



INDIANA INTERPRETER CERTIFICATE APPLICATION

State Form 49978 (R3 / 10-08) / DHHS 0004
Approved by State Board of Accounts, 2008

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.

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 Please do not complete any field that you wish to be kept unpublished.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 the certificates you hold or proof you have passed the written test.

RID: Passed Generalist written test CI CT CSC CDI Other _____

NAD: Level III Level IV Level V

NAD-RID: Passed NIC Knowledge (written) test NIC (certified) NIC Advanced NIC Master

The five (5) year provisional certificate based on ITP graduation. Please list college and degree. _____
Please attach a copy of diploma and a letter of recommendation from the ITP director.

If not nationally certified but employed as an interpreter prior to July 01, 1999, have the identified interpreter agency which hired you send DHHS a letter of recommendation and attach proof of employment. A letter from an identified interpreter agency stating that you were employed or a copy of a pay stub showing your work as an interpreter will be accepted as proof of employment.

Demographic Information: (Please check all that apply.)

African-American / Black Asian-American / Pacific Islander Hispanic / Latino(a) American Indian / Alaskan Native
 Euro-American / White Multiracial Other ethnic origin _____

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

TRAINING EXPERIENCE

Formal Education (general): (Please check all that apply.)

High School Diploma GED College credits Certificate program _____

Name / location of college _____

Field of study _____

Degree: AA BA MA JD PhD

Training in Interpreting: (Please check all that apply.)

Certificate in Interpreting from _____

Degree in Interpreting from _____ AA BA MA

Some formal interpreter training coursework Workshops

Name and Location	Date From (month, year)	Date To (month, year)	Number of Hours Completed

Sign Language Background: How did you learn to sign? (Please check all that apply.)

Parents, family members signed to me from an early age. Other _____

Became involved with the Deaf community then learned to sign. _____

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)
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FOR OFFICIAL USE ONLY

Approved by	Date issued (month, day, year)	Date expires (month, day, year)	Certification number	<input type="checkbox"/> Interpretation <input type="checkbox"/> Transliteration <input type="checkbox"/> Community <input type="checkbox"/> Provisional <input type="checkbox"/> _____	Check number
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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 INTERPRETER CERTIFICATE APPLICATION FORM

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 Certification Section, place a checkmark in the box or boxes that apply to you.*
7. *In the Training and Experience section, please complete the sections that apply to you.*
8. *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.*
9. *Please do not mark on the form in the Official Use Only section.*