



For Division Use Only:  
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 ID #: \_\_\_\_\_

## MICHIGAN BEI EXAMINATION APPLICATION FORM

<input type="checkbox"/> \$125 MICHIGAN RESIDENT	<input type="checkbox"/> \$175 NON-RESIDENT
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### APPLICANT INFORMATION

NAME (First, Middle, Last)	INTERPRETER TRAINING PROGRAM <b>(required if applicable)</b> Please add graduation date or expected graduation date.
ADDRESS (Street Number and Street Name)	COUNTY (Michigan residents only)
CITY	STATE <span style="float: right;">ZIP</span>
PRIMARY PHONE (Required)	EMAIL ADDRESS (Required)

### QUALIFYING QUESTIONS

	YES	NO
1. Are you 18 years of age or older? <b>REQUIRED: Attach photocopy of valid government-issued ID.</b>		
2. If this is your first time applying to take the Michigan BEI examination, do you have a High School Diploma or General Education Development (GED) certificate? <b>REQUIRED: Attach copy of high school diploma, GED, or college transcript.</b>		
3. Have you ever held or do you currently hold any sign language credentials? If yes, attach documentation from all other certifying agencies.		
4. Have you ever been convicted, found guilty or pled no contest to a felony? If yes, you must attach detailed explanation and documentation.		
5. Have you ever been found in violation of the Qualified Interpreter-General Rules or the Deaf Persons' Interpreters Act 1982 PA 204 Amended 2007?		
6. Have you taken the Test of English Proficiency (TEP) and/or the BEI Performance test in Michigan or in another state? If yes, when and where? _____		

### TEST(S) YOU ARE APPLYING TO TAKE (Check all that apply in each box below)

<input type="checkbox"/> TEP <input type="checkbox"/> TEP Retest  <b>Note: Applicants need to only take and pass the TEP once. The prerequisite for the MI BEI Performance test is the successful passage of the MI BEI Written Test of English Proficiency (TEP). When applicants have received their TEP pass result letter from the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, then they are eligible to schedule a date for the MI BEI Performance test.</b>
<input type="checkbox"/> <b>BEI I:</b> Noncertified applicants must begin at this level. <input type="checkbox"/> <b>BEI I: Retest</b>
<input type="checkbox"/> <b>BEI II:</b> Interpreters with a valid Michigan certificate with any of the following credentials: BEI I, IC, TC, or NAD III are eligible for testing at this level. <input type="checkbox"/> <b>BEI II: Retest</b>
<input type="checkbox"/> <b>BEI III:</b> Interpreters with a valid Michigan certificate with any of the following credentials: BEI II, NIC, NIC Advanced, NIC Master, CI and/or CT, NAD IV or V, CSC, MCSC, OTC or SC:L, are eligible for BEI testing at this level or lower level. <input type="checkbox"/> <b>BEI III: Retest</b>



# MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS, BUREAU OF PROFESSIONAL LICENSING MICHIGAN BEI EXAMINATION POLICIES AND PROCEDURES

All test applications, required documentation, and payments must be mailed through the US Post Office to the mailing address listed on this form. The Bureau of Professional Licensing (the Bureau) will not accept cash or credit cards. Payment must be made by check or money order only, payable to the **State of Michigan**. If the submitted application does not include all required information, documentation and/or payment, the application will not be processed until it is complete.

Please be aware testing fees are not refundable and test dates/times are granted to applicants only once. Once the Bureau sends an email confirmation to applicants, applicants will not be able to revise their test date/time. Applicants who apply to take the Michigan BEI Test (both written and performance) have one year from their examination application date to take their exam. Division staff will notify applicants of their one year time frame date through email. If applicants fail to comply with the set timeframe, the application for examinations and fees will be subject to forfeiture.

Please review the [Policies and Procedures for Michigan Certified Interpreters](#) on our webpage for full details on Division policies and procedures.

Please send your completed application and payment through US Mail to:

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Professional Licensing  
RE: BEI Examination Application Form  
PO Box 30670  
Lansing, MI 48909

If you have any questions about the MI-BEI application process, please contact the Bureau at 517-373-8068 or at [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov).

## Helpful Links:

[Policies and Procedures for Michigan Certified Interpreters](#)  
[Bureau website tab: For Interpreters](#)