



Office of Language Access
Office of the Colorado State Court Administrator



Continuing Education Activity Approval Request Form (Individual or Individual/Group Study)

Instructions: An individual interpreter may request credit for an upcoming course or event that does not appear on the list of approved providers or courses maintained by the Office of Language Access. In order for an interpreter to obtain credit for an activity, this form **SHOULD** be submitted to the Language Access Administrator or designee thirty (30) days prior to the event.

Once a request is submitted, the Language Access Administrator or designee will evaluate whether the event qualifies for continuing education credits. **Notification of whether the event is accepted or rejected will be sent to the requesting individual's email address.** If the request is rejected, explanations will be provided. Upon approval, the event will be listed on the OLA website as an approved course and will be assigned a Continuing Education Activity Approval Number (CEAA#).

Name of Requesting Individual		
Name	Daytime Phone	Email (to which the reply will be sent)
Event Sponsor's Contact Information		
Name of Sponsor		
Contact Person	Contact Email	
Address	Phone Number	
Event Information		
Event or Presentation		
Speaker's Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)		
<input type="checkbox"/> Agenda of Event Attached <input type="checkbox"/> If seeking credit for an individual or group study, please attach a document with the following information: <ul style="list-style-type: none"> • Learning goals (3 to 5 goals the individual or group hopes to achieve) • Means the individual or group will use to achieve these goals (means include type and scope of work as well as resources to consult, people to interview, seminars or workshops to attend) • Method by which the individual or group will demonstrate meeting their goals and objectives 		
Total Number of Contact Hours	Number of Contact Hours in Ethics	

Please submit this form to the Language Access Administrator or designee a minimum of thirty (30) days prior to the event using one of the following methods:

Mail: Office of Language Access; 1300 Broadway, Suite 1200; Denver, CO 80203

E-mail: interpreters@judicial.state.co.us