

Checklist for American Sign Language (ASL) Interpreters

Find the full text of [Minnesota Statutes, section 122A.31: American Sign Language/English Interpreters](https://www.revisor.mn.gov/statutes/cite/122A.31), (<https://www.revisor.mn.gov/statutes/cite/122A.31>).

Sign Language interpreters can take either the Registry of Interpreters for the Deaf Inc. National Interpreter Certification (RID-NIC) or Educational Interpreter Performance Assessment (EIPA) tests to determine sign language skill level.

Procedures for a school district hiring a sign language interpreter

1. The school district hires an ASL interpreter.
2. If the interpreter is not certified, the district and interpreter will need to apply for a provisional certification from the Minnesota Department of Education (MDE).
3. If the interpreter is not certified, the school district begins to mentor the interpreter until the interpreter is fully certified (passed the NIC test or EIPA test at 4.0). This may take several years until the interpreter is fully certified. The mentor must have at least three years of experience and be certified.
4. The school district prepares staff and parents to work with an interpreter. You may use the [Interpreter Guides](https://eipa.boystown.org/guide) (<https://eipa.boystown.org/guide>) to assist with the process. The guides have suggestions for administrators, teachers, students and parents
5. The district hires a mentor who will meet with the interpreter every seven days.
6. After about 30 days, the district, mentor and interpreter create an educational plan. This plan should be updated yearly. For examples, see the book below.
 - [The Mentor's Companion: A Practical Guide to Mentoring](https://www.amazon.com/Mentors-Companion-Practical-Guide-Mentoring/dp/0916883469) (<https://www.amazon.com/Mentors-Companion-Practical-Guide-Mentoring/dp/0916883469>)
7. If the interpreter has not passed the skills test after two years, they will need to apply for an extension to the provisional certification. [Find information and forms on the MDE website](https://education.mn.gov/MDE/dse/sped/cat/dhh/) (<https://education.mn.gov/MDE/dse/sped/cat/dhh/>). The interpreter, district and mentor will apply for a two-year provisional certification or an extension based on the provisional certification, which will be good for as long as the review committee deems it sufficient.
8. If the interpreter has not become fully certified by the end of the provisional and extension process but holds an Educational Interpreter Performance Assessment (EIPA) score of 3.5-3.9, they still can work in Minnesota schools. The district must continue to provide mentoring and a written educational plan until the interpreter has passed the skills test. The interpreter must take the written exam and test for their skills yearly until they reach certification.
9. Once the interpreter has reached certification, they need to submit the notification paperwork to the MDE State Deaf and Hard of Hearing (D/HH) Specialist.

Send all interpreter forms electronically to [Mary Cashman-Bakken](#), MDE State D/HH Specialist

- [Two-Year Provisional Form for Deaf and Hard of Hearing Interpreters](#)
Form for two-year provisional certification for interpreters/transliterators working with students who are deaf/hard of hearing. Hiring school district and interpreter fill out once hired. Interpreters must test at the end of two years to see if they passed the NIC or EIPA at 4.0. If the interpreter passes, send the notification letter electronically to MDE State Specialist: D/HH, Mary.Cashman-Bakken@state.mn.us
- [Request an Extension for an Interpreter - General Information](#)
If interpreter did not pass they will need an extension. This document contains due dates and instructions for the letter of intent, information from the interpreter, school district and who the four contacts are.
- [Request an Extension for an Interpreter - Procedures](#)
Procedures for submission and review of forms
- [Request an Extension for an Interpreter - Cover Sheet and Checklist](#)
Cover sheet and checklist for extension request for interpreter
- [Request an Extension for an Interpreter - Form 1 and Contact Information](#)
Form 1 and contact information for extension request for interpreter
- [Request an Extension for an Interpreter - Form A](#)
Form A for extension request for interpreter
- [Request an Interpreter Extension - Form B](#)
Form B for extension request for interpreter

If the interpreter passes, send the notification letter electronically to MDE State D/HH Specialist [Mary.Cashman-Bakken](mailto:Mary.Cashman-Bakken@state.mn.us) (Mary.Cashman-Bakken@state.mn.us).

Memos

[Minnesota Statutes, section 122A.31, American Sign Language/English Interpreters](#) - 7/8/22

Memo from Commissioner Dr. Heather Mueller regarding one-time two-year license exemptions for some interpreters.

[Educational Interpreter Performance Assessment \(EIPA\)](#) - 6/25/17

The May 8, 2015 memo from Commissioner Cassellius: MDE examines issues related to interpreters' scores on the Educational Interpreter Proficiency Assessment (EIPA). Until that work is completed, the commissioner is temporarily lowering the score needed on the EIPA.