

2024 Continuing Education for Interpreters and Translators

<https://texantranslation.com/ce>

Translators and interpreters are hard at work to make the world a better place, navigating ever-changing cultural dynamics. We believe that our professional training should be interesting, relevant and affordable. These Zoom webinars are all language-neutral, instructor-led and take place on Saturdays. Approvals by state will be added as they come through. Discounts are available for students and part-time or non-profit interpreters.

Date	Time (Central)	Title	Hours	Cost
Jan 13	11:00 – 4:10	Translating Evidence for Criminal Case	4 (1 hr ethics)	\$80
Feb 17	11:00 – 4:10	Translating Evidence for Civil Cases	4 (1 hr ethics)	\$80
Mar 23	11:00 – 1:10	Memorizing Interpreter Vocabulary	2	Free*
Mar 23	2:00 – 4:10	Freelancer Finances: How to Get Paid	2	Free*
Jun 15	11:00 – 2:10	Weapons for the Interpreter: Firearms Concepts and Term.	3	\$60
Jun 15	3:00 – 4:10	Comparative Ethics: Court Interpreters vs. Attorneys	1 (ethics)	\$20
Jul 20	11:00 – 4:10	Sight Translating Written Statements	4 (1 hr ethics)	\$80
Aug 17	11:00 – 4:10	Interpreting for Depositions	4 (1 hr ethics)	\$80
Sep 14	11:00 – 4:10	Translating Official Documents: Certified, Notarized and Apostilled	4 (1 hr ethics)	\$80
Nov 16	11:00 – 4:10	Transcribing Recorded Evidence	4 (1 hr ethics)	\$80
Dec 7	11:00 – 4:10	Forensic Transcription-Translation	4 (1 hr ethics)	\$80

* If you need a certificate of attendance to submit for CE credit, there is a \$5 administrative fee.

Class Descriptions

1. (January) **Translating Evidence for Criminal Cases: A Court Interpreter’s Guide**

This four-hour CE is intended for interpreters who have not yet ventured far into the translation of legal documents. Topics include: why interpreters need to study written translation, reliable sources for research, workflow and quality control. Extracts from authentic documents form the basis of exercises: a criminal complaint, a plea agreement, a police report, and an expert witness statement. The ethics hour covers application of our court interpreter codes of ethics to written translation, handling incomplete and inaccurate originals, and how to convey ambiguity in the source document.

2. (February) **Translating Evidence for Civil Cases: A Court Interpreter’s Guide**

This four-hour CE is intended as the second half of last month’s “Translating Evidence for Criminal Cases,” but can also stand alone. We will explore the translation process, professional guidelines, and lessons learned from exercises involving actual documents: a divorce order, a will, a commercial agreement and a text messaging conversation. The hour of ethics covers legal rules about evidentiary documents, and how to communicate with attorneys our unique ethical considerations in producing an accurate and unbiased written translation.

3. (March) **Memorizing Interpreter Vocabulary**

You need to know thousands of terms in two languages to pass any interpreter certification exam (legal, medical, diplomatic, law enforcement, community, etc.). Once you pass, you need to keep adding hundreds more as you work in new settings. Learn more about how our memory for language works, and each step on the path from first encounter with a word, analysis of etymology and relationships, recognition in context, broad comprehension of connotations, usage in a social setting, and ultimately, instant recall. This free, two-hour CE is appropriate for all levels, including students.

4. (March) **Freelancer Finances: How to Get Paid**

Interpreters and translators tend to be motivated by the love of language and people, but we need to make a living, too. This free, two-hour CE is for self-employed professionals, especially early in their careers when finances are a struggle. Our discussion ranges over: being your own bookkeeper, setting rates and terms, written vs. verbal agreements, detailed invoices, and what to do when clients don’t pay. Attendees will leave with clear, actionable steps to make their next assignment less stressful, and ideas on how to grow their professional practices to make a greater impact.

5. (June) **Weapons for the Interpreter: Firearms Concepts and Terminology**

When a law enforcement officer or expert witness takes the stand in criminal court, firearms are often discussed in mysterious ways. Why can’t a rifled slug be fired from a rifle? Why is a .357 caliber larger than a .22, but a 20 gauge is smaller than a 12? Is a clip the

same as a magazine? Is a pistol the same as a handgun? Is a round the same as a cartridge? This three-hour CE for court interpreters at all experience levels organizes firearms into four categories (revolvers, semi-automatic pistols, rifles, and shotguns) and teaches the parts and actions common to most. Multilingual glossaries for the terms are being developed in the more common languages of attendees.

