



## LICENSED COURT INTERPRETER CONTINUING EDUCATION COURSE APPROVAL APPLICATION INSTRUCTIONS

### PLEASE NOTE:

- The application must be completed and signed by the applicant.
- All information provided must be typed or printed in **black ink**.
- The application must be submitted on single-sided, 8½" x 11" paper.
- Please use a paperclip to fasten all pages together, with the check or money order on top. Do not use staples.
- **Your application will not be considered complete and will not be processed until we have received all required items.**

1. **Provider Name and Number** - Enter your provider name and your TDLR provider number. If you do not yet have your TDLR provider number, please write "APPLIED" in the TDLR provider number field.
2. **Course Title** - Enter your course title. You must use that same title in your course materials and advertising. The title is limited to a maximum of 30 characters.
3. **Course Content** - Enter the number of hours for each content area your course will cover. Courses must cover the following topics:
  - Laws and Rules affecting the practice of a licensed court interpreter (Texas Government Code, Chapter 57 and Title 16 Texas Administrative Code, Chapter 80);
  - Ethics (Canon of Ethics, Title 16 Administrative Code, Chapter 80.100);
  - Practice topics, such as etiquette, modes, vocabulary, technology transcription, grammar and spelling, and voice training; and
  - Business practices such as insurance, marketing, contracts, etc.

Please note that licensed court interpreter licensees require a minimum of eight hours continuing education (CE) for license renewal; two of those hours must cover Ethics. Refer to Licensed Court Interpreter Administrative Rules Section 80.25 for more information (<http://www.tdlr.texas.gov/court/lcirules.htm>).

4. **Course Length** - Enter the number of CE hours (in **whole** hours) you are requesting for the course. Your course will be reviewed and the final number of course hours determined by our department.  
**Course Effective Date (optional):** All courses are reviewed on a first-come, first-served basis, and are generally effective on the date of approval. However, if you have an expiring course which you wish to synchronize with your proposed new course, please use this category to specify the date. You may also use this category if you would like your course effective date to be some other future date. Please note that the new course certificate will not be printed until the course effective date.
5. **Delivery Method** – Select your course delivery method or methods. A classroom course that uses the internet, computers or videos **within** the classroom should be selected as a classroom course. Courses that can only be taken on the internet should be selected as an internet course.
6. **Delivery Language(s)** - Select the language or languages in which you will give the course. If your course is in English, but has translations to other languages, the delivery language is English. If your course and materials are given in a different language (and not in English), select that other language. If your course is in more than one language, select each language for the course. **Please notify the Education and Examination Division by mail or e-mail at the above address if you are going to offer the course in a different language at a later date.**

## 7. Required Attachments

- a. Timed Topic Outline** – The timed topic outline is a class schedule that shows the amount of time spent on each topic. For more information, please see the sample timed topic outline included with this application.
- b. Course Materials** - Your application must be filed with all related course materials listed in your timed topic outline (see 7a. above). This includes videotapes, software, textbooks, handouts and any other presentation media. For internet-based courses, provide a link to your website (see 7d. below).
- Do **not** submit standard texts, or Texas law or rules. Instead, identify the text and sections you will use in the course.
  - If you are covering TDLR’s laws or rules in your course materials, you must quote the laws or rules directly. You may add explanations to the quoted sections.
  - If you wish to have your course materials returned, enclose pre-paid return packaging with your application, including protection for DVDs. **All USPS return mail requires metered postage.**
  - You must provide enough course material information (slides, instructor notes, etc.) so that our staff can determine if your course covers the material in a way that encourages learning.
  - Course materials must have the following characteristics:
    - appropriate grammar, spelling and punctuation;
    - appropriate illustrations and graphics to show concepts not easily explained in words;
    - a comprehensive presentation of subject matter intended to increase or support the skills or abilities of the licensee.
- c. Attendance Verification** – Describe your procedures for verifying licensee attendance, as required by Section 59.51(l): *“Providers are responsible for the conduct and administration of their courses, including the punctuality of classroom sessions, verification of participant attendance and instructor performance. Providers shall ensure that their courses are administered in substantially the same manner as represented in the application for course approval.”*
- Examples:**
- For a classroom course:** You may require a photo ID and TDLR license card at sign-in, and require the licensee to sign the attendance roster at the end of the course. You would be required to confirm that the licensee spends at least the approved amount of time taking the course.
- For a web-based course:** Your course, which should be timed so that the licensee is active in the Course for the full amount of TDLR-approved course time, may include attendance verification Questions such as favorite actor, car or truck, etc. At least **two attendance verification questions per hour** are to be asked and answered (per rule, each “hour” represents 50 minutes of course time).
- d. Internet Course Log-in and Attendance Verification Procedures** – Each internet course application must include the log-in information for the website. Each internet course application must include pre-selected answers for attendance verification questions.
- e. Course application fee** – You must submit a separate course application for each course, along with its course application fee. If you are sending more than one application, you may combine the application fees in one check (example: three course applications with one check for \$300.00).

