to the Enhancement of the Profession and Further Development of Relevant Interpretation Skills.

2. DEFINITIONS

- ***CE Activity***: an educational process or procedure providing CE credits. An activity may consist of more than one session.
- ***Continuing Education***: activities, such as workshops and courses, in which the interpreter engages after successfully passing the certification examination. Full attendance of a session is required to obtain continuing education credit.
- ***Contact Hour***: 50 to 55 minutes of instruction are considered one credit. 25 minutes of instruction would equal one-half credit. This includes only the time materials are being presented or instruction is taking place.
- ***Provider***: a person, school, or entity that is preparing and/or presenting an educational class, workshop, or seminar.
- ***Session***: a portion of an activity as determined and identified by a provider.

3. REQUIRED CREDITS, MINIMUM AND MAXIMUM BY TYPE OF EDUCATION

To satisfy the requirements for retaining the Nevada court interpreter credential, each interpreter must earn 36 CE credits every 3 years, as a condition of renewal. The 36 continuing education credits must include a minimum of 3 credits on Ethics.

Deadline for Earning CE Credits

All CE credits must be earned prior to the expiration of the certification credential. Expiration is calculated 36 months from renewal date and must include a minimum of 3 credits on Ethics.

Limitation on Credits Earned Per Year

No less than 6 and no more than 24 CE credits earned during a 12-month period may be counted toward the required 36 CE credits.

Limitation on Carrying CE Credits Forward into Next Reporting Period

No CE credits earned during one reporting period may be carried forward to the next reporting period.

Limitation by Type of Education

No more than 8 credits in a non-interpreter/translator-oriented or non-legal course from universities and colleges, or adult education providers may be used for a reporting period.

Minimum Required for Language-Specific CE Credits

A minimum of 10 CE credits must be obtained in language-specific instruction. A previously approved college course or workshop designed for students studying the target language (e.g., Spanish), with emphasis on grammar will satisfy this requirement.

Minimum Interpretation Requirements

A total of 120 hours of interpretation is required during the 3-year renewal period. While out-of-court legal interviews and depositions may be counted toward this requirement, a minimum of 10 hours of actual court interpreting experience is required. Documentation is required.

4. RECORD KEEPING AND SUBMISSION

Records

The interpreter must keep his/her own record of hours of observation or interpretation of in-court proceedings, or out-of-court legal interviews or depositions under the supervision of a court assignee. Letters or similar documentation from a court or

attorney meeting this requirement may be accepted. If there is a question, contact the Program Coordinator.

Submission

The interpreter must submit the *Continuing Education Verification Form* (available at [https://nvcourts.gov/AOC/Programs and Services/Court Interpreter/For Interpreter s/](https://nvcourts.gov/AOC/Programs_and_Services/Court_Interpreter/For_Interpreter_s/)) to the AOC, on the form provided by the AOC. The interpreter will retain the documents and proof of attendance related to the credits claimed, and provide them to AOC when applying for renewal.

The Continuing Education Verification Form must be accompanied by documentation to verify compliance. Documentation includes, but is not limited to:

- Official transcripts from accredited colleges and universities
- Certificates of participation/completion, and
- Attendance verification documentation.

5. CREDITS AWARDED

Overview

CE credits are awarded for contact hours of participation in pre-approved organized educational programs, given under responsible sponsorship with capable direction and qualified instruction, or for alternative-study programs of study groups of two or more people. Recreational programs are not eligible for credits.

No CE credits will be awarded for programs that are less than 30 minutes in length.

Credits Awarded by Type of Program

Language-specific Interpreting and Translating Education and/or Alternative Study

- Language-specific interpreting or translating skills programs other than alternative study programs or formal academic programs, provide one CE credit for each contact hour of participation. Limit 7 hours per day.
- Out-of-state or abroad programs that are language-specific related to interpreting and translating education (e.g., advance or comparative grammar of English and target language course) may be eligible for CE credit. Abroad programs must be related to interpreting and translating. Foreign travel alone may not be used for credit. CE credits may be awarded for participating in activities (i.e., workshops or courses) offered in other states or in another country. Activity must be recognized and approved by the AOC.
- *Approved Alternative Study Courses*
 - The AOC will review for approval and credit value of the alternative study courses.
- *Teaching or Facilitating Approved CE Programs*
 - Teaching or participating as a small group facilitator or leader in any course or program listed above may provide up to 5 CE credits per one teaching activity for the instructor or small group leader with a maximum of 10 per

year. The AOC will evaluate the credits requested by instructors or small group leaders on a case-by-case basis. The instructor or small group leader can obtain up to 2 CE credits for re-teaching a class previously taught.

6. PRE-APPROVED PROVIDERS OF WORKSHOPS, SEMINARS, AND CLASSROOM INSTRUCTION

Any workshop, compulsory or optional, sponsored and/or sanctioned by the AOC Certified Court Interpreters Program, may be used to fulfill CE requirements.