6. (June) **Comparative Ethics: Court Interpreters vs. Attorneys**

As court interpreters, we spend much of our time working for attorneys who are bound by complex, extensive ethical traditions. When they ask us to do something that is potentially unethical for a court interpreter, we can better respond if we are able to compare our standards with their own. This one-hour CE is an overview of the ethical standards of the Bar, especially areas like “advocating zealously for your client” that differ from our own requirement of impartiality. Attendees will have time to discuss and share experiences for richer learning.

7. (July) **Sight Translating Handwritten Statements: Affidavits, Grievances and Letters**

25 million people in the US -- almost one in ten -- have limited English proficiency, and when they report domestic abuse or mistreatment by an attorney, doctor, builder, therapist, or other service provider, they often submit handwritten narratives in their native languages to a court, professional association or governmental agency. CAT software cannot read handwriting, and these documents often challenge a translator with spelling and grammar mistakes, poor penmanship, run-on sentences, ambiguous pronouns, etc. This workshop is taught in English and uses realistic grievances handwritten in multiple languages for attendees to practice translating and sight translating in their respective language pairs. The ethics hour delves into what it means to translate “completely and accurately” an error-ridden original in a way that is respectful to the writer and yet appropriate for evidentiary purposes.

8. (August) **Interpreting for Depositions: Vehicle Accidents and Workplace Injuries**

Half a million personal injury cases are filed in the US each year, tens of thousands of which require interpreters to assist at the depositions. An LEP plaintiff may have been hit by a truck, injured on a jobsite, or suffered other personal losses. This practical class for the interpreter new to depositions will use scripts from common scenarios to help build confidence and proficiency. Attendees will learn about the differences between on-site and remote depositions, the roles of each person present, why the stenographer is a key ally, effective notetaking, dealing with objections, and other challenges unique to this legal setting. The final hour focuses on ethical quandaries such as when an attorney asks off the record if we think the LEP person is lying, or being urged to continue interpreting after we point out that the plaintiff barely speaks our working languages.

9. (September) **Translating Official Documents: Certified, Notarized and Apostilled**

About 14% of US residents are foreign-born, and when they apply for residency, citizenship, marriage, divorce, employment, passports, college, etc., many of them need certified translations of their official documents. Often these residents come from countries that require a government credential for producing official translations, but there is no such credential here. Certified translation is a specialty that remains resistant to competition from AI technology, because the source documents are often uneditable, scanned and even handwritten. In this interactive webinar, learn how to evaluate a request, research end user requirements, set up the Word document, write your certification statement, and work with graphic elements in the original (signatures, stamps, seals, watermarks, etc.), etc. The last hour features discussion of ethical potholes: client requests for a certain rendering, notarizing your own translation, failure to pay, protecting confidential information, and so forth.

10. (November) **Transcribing Recorded Evidence: Bodycams, Interrogations and Wiretaps**

Since the proliferation of smartphones and security cameras, millions of electronic recordings have been presented in state courts as evidence. If these recordings include speech in a language other than English, a bilingual professional is hired to transcribe and translate. This four-hour CE covers the many challenges we face in preparing an accurate transcription, ready to be translated, and why law enforcement and prosecutors so often mismanage them. Using the pertinent position paper from the National Association of Judiciary Interpreters and Translators as a framework, we will practice on three recordings as exercises (an inmate conversation, a victim interview and a 9-1-1 call). The ethics hour is about the ways our court interpreter codes of ethics apply and don't apply to transcription-translation, and what it means to “completely and accurately” transcribe recordings that are incomplete and inaccurate.

11. (December) **Forensic Transcription-Translation**

Intended as a follow-on to last month's “Transcribing Recorded Evidence,” this session digs further into audio problems that can hinder comprehension, technology to increase our output, and legal standards for the admissibility of translations. Theoretical insights will be drawn from the standard textbook on the topic, *Fundamentals of Court Interpreting*, Chapter 40, and practice is based on a recorded DWI stop and a police interview of a criminal defendant. The ethical portion examines experiences of court interpreters who are called on to testify as language experts after having produced a forensic transcription-translation of evidentiary audio.