

Approved: Yes No

SPONSOR APPLICATION FOR CONTINUING INTERPRETER EDUCATION CREDIT

To: The Supreme Court of Ohio
Language Services Program, 6th Floor
65 S. Front Street
Columbus, OH 43215-3431

1. Name and address of organization providing or sponsoring the educational activity (not the name of the person applying):
- _____
 - _____
 - _____
2. Name of sponsor contact person: _____
Phone number of contact: _____
() _____
Email address of contact person: _____
Sponsor Website: _____
3. Title of the educational activity: _____
Degree of Difficulty: Basic Intermediate Advanced
4. List dates and cities/states: _____

5. Registration Fee: _____ 6. Writing surface available? Yes No

7. Method(s) of Presentation: Faculty in Room with Participants Prerecorded presentation Live Technology at Official Viewing Site with Live Interaction

8. Advertised to: Interpreters Others – Specify: _____

9. List any admission restrictions: _____

10. Method of Evaluation: Participant critique Independent Evaluator None Other: _____

11. **Required** description of materials to be distributed: _____ Total Pages Looseleaf Bound
When are materials distributed? Before Seminar At Seminar Other

<p>12. REQUIRED ATTACHMENTS to this application</p> <ul style="list-style-type: none"> a. detailed time schedule (must show times of day, not just length of time) b. brochure, course outline or course description c. faculty names and credentials d. complete set of materials must be available upon request. Do NOT send unless requested. 	<p>13. Please state the total hours of instruction for which you are requesting CIE credit, not including breaks, meals, business meetings, opening or closing remarks, keynote speeches or presentations concurrent with the consumption of a meal.</p> <p>General Hours: _____ Ethics Hours: _____ TOTAL HOURS: _____</p>
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14. Approval by other states/granted by: _____
Denied by/Reason for denial: _____

16. Submitted by: Representative of sponsor/provider

Name of Person Applying	Address	Telephone
Signature	Date	Title (Only if Representative of Sponsor/Provider)

➤ **Example of CIE Educational Activity Minutes Calculation:**

{	8:30 – 10:00	Legal Procedure and Terminology	1.5 Hours
	10:00 – 10:15	Break	-
	10:15 – 12:15	Rules of Criminal Procedures	2.0 Hours
	12:15 – 1:00	Lunch	-
		3.5 Total Hours	

Instructions/Sponsor Obligations

1. The Sponsor agrees to comply with all of Ohio's CIE Rules and Regulations including any amendments thereto.
2. Form #3 is to be used by Sponsors presenting a CIE activity within the state of Ohio. You must file this form at least 30 days prior to presentation for approval of a CIE activity. **The application fee is \$10.** Late applications will be charged an additional fee of \$5.00.
3. Form 3 may also be used by the Sponsor of an out-of-state CIE activity or an Ohio interpreter attending an out-of-state CIE activity. There is a \$10 application fee for each program that take place outside the state of Ohio. Form 3 may be filed either before or after the presentation. If you are requesting pre-approval, the application must be received at least 45 days in advance of the program. Post-program approval must be requested within 45 days after the program takes place. Individual interpreter applicants will be charged a fee of \$10 for late applications.
4. Please make sure that your application is complete and accurate, as incomplete applications will be returned to the sender unprocessed.
5. The Sponsor of a CIE activity approved by the Language Services Program agrees to submit to the Language Services Program, within thirty (30) days after presentation of the CIE activity, all requests for CIE credit including a list of interpreters who attended the activity, the number of hours they were present and any other detail regarding their attendance. Instructions are also provided along with notification of approval of the program. A list of attendees at each approved CIE activity must be kept by the Sponsor for at least two (2) years following the presentation of the CIE activity.
6. Sixty minutes of actual instruction or other approved activity shall constitute one credit hour. Programs less than 60 minutes in length are not eligible for CIE credit in Ohio.
7. It is expected that attendees viewing a prerecorded program are able to ask questions of the program faculty during or immediately following the presentation. If faculty members are not available either in person or via live telecommunication, then a qualified speaker, familiar with the recorded materials, should be present to expand upon and provide supplemental commentary and to answer questions posed by Attendees. The qualified speaker must have reviewed the recorded materials in their entirety prior to the replay and must remain in the room with the attendees the entire time.
8. Ohio interpreters are required to meet Rule 85 requirement that includes the following: six hours of instruction related to Ohio Code of Professional Conduct and Responsibility. If you are requesting credit for any of these areas, you must submit materials that clearly show that the program content meets the specific requirements. If the materials do not clearly show this, then your application will be returned to you unprocessed with a request for additional information.
9. Please be aware that it may take up to 15 working days to process your application.
10. Changes to the program made after initial processing may result in additional administrative fees not to exceed \$10.00.
11. CIE credit is **NOT** given for:
 - Breaks / Meals
 - Business Meetings
 - Opening / Closing Remarks
 - Keynote speeches
 - Presentations concurrent with the consumption of a meal