(Continued)

### ADDITIONAL INFORMATION

- It is your responsibility to include correct and up-to-date course content material, and also to provide updates to the material as necessary (example: rule changes which occur after the course is approved).
- Courses or portions of courses that promote the product or products of a manufacturer will NOT be considered for approval.
- No course may be advertised as an approved course unless it is approved by the TDLR. All advertising must follow department requirements as stated in CE provider administrative rule 59.51.
- Your course is valid for a period of **one year** from the date it was approved. The expiration date of your course will be shown on the course approval certificate. Your approved course will no longer be valid if your provider's registration is cancelled.
- No courses may be given after the course expiration date. Internet course providers must make sure no courses are completed after the course expiration date.
- Please send your course application, course materials, and your check or money order in the amount of \$100.00 per course application, payable to TDLR, to the address at the top of that form. **The application fee is non-refundable.** If you are sending material overnight, send it to the department's physical address (TDLR, 920 Colorado Street; Austin, TX 78701). Note:USPS takes longer, since all USPS mail is delivered to the State's centralized mail service for distribution from the central mail depository before being sorted and delivered to TDLR.

### COURSE APPLICATION CHECKLIST

The following is a course application checklist for your use:

- 1. Provider Name and TDLR Provider Number.**
- 2. Course Title:** the title as it appears in advertisements and course materials.
- 3. Course Content with the correct number of hours noted beside each topic:** the number of hours entered for Course Content must add up to the total course length in whole number of hours.
- 4. Course Length:** the number of whole hours of CE credit you are requesting for this course.
- 5. Delivery Methods:** select your course delivery method or methods - choose all that apply.
- 6. Delivery Language:** choose all that apply - English, Spanish, or Vietnamese.
- 7. Required Attachments with course material:** TDLR staff must be able to evaluate your course with the material provided. The timed topic outline must be included with all required attachments.
- 8. Statement of Applicant:** print contact person name, and provide signature and date; the contact person is the person responsible for your course.
- 9. Check or money order for \$100.00:** enclose the non-refundable \$100.00 course fee.



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157
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APPLICATION FOR:

LICENSED COURT INTERPRETER
CONTINUING EDUCATION
COURSE APPROVAL

PURSUANT TO TITLE 2, GOVERNMENT CODE, SUBTITLE D, CHAPTER 57

Table with 6 columns: FEE, RECEIPT NUMBER, EVENT CODE, FEE AMOUNT, PMT. AMOUNT, MONEY TYPE. Row 1: Application, [blank], 77006, \$100, [blank], [blank]

DO NOT WRITE ABOVE THIS LINE

THIS FORM MUST BE TYPED OR PRINTED IN BLACK INK

1. Provider Name [input] TDLR Provider Number [input]

2. Course Title [input]

(As it will appear in advertisements and materials. The course will be reviewed and approved as submitted.)

3. Course Content Enter number of hours [input] Laws & Rules [input] Ethics [input] Practices Topics [input] Business Practices [input]

4. Course Length [input] This is the number of whole hours of CE credit you are requesting for this course. [input] Course effective date (optional) (See course application instructions)

5. Delivery Method Select all that apply. See course application instructions for description of delivery [input] Classroom [input] Internet [input] Computer Based [input] Webinar [input] Video

6. Delivery Language Select all that apply. [input] English [input] Spanish [input] Vietnamese

7. Required Attachments See course application instructions

8. STATEMENT OF APPLICANT

I certify that I will comply with all applicable provisions of the Texas Occupations Code, Chapter 57 Licensed Court Interpreters; the administrative rules (Texas Administrative Code, Chapter 80); the law of the Texas Department of Licensing & Regulation (Texas Occupations Code, Chapter 51); and the rules of the Texas Department of Licensing & Regulation (Texas Administrative Code, Chapters 55 and 60). I understand that providing false information on this application may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Printed Name Signature Date