
EDUCATIONAL INTERPRETER/TRANSLITERATOR ANCILLARY CERTIFICATE APPLICATION

An **Educational Interpreter** certificate is issued to individuals who provide sign language interpreting services by facilitating communication within an instructional environment via an enhanced visual and/or tactile mode between and among deaf/hard of hearing and hearing individuals in situations in which those individuals are unable to communicate with one another using a speech and hearing mode.

An **Educational Transliterater** certificate is issued to individuals who provide cued language transliteration services by facilitating communication within an instructional environment via an enhanced visual and/or tactile mode between and among deaf/hard of hearing and hearing individuals in situations in which those individuals are unable to communicate with one another using a speech and hearing mode.

Eligibility Requirements—

- Applicant has at least a standard high school diploma, HiSET, or a General Equivalency Diploma (GED), **AND** the following specific to the level and area of certification:
- **Provisional Educational Interpreter Certificate** eligibility requirements:
 - complete an accredited interpreter preparation program with a minimum of a certificate of completion;
 - hold certification as a sign language interpreter/transliterater by a national or state organization or certifying body;
 - achieve an advanced level or higher, as measured by the sign language proficiency interview (SLPI) or sign communication proficiency interview (SCPI); or pass the pre-hiring screening of the educational interpreter performance assessment (EIPA).
 - *Renewal Requirements*: valid for one year, may be renewed annually at the request of the employing school system, up to three years; and renewable upon completion of 10 contact hours of professional development annually with course credit leading to a Qualified Certificate applied towards the 10 hours and accrued beginning with the issuance of the Provisional Educational Interpreter Certificate.
- **Qualified Educational Interpreter Certificate** eligibility requirements:
 - pass the Educational Interpreter Assessment, Written Test; and
 - achieve a level of 3.0 on one of the standardized videotape versions of the Educational Interpreter Performance Assessment: American Sign Language (ASL), Manually Coded English (MCE), or Pidgin Signed English (PSE) at the Elementary and/or Secondary level.
 - *Renewal Requirements*: valid for five years and may be renewed at the request of the employing school system upon completion of six semester hours of credit or equivalent continuing professional development of 90 Contact hours. The six hours of credit or 90 equivalent clock hours shall be directly and substantively related to one or more of the permits or certificates held by the applicant or related to the applicant's professional competency. These hours shall be accrued beginning with the date of certification issuance.
- **Provisional Educational Transliterater Certificate** eligibility requirements:
 - hold certification as a cued speech transliterater from a national or state recognized organization or certifying body; or pass the Cued American English Competency Screening.
 - *Renewal Requirements*: valid for one year, may be renewed annually at the request of the employing school system, up to three years; and renewable upon completion of ten contact hours of professional development annually with course credit leading to a Qualified Educational Transliterater Certificate and may be applied toward the 10 hours and accrued beginning with the issuance of the Provisional Educational Transliterater Certificate.
- **Qualified Educational Transliterater Certificate** eligibility requirements:
 - pass the Cued Language Transliterater State level Performance Assessment; or attain a level of 3.5 on the Educational Interpreter Performance Assessment-Cued Speech (EIPA-CS); and
 - pass the Cued Language Transliterater State Level Written Assessment.
 - *Renewal Requirements*: may be renewed every five years at the request of the Louisiana employing authority upon completion of six semester hours of credit or equivalent continuing professional development (90 Contact hours). The six hours of credit or 90 equivalent clock hours shall be directly and substantively related to one or more of the permits or certificates held by the applicant or related to the applicant's professional competency. These hours shall be accrued beginning the date of issuance of the Qualified Educational Transliterater Certificate.

Submitting application: The applicant, or if employed, the Louisiana employing school system, submits the following items as a single PDF file through the [online educator certification portal](#). The following items are required as part of a complete application packet and must be signed and dated with current date:

1.

Copy of Applicant’s Social Security Card & Driver’s License/Official Photo ID (required with every application)
2.

Application form with all information provided, signed and dated within the last 90 days
3.

Professional Conduct form with all questions answered, signed, and dated by the applicant
4.

Copy of High School Diploma, HiSET, or GED, or Transcripts if earned degree(s).
5.

Copy of required licensure or examination required
6.

Verification of Hours Earned for Renewal (if applicable)
7.

