

20. Continuing Education

All interpreters working in Wisconsin courts are strongly encouraged to seek out additional educational activities and professional development to expand their knowledge and enhance their language and court interpreting skills. All spoken language interpreters who appear on the Roster are required to obtain Continuing Education (CE) credits during a 2-year compliance period in order to maintain their certification or other qualification with the CIP.

20.1 Application

Interpreters subject to CE requirements include:

- a. Certified interpreters whose credentials were conferred through the CIP and who reside in Wisconsin;
- b. Certified interpreters whose credentials were conferred through the CIP and who reside in a state or territory without a CE requirement;
- c. Certified interpreters whose credentials were conferred from another state, territory, or entity who reside in a state or territory without a CE requirement who appear on the roster through reciprocity;
- d. Provisional interpreters in any spoken language other than Spanish; and
- e. Provisional-B and Authorized Plus and Authorized interpreters
- f. Provisional American Sign Language interpreters that appear on the roster

Spoken language interpreters listed on Wisconsin's roster who reside in a state with a CE requirement must provide proof of compliance with that jurisdiction's policies and procedures by the applicable deadline. ASL interpreters who appear on the roster as Certified or Provisional must complete CE requirements established by RID or BEI and provide proof of compliance to the CIP at the end of their reporting cycle.

20.2 Requirements

Interpreters outlined in Sec. 20.1 are required to complete CE credits every two (2) years in accordance with their credential level to maintain in good standing with the CIP.

20.2.1 Spoken-language interpreters

Level on Roster	Number of Credits	Compliance Period	Ethics Requirement
Certified	16 credits	Every two (2) years	Two (2) out of the sixteen (16) credits must include ethics
Provisional*, Provisional-B, and Authorized	10 credits	Every two (2) years	Two (2) out of the ten (10) credits must include ethics

**Spanish interpreter candidates listed as Provisional on the roster are not required to complete CE credits.*

Every clock hour shall be counted as one (1) credit hour of CE, up to a maximum of eight (8) credit hours per single educational topic. Continuing education credit is approved for a minimum of one (1) hour and is measured in quarter-hour increments.

A maximum of six (6) CE credits earned in excess of the sixteen (16) or ten (10) hour requirement in any compliance period will be eligible to be carried over to the next 2-year compliance period. If an interpreter earns more than two (2) ethics credits in a compliance period, the additional credits may carry over as general credits but will not be counted toward the ethics requirement for the next reporting period.

20.2.2. Continuing education requirements for Provisional American Sign Language interpreters

Provisional ASL interpreters	Credits as defined by RID	Period	Topics required
Hearing interpreters	1.6	Every two (2) years; due on Oct. 1	Credits must include legal topics
Deaf interpreters	1	Every two (2) years; due on Oct. 1	Credits must include legal topics

20.3 Compliance Period

20.3.1. Spoken Languages

All rostered interpreters must report their continuing education credits every two years.

“Compliance period” means the two-year period ending on April 1, during which an interpreter must satisfy and report the continuing education requirement set forth by SCR 63.10 of the Code of Ethics for Court Interpreters. The compliance period for an interpreter is determined by the year he or she was certified or became active on the roster in Wisconsin. Starting on April 1, 2022, the compliance period for an interpreter whose certification or roster activation date took place in an even-numbered year shall end on April 1 of an even-numbered year. The compliance period for an interpreter whose certification or roster activation date occurred in an odd-numbered year shall end on April 1 of an odd-numbered year.

Certification or Roster Activation Date:	Next reporting cycle by:
Even-numbered year	April 1, on even-numbered years
Odd-numbered year	April 1 on odd-numbered years

For example, interpreters who are certified or authorized on the roster in 2024 will be required to report continuing education credits in 2026.

20.3.2. Sign Language Interpreters

All Provisional American Sign Language Interpreters must report their continuing education credits every two years. “Compliance period” means the two-year period ending on October 1. The first reporting cycle for Provisional American Sign Language interpreters is **October 1, 2025**.

20.4 Accepted Training

20.4.1. Spoken Languages

Accepted CE activities are activities approved by the CIP. They may include courses offered at accredited institutions of higher learning, local and national interpreting or translation conferences, workshops sponsored by professional organizations, educational events organized by the CIP, online courses, webinars, activities approved for continuing legal education credit (e.g. teaching a relevant workshop or class), and group or self-study activities approved in advance by the CIP.

Continuing education should reflect a variety of training, and therefore no single educational topic shall be awarded more than eight (8) credit hours. The CIP will maintain a list national, state, and local providers considered preapproved sponsors of CE activities along with approved courses listing the number of general and ethics credits on the court system’s website. This list will be updated regularly as new activities are added. Other activities or events offered by a provider not yet approved as a sponsor of CE must obtain approval by the CIP before being included on the CE compliance form.

20.4.2 Provisional American Sign Language interpreters

Provisional American Sign Language interpreters may take any legal interpreting training offered by RID, the Court Interpreter Program or credits from the list of approved continuing education courses.

20.5 Training Approval

All continuing education courses must be approved by the Court Interpreter Program. Approved courses are published on the program’s website:

<https://www.wicourts.gov/services/interpreter/docs/cecreditssummary.pdf>

20.5.1. Request: Participant

An interpreter who seeks CE credit for a course or workshop being offered by an provider that is not a pre-approved sponsor may request approval by submitting a form “Continuing Education Approval Request – Participant” at least thirty (30) calendar days prior to the event. The CIP manager will inform the interpreter of the result of the request via email which will the number of CE credits if the event has been approved.

20.5.2 Approval Request: Provider

A provider who is not a pre-approved sponsor who seeks CE credit for an event the provider is offering may request approval by submitting a completed “Continuing Education Approval Request – Provider” application form and application fee at least thirty (30) calendar days prior

to the event. The non-refundable application fee is \$50 per course, not to exceed \$300 per provider per calendar year. The CIP manager will inform the provider of the result of the request via email, and the result will include the number of CE credits, if the event has been approved. Approval is granted for one calendar year only. The CIP committee shall annually review the application fee requirement.

20.5.3 Credit for Teaching (Spoken-language interpreters only)

Interpreters who serve as instructors for interpreter-related educational activities sponsored or approved by the CIP are eligible to receive CE credit related to that activity up to a maximum of eight (8) hours per compliance period. Interpreters who serve as faculty for the CIP during orientations may claim working at one (1) orientation as CE per (1) compliance period.

Interpreters who serve as a lecturer and a small group leader may claim no more than eight (8) CE credits per orientation while interpreters who serve as a small group leader may claim no more than six (6) CE credits per orientation.

20.6 Verification of Compliance

Every interpreter who is required to comply with CE policies is responsible for completing the CIP's "Continuing Education Compliance Reporting Form" listing qualifying activities by the appropriate deadline and submitting it to the CIP. The interpreter must maintain supporting documentation to verify compliance with minimum CE requirements for a 3-year period and be prepared to submit to the CIP if requested.

20.7 Non-Compliance

If an interpreter fails to submit a compliance form or proof of compliance from by the 2-year reporting period deadline, then he or she will be deemed out of compliance by the CIP. The CIP manager will inform the interpreter in writing that he or she is not in compliance with the CE requirement. The interpreter will have a 60-day grace period in which to meet CE requirements and provide proof to the CIP. During this 60-day period, the interpreter's name will be suspended from the roster and will not reappear until the interpreter submits proof of CE compliance and the CIP verifies the evidence. If the interpreter remains in non-compliance at the end of the grace period, it will be treated as an ethical violation and the CIP manager will automatically refer the matter to the Sub-Committee to review and make a recommendation to the Director as to an appropriate disposition.