



NATIONAL ASSOCIATION OF JUDICIARY INTERPRETERS & TRANSLATORS

CONTINUING EDUCATION POLICY

1. The National Association of Judiciary Interpreters & Translators offers continuing education for court interpreters in order to fulfill the purposes established in Article II of the NAJIT bylaws as given below:

ARTICLE TWO: Purposes

This Association is organized as a nonprofit entity with the following objectives:

- (1.) To bring together federal, state, freelance and staff judiciary interpreters and translators throughout the United States.
- (2.) To advocate and promote the recognition of judiciary interpreting and translating as a profession, and to protect and safeguard the rights and interests of professional judiciary interpreters and translators.
- (3.) To formulate and maintain standards of professional ethics, practice and competence.
- (4.) To establish a system of mutual assistance and interchange amongst interpreters and translators in different aspects of the legal profession.
- (5.) To publish periodicals, glossaries, etc. and any other publication which may advance judiciary interpreters and translators and their interests.
- (6.) To organize and support lectures, courses and workshops for the training of judiciary interpreters and translators.
- (7.) To hold periodic meetings.
- (8.) To conduct any and all other activities designed to effect and further these objectives and to promote the general welfare of the Association.
- (9.) To actively represent the professional interests of judiciary interpreters and translators before legislative bodies, court administrators and business enterprises.

2. All NAJIT conferences and continuing education courses will be conducted according to the highest standards of excellence and ethical probity. The Conference and Education Committees are responsible for assuring that instructors are selected with abilities and experience adequate to this task.
3. Instructors for NAJIT conferences normally will have at least a bachelor's degree from a U.S. university or equivalent degree from a foreign university, will have at least five years' experience in translation, interpreting, or the equivalent profession relevant to their subject, and will possess credentials pertinent to the subject matter from a recognized professional association. Experts in particular subjects and exceptional individuals who do not meet these criteria may be authorized to present when, in the judgment of the Conference Committee, their qualifications are sufficient to merit such approval.
4. At this time, the chief educational activity conducted by NAJIT is the annual conference, held in May of each year. The conference includes both pre-conference workshops of three and six hours in length, and educational sessions of 60- or 75-minutes in length.
5. Attendees at courses requesting continuing education credit will be required to verify their identity to the registration officer using photo identification if personally unknown to the officer. Participants will be required to sign in at the beginning and sign out at the end of each activity. NAJIT will maintain a roster of attendance including full name and certification or registration number of each interpreter participating in the activity.
6. A signed certificate of completion will be issued upon successful completion of the course according to NAJIT standards, either at the time of the event or by subsequent mail. This certificate will specify the exact number of continuing education credit hours earned. This certificate will be written so as to ensure that it cannot be construed as constituting interpreter certification.
7. Punctuality is required for all NAJIT educational sessions. Presenters will be briefed on NAJIT requirements and all conference attendees will be informed that timely attendance is necessary. No credit will be issued to attendees who arrive at a session more than 15 minutes past the opening time for a three-hour course or for a 75-minute educational session. No credit will be issued to attendees who arrive late at a 60-minute educational session.
8. NAJIT will provide and collect continuing education evaluation forms from all attendees and will maintain a copy of said evaluations for a period of three years from the time of the continuing education event.
9. Preconference workshops for which there is inadequate enrollment may be canceled at NAJIT's sole discretion.

10. In case an instructor is unable to offer a planned workshop or educational session, NAJIT will endeavor to provide a suitably qualified substitute or will cancel the session. Occasionally a different subject and instructor of equal merit may be substituted; in this case, NAJIT will request supplementary approval from the continuing education oversight body for the session in question.

11. Refunds for NAJIT conferences are given only if the request is received by the established refund date. However, in cases of extreme personal hardship an exceptional refund may sometimes be granted past the established refund date, at the discretion of the headquarters office. Substitutions are permitted.

12. NAJIT conferences and events will be publicized over the Internet, in the association's newsletter *Proteus*, through email advertisements and by distribution to regional translator and interpreter associations and to the courts.

13. Representatives of state offices of interpreter continuing education will be offered the opportunity to attend NAJIT conferences and verify NAJIT standards at no cost.

Approved by the NAJIT Board of Directors April 25, 2006