INDIANA EDUCATIONAL INTERPRETER CERTIFICATE APPLICATION FOR RENEWAL

State Form 52614 (R / 10-08) / DHHS 0015
Approved by State Board of Accounts, 2008

Reset Form

Mail to:
DEAF AND HARD OF HEARING SERVICES - MS23
Family and Social Services Administration
Division of Disability and Rehabilitative Services
P.O. Box 7083
Indianapolis, IN 46207-7083

NOTE: Please read the IIC Code of Ethics and the instructions on the back of this page.

THE NON-REFUNDABLE FEE FOR THIS CERTIFICATE IS $50.00. MAKE CHECKS OR MONEY ORDERS PAYABLE TO STATE OF INDIANA.

EIC number

Name of applicant (*last, first, middle initial*)			E-mail address
Address (*number and street, city, state, and ZIP code*)			County
Home telephone number ( )	Work telephone number ( )	Cellular telephone number ( )	Fax number ( )

Important: The attached application is not confidential and may be accessible to the general public. Please do not complete any field that you wish to be kept unpublished.

Confidential Information: ☐ Home telephone ☐ Work telephone ☐ Cellular telephone ☐ Fax number ☐ E-mail address

Area of work in Indiana:
☐ North West (Merrillville area) ☐ North Central (South Bend area) ☐ North East (Fort Wayne area)
☐ Central West (Terre Haute) ☐ Central (Indianapolis) ☐ Central East (Richmond)
☐ South West (Evansville) ☐ South Central (Tell City) ☐ South East (New Albany-Madison)

INTERPRETING DOCUMENTATION

Please attach a copy of documentation proving paid work as an educational interpreter prior to July 01, 2010.

A letter from the Department of Special Education in your county documenting you working as an educational interpreter or a copy of your most recent pay stub that clearly indicates work as an Educational Interpreter.

1. School system where you work _____
2. Supervisor's contact information *(name, telephone number)* _____
3. Type of interpreting or transliterating *(please check all that apply)*:
   ☐ American Sign Language ☐ Manually Coded English ☐ Oral Transliteration ☐ Cued Speech ☐ Signing Exact English (SEE-II)
4. Number of deaf / hard of hearing students you are currently serving _____
5. Type of employment: ☐ Full-time ☐ Part-time ☐ Substitute

Demographic Information: (*Please check all that apply.*)
☐ African-American / Black ☐ Asian-American / Pacific Islander ☐ Hispanic / Latino(a) ☐ American Indian / Alaskan Native
☐ Euro-American / White ☐ Mulitracial ☐ Other ethnic origin _____

Are you working as a freelance interpreter? ☐ Yes ☐ No Are you employed with an interpreting agency? ☐ Yes ☐ No

AGREEMENT

I have read the IIC Code of Ethics and, if awarded the Indiana Interpreting Certificate, I agree to abide by each portion of it. I believe that all information provided above is true, correct, and complete to the best of my knowledge.

Signature of applicant	Date (*month, day, year*)

FOR OFFICIAL USE ONLY

Approved by	Date issued (*month, day, year*)	Date expires (*month, day, year*)	Certification number	☐ Interpretation ☐ Transliteration ☐ Community ☐ Provisional ☐ _____	Check number

IIC CODE OF ETHICS

460 IAC 2-3-5 Code of ethics; confidentiality.
Sec. 5. An interpreter shall maintain the confidentiality of all information covered during an interpreting assignment and all information about interpreting services being performed, including identity of those consumers present, regardless of perceived importance, except for the following: (1) An interpreter may reveal information to his or her employer, members of the employer's staff, or a professional team designated by the employer for purposes of record keeping, program management, or supervision. (2) An interpreter may share information with peer interpreters employed by the same employer, which is necessary to best serve consumers in an ongoing interpreting situation or assignment. (3) Unless the consumer otherwise directs, an interpreter may disclose factual information or professional assessment of the language and communication process regarding the current interpreting assignment to the payee of the interpreter or the payee's designee. Disclosure of further information requires consent of the consumer. (4) Information that is public or not otherwise confidential under this rule or any other rule or law may be disclosed.

460 IAC 2-3-6 Code of ethics; rendering of interpreting services; language used.
Sec. 6. (a) Interpreting services shall be rendered faithfully, conveying all communication messages with the exact spirit, intent, and affect of the communicator. (b) An interpreter shall withdraw from an assignment if his or her personal feelings interfere with performing the duties in subsection (a). (c) An interpreter shall use the language or mode of communication most readily understood or preferred by all consumers involved.