Copy of Online Payment Confirmation email or screenshot - Use [Processing Fee Schedule](#) to determine amount due. Payment is non-refundable and does not guarantee certification but is used for review of submitted documents. Guide the educator to their [TeachLA Live! portal account](#) so that the fee, appropriate to the request, can be made to LDOE online through the payment portal. Inform the educator that the email confirmation or payment success screen is required to be included with the application. The confirmation number alone is not accepted. Applications that do not include the email confirmation or payment success screen will be returned without processing.

Only the request(s) indicated on the signed application page will be processed. Determinations will be made based on the documentation provided and on file with our office. If the information provided is incomplete or inaccurate, a new application and a new fee may be required to re-apply with additional documentation.

Contact Information: All questions regarding certification requirements or the process, can be answered by contacting the certification staff through the [online educator certification portal](#). Employing school systems may request a phone call by using the online scheduler accessible in the portal once logged in with “Human Resource” credentials for the employing school system. All applications will be evaluated in the order in which they are received. You can check the status of your certification application [online HERE](#).

Handwritten documents will not be accepted for certification processing.

Social Security Number _____
(no dashes, no spaces)

Email Address: _____

Legal Name of Applicant: _____ Date of Birth: _____
Check here if requesting name change; must match social security card & driver’s license/state ID submitted.

Address: _____
(Street) (City) (State) (Zip Code)

Phone: (____) _____ LA Certificate #: _____ Payment Confirmation # _____
(Provide email confirmation or screenshot of payment with documents)

Type of request:

Requested Certificate (check one):

Educational Interpreter (ASL, PSE, SEE)

Provisional Educational Interpreter

Qualified Educational Interpreter

Must have evidence of **one** of the following: Please Check

☐ Successfully Completed an Interpreter Preparation Program

☐ National Certification as a Sign Language Interpreter

☐ Possess SLPI or SCPI at Specified Level

☐ Possess Specified Level Pre-hire EIPA

Educational Transliterators (Cued Speech)

Provisional Educational Transliterators

Qualified Educational Transliterators

Must have evidence of **one** of the following: Please Check

☐ National Certification as a Cued Speech Transliterators

☐ Pass the Cued American English Competency Screening

Must have evidence of **both** of the following: Please Check

☐ Pass the Educational Interpreter Performance Assessment - written test

☐ Pass a standardized videotaped version of the Educational Interpreter Performance Assessment at the Specified Level

Must have evidence of **both** of the following: Please Check

☐ Pass the state sanctioned Cued Language Transliterators written assessment

☐ Pass the Cued Language Transliterators Performance Assessment or Educational Interpreter Performance Assessment – Cued Speech (EIPA_CS) at the Specified Level

Note: An individual who does not meet Qualified Educational Interpreter/Transliterators requirements may apply for a provisional certificate.

I agree that my typed/electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant: _____ Date: _____

Signature of LA Employing School System: _____ Date: _____

Name of Louisiana Employing School System: _____ Employing School System Email: _____

APPLICANT'S LEGAL NAME:	SSN (No Dashes):
ADDRESS (Street Address, Including City, State, Zip):	DATE OF BIRTH (MM/DD/YYYY):

ANSWER <u>ALL</u> QUESTIONS	Check	
	YES	NO
1. Have you ever had a professional license or certificate denied, suspended, revoked, censured, or voluntarily surrendered? If YES , what type of professional license/certificate? _____ If YES , in which state? _____		
2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending?		
3. Have you ever been convicted of a criminal offense? If YES , when was the date of conviction: _____		

If you answered “**YES**” to any of the questions above, you must provide copies of any proceedings or other relevant explanatory documents that provide full disclosure of the nature and circumstances of **EACH** separate incident to be included with the application packet.



Pursuant to Louisiana law R.S. 15:587.1, background checks shall disclose **ALL CONVICTIONS**, (Including but not limited to expungements, first offender pardons and pre-trial diversion). Criminal Background Checks (CBCs) are conducted in accordance with La. R.S. 17:15 and La. R.S. 15:587.1.

BESE policy set forth in [Bulletin 746-Louisiana Standards for State Certification of School Personnel](#) addresses actions related to the suspension, denial, and revocation of Louisiana Certificates.

<i>I affirm and declare that all information given by me in the responses to items #1 through #3 above is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teacher certificate. I agree that my electronic, typed signature as entered below is the legal equivalent of my manual signature on this document.</i>	
SIGNATURE OF APPLICANT:	DATE SIGNED: