

Department of Social and Health Services (DSHS)
Language Testing and Certification (LTC)

Procedures for Approving and Publishing DSHS Interpreter Continuing Education Activities
June 2012

Following is the sequence for approving and publishing DSHS interpreter continuing education activities:

1. Continuing education activity provider completes and submits application, Form No. [DSHS 02 592](#), to DSHS/LTC;
2. The DSHS/LTC Professional Development Committee (PDC) will evaluate applications based on [Criteria for Approving DSHS Interpreter Continuing Education Activities](#);
3. Within 4-8 weeks, DSHS/LTC will inform the continuing education activity provider of PDC's decision;
4. Once approved, the continuing education activity will be included on the List of DSHS Approved Interpreter Continuing Education Activities, stating the date(s) on which the activity is offered;
5. Continuing education activity providers must re-apply for approval for each recurring activity on the basis of a calendar year.