



OREGON JUDICIAL DEPARTMENT
Court Language Access Services

CONTINUING EDUCATION APPROVAL REQUEST INSTRUCTOR'S FORM

This form must be completed in its entirety (both pages), and submitted 30 days prior to the beginning of the activity. Court Language Access Services will not approve activities retroactively.

Applicant Information			
Name:			
Address:			
Phone:		Email:	
Event Information and Description			
Event Name/Title:			
Date(s):		Time:	Duration: <small>(less lunch and breaks)</small>
Level of Participants' Prior Knowledge of Topic: (Please Check)			
Little/None	Some	Extensive	Teaching
Target Audience: (Please Check)			
Appropriate for all languages		Language Specific	What language?
Event Description:			
Presenter's Name and Title (attach resume):			
Educational Objectives (List specific, observable actions by participants that will demonstrate comprehension and integration of information presented):			
Media/Materials (List the print, audio, and visual materials that will be used):			



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Verification		
Credits Requested (Indicate how many CEUs)		
General:	Language Specific:	Ethics:
Presenter(s) are requesting CEUs for the event: YES NO		
I certify that the information provided is complete and correct to the best of my knowledge. I will provide satisfactory verification of attendance and completion of all activities and events for which I am requesting continuing education credit approval to Court Language Access Services.		
Requestor Name(please print)		Date:
Requestor Signature		
Attachments		
____ Copy of promotional material advertising the event (required)		
____ Presenter Bio/Resume/CV (required)		
____ Copies of presentation materials		
____ Attendees must receive a certificate or proof of participation in order to earn credits		
Submission		
Please submit this form and all applicable supporting information to the Oregon Judicial Department a minimum of thirty (30) day prior to the event using one of the following methods:		
Mail: Oregon Judicial Department/Court Language Access Services 541 NE 20 th Ave, Suite #107 Portland, OR 97232		
Fax: (503) 961-7636		Email: Court.Interpreter.Program@ojd.state.or.us

For OJD Use Only	
Approved for :	
Approved by:	Date: