Kansas Commission for the Deaf and Hard of Hearing
Interpreter Registration

Overview of KCDHH Interpreter Registration

In pursuant of K.S.A. 75-5393(b)(6), KCDHH maintains a listing of persons qualified in various types of interpreting, as supported by K.S.A. 75-5393(b)(11), which KCDHH through its Executive Director provides for a program of regulation and certification of interpreters for the deaf, hard of hearing and speech-impaired individuals. The KCDHH administers the statewide registration of all interpreters in place of a certification system, of which either system are made available by K.S.A. 75-4355b, *et seq*. KCDHH previously administered the Kansas Quality Assurance Screening (KQAS), a state certification system, until September 30, 2014 after a 4-year transition. The goal of this transition is to promote interpreters to become nationally certified and/or appropriately credentialed; and the registration system has become inclusive of all interpreters.

In addition to recognized national certifications and credentials, KCDHH continues to recognize interpreters with KQAS certifications of levels 4/4 or better as long as they are in good standing with their CEU maintenance requirements and biennium registration. Interpreters with KQAS levels 3 or other unapproved credentials are allowed to obtain a provisional registration with KCDHH and are given opportunities to develop their competence through KCDHH's supervision plan and mentoring program.

As dictated by K.S.A. 75-4355b(d), no person shall serve as an interpreter unless the KCDHH makes the determination that the person is qualified to interpret. The KCDHH has also designated the Executive Director of KCDHH to make such determination and approval.

New KCDHH Registry and Interpreter Registration Procedures

In October 2014, KCDHH adopted working principles for the new Registry system which governs the registration process for the interpreters. KCDHH has implemented the following procedures to support the interpreter registration.

100.1 Kansas Interpreter Registration for the Deaf and Hard of Hearing

a. Continuation of interpreters certified with KQAS Levels 4/4 or better
b. Registration for all other interpreters without KQAS certification
    (1) Interpreters with one of following recognized certification(s)
        (a) Registry of Interpreters for the Deaf (RID)
        (b) Texas Board for Evaluation of Interpreters (BEI)
    (2) KQAS Interpreters with levels below 4/4
    (3) Interpreters providing services through Video Remote Interpreting (VRI)
    (4) Certified Deaf Interpreters
    (5) Recent ITP Graduates and Current Practicum Students
    (6) K-12 Educational Interpreters
    (7) Any other Interpreters who do not match any of above credentials
    (8) Interpreter agencies providing coordination and/or services for a fee

100.2 Registration Administration

a. KCDHH staff shall continue to provide coordination support and feedback in how to obtain an appropriate interpreter for the individual situation, starting with the best possible qualified interpreters before moving onto alternatives.
b. New online registry to become available
    (1) With established options and endorsements to work with analysis algorithm
    (2) Providing a ranking tool to list the best possible qualified interpreters first
c. Endorsement of other specialized credentials to be recognized as an incentive for the interpreters and a tool to provide the guidance for any responsible party or appointing authority to match the best qualified and appropriate interpreter with the individual situation.
    (1) The registry shall have separate listings of interpreters with specialized endorsements for easier reference, including a listing for K-12 Education settings.

100.3 Registration Procedures

a. Interpreters holding a KQAS certification of levels 4/4 or better, in good standing
    (1) Upon renewed KQAS certification as issued in January 2015 and thereafter;
    (2) Automatic registration carried forward through 12/31/2016
b. All other interpreters shall be required to register within the first 30 days from the start of providing services in Kansas.
c. Registration period shall be a rolling time period based on the anniversary date of interpreter being registered under the KCDHH Registry.
d. KCDHH has adopted a registration fee schedule. Fees may be adjusted from time to time.
e. Inclusion of registration information
    (1) Name, city of residence, and type of registration must be shown
    (2) Interpreters using Doing Business As (DBA) designation may be included in the registration information
    (3) Interpreters working for agencies may opt to identify agency in registration
    (4) Interpreters are given options of limited disclosure or privacy preference
    (5) Interpreters may list multiple credentials and/or specialized endorsements

100.4 Registration Categories

a. <u>Full Registration and Certification (Biennial)</u>
    (1) KQAS Interpreters with levels 4/4 or better;
    (2) National certification from RID (other than K-12 Certified RID Member) or BEI (either "Advanced" or "Master"; or equivalent to KQAS levels 4 or 5);
    (3) Certified Deaf Interpreter (CDI) certification; or
    (4) Video Remote Interpreters with any of the credential(s) from above.

b. Temporary 20-Day Registration (Per year)

(1) Interpreters relocating to Kansas with different credentials to be reviewed;
(2) Out of state interpreters with limited engagement (i.e. conference); or
(3) Video Remote Interpreters with either of the situation(s) from above.
(4) Must at least have taken and passed a RID written test if not properly certified
(5) Free temporary 20-Day registration to encourage compliance
(6) Interpreter shall not work exceeding a total of 20 separate days in a year, unless an exception is otherwise granted by KCDHH.

c. K-12 Educational Interpreter Registration (Biennial)

(1) K-12 Educational interpreters who are not otherwise registered may register as a K-12 Educational Interpreter.
    (a) Provided that the interpreter has completed either Educational Interpreter Performance Assessment (EIPA) or Educational Signed Skills Evaluation (ESSE) at level 4.0 or better.
(2) K-12 Educational interpreters with EIPA levels below 4.0 or ESSA levels below 4.0/4.0 must follow conditions as set forth under KCDHH Supervision Plan **[See page 5]**, Tier B Category, until the interpreter achieves the minimum level to work in K-12 Education settings.
    (a) K-12 Educational interpreters subject to KCDHH Supervision Plan **[See page 5]** may use appropriate professional development plan paperwork as provided by their school or Kansas Department of Education (KSDE) to supplement the KCDHH Supervision Plan paperwork.

d. Provisional Registration (Annual)

(1) KQAS Interpreters with levels below 4/4;
(2) BEI Interpreters with "Basic" level (or equivalent to KQAS level 3);
(3) Recent ITP Graduates; or
(4) All other Interpreters who do not have any of the above credentials, provided that such interpreter has achieved basic requirements as established by the KCDHH.
(5) Must at least have taken and passed a RID written test to be placed under either category Tier A or Tier B of the KCDHH Supervision Plan **[See page 5]**.
(6) Interpreters with provisional registration shall have additional conditions to follow as outlined under KCDHH Supervision Plan **[See page 5].**
(7) Incentive available for provisional interpreter achieving full registration status and is given a discount toward the 1st full registration fee for upgrading the registration.

e. Special Restriction (Annual, up to 2 years)

(1) Special restriction may be given for any qualified professional not achieving basic requirements for provisional registration as an interpreter, and such professional may be given a different set of additional conditions and placed under category Tier C of the KCDHH Supervision Plan **[See Page 5].**

(2) Special restriction shall be limited to a total of 2 years. Exceptions can be made in extreme conditions, subject to the approval of the Executive Director.

f. Student Practicum Permit (6-month)

(a) Students from any interpreter training program may obtain a special permit to satisfy practicum requirement for graduation.

(b) Student practicum must be supervised by an interpreter fully registered with KCDHH without any exceptions.

(c) Tenure of student practicum permit shall be limited up to 6 months

(d) Each practicum student must provide a copy of practicum plan signed by instructor from an appropriate interpreter training program.

g. Agency Registration

(1) Interpreter agencies providing coordination and/or services for a fee

(a) Agency principal must sign affidavit acknowledging requirements for interpreters and KCDHH registration process.

(b) Be able to provide list of at least one interpreter with full registration

(2) Free biennial agency registration to encourage compliance.

(3) Agency providing Video Remote Interpreting (VRI) services must also register

(a) Agency principal must sign affidavit acknowledging requirements and agree to comply with 20-Day temporary registration for each interpreter from out of state employed by the agency.

100.5 Endorsements

a. Interpreters may register a specialized credential recognized by KCDHH as an endorsement at no extra charge. These specialties may include, but are not limited to:

(1) Certified Deaf Interpreter

(2) Legal

(3) Medical

(4) Mental Health

(5) Financial/Insurance

(6) Other Technical Field

(7) K-12 Education

(8) Video Interpreting

200.1 Supervision Plan and Mentorship Program (adopted April 10, 2015)

a. KCDHH has adopted a Supervision Plan to provide a set of conditions for interpreters with provisional registration; and a Mentorship Program to provide a support system to enable interpreters to develop the competency necessary to achieve full registration status. All provisional interpreters on a Supervision Plan are required to have a mentor or team of mentors assigned to monitor each supervision plan.

b. **Supervision Plan** is being categorized into three distinctive groups for specific applicable interpreters along with respective stipulations for each group:

(1) <u>Tier A Category of Supervision Plan</u>

a. Applicable interpreters include those who have KQAS levels 3/3, 3/4 or 4/3 (who have taken last KQAS exam after January 2013); BEI "Basic" level (who have been certified after January 2015); or such interpreters as determined by the Executive Director.
b. Tier A interpreters may work independently with periodical supervision from within the designated agency or by another interpreter/mentor fully registered with KCDHH.
c. Tier A interpreters must file the Supervision Plan paperwork within 30 days after receiving acknowledgement from KCDHH of provisional registration under Tier A category.

(2) <u>Tier B Category of Supervision Plan</u>

a. Applicable interpreters include those who have other credentials not recognized for full registration or Tier A category of provisional registration; those who recently graduated from any interpreter training program; deaf interpreters in training; or such interpreters as determined by the Executive Director.
b. Tier B interpreters may only work in a team-interpreting situation with or in the presence of another interpreter/mentor fully registered with KCDHH, or closely supervised by a designated agency (i.e. school system).
c. Tier B interpreters must file the Supervision Plan paperwork within 30 days after receiving acknowledgement from KCDHH of provisional registration under Tier B category.

(3) <u>Tier C Category of Supervision Plan</u>

a. Applicable professionals desiring to become an interpreter are being restricted from functioning as an interpreter until they are placed under either category Tier A or Tier B of the KCDHH Supervision Plan. This includes those professionals who have not taken nor passed a RID written test, but excluding those otherwise registered with KCDHH under a different registration such as K-12 Educational Interpreters.

b. These such professionals may be asked to perform services while not functioning as an interpreter but rather providing copy-interpreting support or acting as an intervener and/or a support services provider (SSP, usually provided for consumers who are Deaf-Blind); or such services as determined by the Executive Director.
    i. Copy-interpreting is further defined as a situation where a qualified professional, instead of an interpreter, is repeating verbatim of any sign communication to help easing the visual limitations due to room arrangement or such for other deaf members in the audience, usually outside view of any interpreter on-site.
c. Tier C provisional registrants cannot identify themselves as an interpreter of any form and cannot replace any interpreter of any kind. They may be identified as providers of Tier C support services.
d. Tier C support services providers should be providing support and/or services in the presence of a fully registered interpreter whenever effective communication is the primary objective of the assignment.
e. Primary consideration should always go to the best possible qualified interpreters before any Tier C professional may be considered to meet the communication needs for each individual situation, each time such need is needed. Exceptions may be made in extreme conditions, subject to the approval of the Executive Director.
f. Tier C provisional registrants must file the Supervision Plan paperwork within 30 days after receiving acknowledgement from KCDHH of provisional registration under Tier C category.

c. **Mentorship Program** is being continuously developed and overseen by KCDHH's Interpreter Policy Review Committee.
    (1) At least one 8-hour workshop available annually for interested mentors to be listed on KCDHH Mentor Registry free of charge or subsidized to mentors.
        a. The workshop shall focus on but not limited to mentorship skills and an understanding of how to assist provisional interpreters navigating through the KCDHH Supervision Plan; and mentors can earn CEUs when applicable.
    (2) Mentors track hours of providing mentoring and can earn a discount toward their biennial registration fee.
    (3) Provisional interpreters on a KCDHH Supervision Plan should select a mentor(s) from the KCDHH Mentor Registry, but not compulsory and is subject to approval.
    (4) Mentor(s) and mentee shall establish their own arrangement(s) in ensuring a successful mentorship experience while following through the Supervision Plan.

300.1 CEU Maintenance – Continuation of Current Guideline

a. KQAS Interpreters shall follow current KCDHH CEU Maintenance program.
b. Other certified interpreters shall follow their respective certification CEU maintenance requirements, or otherwise they must follow KCDHH CEU Maintenance program.

400.1 Grievance Process – Continuation of Current Procedures

a. KCDHH grievance process shall remain in place.