460 IAC 2-3-7 Code of ethics; impartiality of interpreter.
Sec. 7. (a) The interpreted message shall be transmitted impartially without the interjection of personal advice, counsel, or opinions of the interpreter. (b) An interpreter shall not omit or add to anything that is signed or vocalized by a party, even when asked to do so by other parties involved. (c) An interpreter shall not attempt to take on any dual role but shall act only as interpreter to assist in communications between parties involved. (d) An interpreter may communicate directly with a party involved in order to clarify to that party the interpreter's role of facilitating communication. (e) An interpreter should refrain from providing interpreter services in situations where family members or close personal or professional relationships may affect impartiality. However, this is not to be construed as a ban on interpreting for family, friends, or close associates in emergency situations or where the interpreter is otherwise compelled to interpret for such people.

460 IAC 2-3-8 Code of ethics; appropriateness of assignment for interpreter.
Sec. 8. In determining whether to accept an interpreting assignment, an interpreter: (1) must use discretion in considering: (A) his or her skill level; (B) the setting of the assignment; (C) the expected content and subject matter of the assignment; and (D) the consumers involved; and (2) shall not accept an assignment when any of these factors make it inappropriate to do so in the best interests of the consumers involved.

460 IAC 2-3-9 Code of ethics; compensation requests.
Sec. 9. An interpreter shall request compensation for services using accepted business practices and in a professional and judicious manner, taking into account usual fees commensurate with their: (1) level of skill; (2) level of certification; (3) amount of experience; (4) nature of assignment; and (5) geographic region. Terms of compensation shall be arranged in advance of the interpreting assignment whenever possible.

460 IAC 2-3-10 Code of ethics; professional development.
Sec. 10. An interpreter, in order to maintain his or her certification, shall pursue advanced knowledge, increased skills competency, and the maintenance of high professional standards through active participation in workshops, professional meetings, interaction with professional colleagues, and reading literature in the field. As part of this, an interpreter shall obtain continuing education as required in section 3 of this rule.

460 IAC 2-3-11 Code of ethics; interpreter manner and behavior.
Sec. 11. (a) Interpreting services shall be provided completely, impartially, and professionally in a manner appropriate to the situation, including behavior suitable to the particular circumstances of the interpreting assignment. (b) An interpreter shall attempt to become familiar with the anticipated discussion topic, type of activity, level of formality, expected behaviors, and any presentational materials prior to commencement of the interpreting assignment. (c) An interpreter shall dress in a manner that will be as unobtrusive to communication facilitation as possible and that will assure the best possible background for signing, including proper skin to clothing color contrasts and avoiding clothing patterns that may tire the eyes of deaf consumers. (d) An interpreter shall consider background, positioning, and lighting to assure all are adequately within comfortable, nondistracting range for all parties involved. (e) An interpreter shall assure that all consumers are duly advised that the interpreter assumes a position of neutrality in the relationship between all consumer, despite the fact that a given consumer may have hired the interpreter for the current or previous interpreting assignment, and consumers must be given the option of acceptance or rejection of the interpreter.

460 IAC 2-3-12 Code of ethics; appropriate use of interpreter.
Sec. 12. In situations where the consumer of interpreting services is not familiar with the use of an interpreter, the interpreter should share information on the appropriate use of an interpreter to help make the interpreting process successful. This should be done prior to commencing the interpreting assignment.

INSTRUCTIONS FOR THE INDIANA EDUCATIONAL INTERPRETER CERTIFICATE APPLICATION FOR RENEWAL

1. *Be sure to use a pen to fill out this form.*
2. *Enter your last name, first name, then middle initial on the first line in the space provided.*
3. *Enter your street address in the space provided, including the number, name of street, city, state, ZIP code and county.*
4. *Enter your home telephone number including your area code or other numbers as indicated.*
5. *Enter your e-mail address in the space provided if you have an e-mail account.*
6. *In the Interpreting Documentation Section, place a checkmark in the box or boxes that apply to you.*
7. *Please sign your full name under the Agreement section and place the date next to your signature in the space provided after reading the statement carefully. Your signature indicates that you will abide by the IIC Codes of Ethics.*
8. *Please do not mark on the form in the Official Use Only section.*