

**SUPREME COURT OF PENNSYLVANIA**  
*Administrative Office of Pennsylvania Courts*  
**Interpreter Certification Program**

**Continuing Education Compliance Reporting Form**

All Pennsylvania rostered court interpreters are required to submit this form at the end of their two-year continuing education compliance/renewal period. The renewal deadline is listed on your certificate and ID card. You must complete a minimum of sixteen (16) Continuing Education Units (CEUs) every two (2) years. The Interpreter Certification Program (ICP) must receive compliance forms two (2) months before the renewal deadline. Please complete this form and provide all information requested.

**Part I:** Complete all fields and provide your compliance/renewal period deadline along with a summary of the number of CEU credits you are reporting for this period. **Every clock hour shall be counted as one credit hour of continuing education, up to a maximum of twelve (12) credit hours per single educational activity. A minimum of three (3) CEUs must be in professional conduct (ethics). Three (3) CEUs are allowed in medical interpreting trainings.**

<b>Interpreter Information</b>					
<i>Last Name:</i> _____ <i>First Name:</i> _____					
<i>Address:</i> _____ <i>City:</i> _____ <i>State:</i> _____ <i>Zip Code:</i> _____					
<i>Day Phone:</i> _____ <i>Email Address:</i> _____					
<i>Language:</i> _____					
<i>Credential:</i>	<b>Master</b>	<b>Certified</b>	<b>Qualified</b>	<b>Conditional</b>	<b>Registered</b>

<b>Compliance Period &amp; Summary of Reported Credits</b>	
My compliance period deadline is: <i>Month:</i> _____ <i>Date:</i> _____ <i>Year:</i> _____	
<i>General credits:</i>	_____
<i>Ethics credits:</i>	_____
<i>Medical credits (if any):</i>	_____
<i>Total CEUs reported for this compliance period:</i>	_____
I certify that all information contained within this form is true and correct.	
Interpreter Signature: _____	Date: _____

Submit this completed form to the ICP two months prior to your compliance period deadline using any one of the three methods below:

**Mail:** *Interpreter Certification Program*  
*Administrative Office of Pennsylvania Courts*  
*1515 Market Street, Suite 1414*  
*Philadelphia, PA 19102*

**Fax:** (215) 560-5492

**E-mail:** [interpreterprogram@pacourts.us](mailto:interpreterprogram@pacourts.us) or [Natalia.petrova@pacourts.us](mailto:Natalia.petrova@pacourts.us)

**Part II. Continuing Education Events and Activities**

Pennsylvania rostered interpreters are required to complete sixteen (16) hours of continuing education, three (3) of which must be in ethics, and three (3) of which can be medical interpreting during every two-year compliance/renewal period. Provide details of continuing education activities for the current compliance period. Supporting documentation about individual educational activities (i.e. certificates of attendance or RID transcript) **MUST** be submitted with this form. Your CEU credits will not be credited unless accompanied by supporting documentation. Attach additional pages if necessary.

Name of Event or Activity _____	Fulfills Ethics Requirement	Yes	No
Brief Description of Activity (e.g. conference, workshop, class, online course, webinar)			
_____			
_____			
Event Sponsor or Provider _____	Number of Credits (12 max) _____		
Presenter or Instructor _____			
Date(s) of Activity: _____ Time(s) of Activity: _____ a.m. to _____ p.m.			

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Presenter or Instructor _____			
Date(s) of Activity: _____ Time(s) of Activity: _____ a.m. to _____ p.m.			

**Please use this space for additional information.**

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