The following providers are pre-approved as providers of CE programs:

- Administrative Office of the Courts (AOC).
- Upper Division University and college courses approved/recognized by the AOC.

7. COLLEGE, UNIVERSITY, AND SPECIALIZED INSTITUTE INTERPRETING AND TRANSLATING COURSES

Language-Specific Interpreting and Translating Courses

Language-specific interpreting and translating courses offered by colleges, universities, and specialized institutes, in which the interpreter earns a letter grade of "C" or better, if students are graded, or "pass" if only pass/fail grades are offered up to 15 CE credits per semester or 10 CE credits per trimester or quarter.

Non-language-specific Interpreting and Translating Courses

Non-language-specific interpreting and translating courses offered by colleges, universities, and specialized institutes, in which the interpreter earns a letter grade of "C" or better, if students are graded, or a "pass" if only pass/fail grades are offered up to 8 CE credits per semester or 5 CE credits per trimester or quarter.

8. NON-LANGUAGE SPECIFIC COURSES OFFERED BY UNIVERSITIES, COLLEGES, AND OTHER EDUCATION PROVIDERS

Courses presented by universities and colleges, community-based adult education providers, and other organizations that provide legal or general education may qualify for the students attending the course to obtain CE credits. To ensure consideration, the interpreter MUST submit course information to AOC prior to attending the course so that AOC may determine if the course qualifies for continuing education credits. Approval for non-language specific classes or courses is not guaranteed.

9. ALTERNATIVE-STUDY COURSES

- *Alternative study programs may be used to obtain CE credits.*
In order for a certified interpreter to obtain credits for alternative-study programs, the interpreter **MUST** submit the *Alternative Study Course Plan Form* (available at https://nvcourts.gov/AOC/Programs_and_Services/Court_Interpreter/For_Intepreters/) to the AOC for **PRIOR** approval.
 - The AOC may request a written summary of the alternative-study course (e.g., essay or article about what was learned) to be shared with other interpreters throughout the state.
- The *Alternative Study Course Plan Form* should be submitted at least 60 days prior to the beginning of the program. An alternative-study program will not be evaluated for CE credit after the program has been completed.
- Once a plan is submitted, the AOC will evaluate whether an alternative study program qualifies for CE credits.

The interpreters submitting the plan will be notified in writing whether the alternative-study program is accepted or rejected, and explanation or suggestions for change will be provided.

- At the completion of the alternative-study program, participating interpreters must sign an affirmation of the hours studied and submit a summary or evaluation of the alternative study program.

Staff from the AOC or a designee may observe an interpreter's alternative-study program at any time, without prior notice.

- Any misrepresentations regarding an alternative-study program disqualify the interpreter from obtaining CE credits from the program in question, disqualify the interpreter from ever obtaining CE credits by participating in a alternative study program, and may be an ethical violation resulting in suspension or withdrawal of the Nevada Certified Court Interpreter's credentials.

10. PRESENTING A PROGRAM FOR CE CREDIT

A provider wishing to present a program for CE credit should request approval from the AOC at least 90 days prior to the beginning of the program. The AOC will respond to the request within 45 days from the date received. Providers must submit the *Program Sanction Form*, available at https://nvcourts.gov/AOC/Programs_and_Services/Court_Interpreter/For_Interpreter_s/. Upon approval, the provider will be notified of the number of CE credits that will be awarded to participants and instructors in the program.

11. SUGGESTED TOPICS FOR CE CREDITS

Some topics for CE credits may include, but are not limited to:

- *Professional Issues*: Management, ethics, and leadership.
- *Terminology*: Legal terms, colloquial, street slang, law enforcement jargon, weapons and ballistics, drugs, gangs, sex offenses, tools, automotive terms, false cognates, business terms, forensic pathology, criminology, finger prints, profiling, DNA, medical terms, drug and alcohol testing, juvenile proceedings, civil law, family law, real estate, and financial and banking terms.
- *Translation*: Personal legal documents, medical reports, business correspondence, works of literature, technical documents, theory of translation, contracts, bidding specification, legislation, court decisions, financial documents, comparative grammar, and phonology in target language.
- *Tape Transcriptions*.
- *Language Skills*: Grammar, style and composition, literature, speed reading, accent reduction, voice protection, etymology, philosophy, public speaking, vocabulary-building, linguistics, creative writing, phonology, and improvisation techniques.
- *The Law*: Comparative legal systems, criminal procedures, sentencing procedures, probation/parole, contracts, domestic violence, administration of justice, criminal investigation, juvenile justice, criminal profiling, family law, and torts.
- *Cultural Awareness*: Intercultural communication, cultural anthropology, comparative religions, comparative cultures, comparative government, folk medicine, and sociology.