



Iowa Court Interpreter

Continuing Education Information Sheet

As an interpreter on the Iowa statewide roster of court interpreters, you must attend at least six (6) hours of continuing education on an annual basis. At least one of the six hours must address the ethics of being a court interpreter. Iowa Court Rule 47.7 requires you to file an annual continuing education report **on or by May 15, 2018**, and pay a \$10 annual fee. If you do not file your annual report and pay the fee by that date there will be an additional late fee of \$35. If your report and fee are not filed by August 15, 2018, your name will be removed from the Iowa roster of court interpreters and suspended unless you have been given an extension.

This continuing education information sheet should answer your questions regarding the required filing, but if it does not please contact us at the number or email below. All forms referenced in this information sheet can be downloaded at: <https://www.iowacourts.gov/opr/court-interpreters/info-for-current-interpreters/>

1. The *2018 Annual Court Interpreter Report* is what you use to report the hours of continuing education that you attended from January 1, 2017, through December 31, 2017. You need to send the form along with a check for the \$10 fee to the Office of Professional Regulation. Please make the check payable to the Office of Professional Regulation.
2. If you joined the roster in 2017 you will not need to show that you attended any hours of continuing education for that year. However, you must still file an annual report AND pay the \$10 fee.
3. The fee is \$10 as long as you get it in the mail on or before May 15, 2018. The postmark on the envelope is what we use to determine when you filed the report. If you file the report after May 15, 2018, but before August 16, 2018, you will have to pay \$45 (the \$10 fee plus a \$35 late fee). **If you fail to file your report on or by August 15, 2018, you will be removed from the Iowa roster of court interpreters and suspended.**
4. Unless you joined the roster in 2017, you will need to show that you attended at least 360 minutes (6 hours) of continuing education in 2017.

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Iowa Judicial Building
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At least 60 minutes (1 hour) has to be in the area of interpreter ethics. If you reported more than six hours of continuing education on last year's annual report (which covered the 2016 calendar year), then those hours will be carried forward and can count towards your 2018 report.

5. You can attend up to three hours of your continuing education in an unmoderated or "on-demand" format. "On-demand" courses are those that are available to you to be viewed or listened to at your convenience and not at a set date or time. These are usually previously recorded presentations, webinars or teleconferences that are made available on-line, via download or CD/DVD. If you can choose when you watch/listen to them, then they are likely on-demand courses.
6. Events, programs, or courses sponsored by the Iowa Interpreters and Translators Association (IJTA), American Translators Association (ATA), National Association of Judiciary Interpreters and Translators (NAJIT), Registry of Interpreters for the Deaf (RID), the National Center for State Courts (NCSC), the Iowa Judicial Branch, or the Office of Professional Regulation are automatically approved for continuing education credit.
7. Continuing education offered by entities other than those listed in #6 will need to be individually approved. You can do that by completing and sending in a *Request For Accreditation of CEU Activity For Iowa Court Interpreters.*
8. If you did not attend enough continuing education hours during calendar year 2017 to fulfill your requirements you will need to file a *Request for Extension of Time to Fulfill the Continuing Education Requirement* at the same time that you file your annual report. Once the request for an extension is granted you can use continuing education courses you took in 2018 to fulfill your 2017 requirements.

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