



MICHIGAN BOARD FOR EVALUATION OF INTERPRETERS

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

**MICHIGAN BEI EXAMINATION APPLICATION FORM**

\$125 MICHIGAN RESIDENT

\$175 NON-RESIDENT

**APPLICANT INFORMATION**

|   |       |   |  |
|---|-------|---|--|
| NAME (Last, First, Middle Initial)      |       | INTERPRETER TRAINING PROGRAM (required if applicable) Please add graduation date or expected graduation date. |  |
| ADDRESS (Street Number and Street Name) |       | COUNTY (Michigan residents only)  |  |
| CITY                                    | STATE | ZIP   |  |
| PRIMARY PHONE (Required)                |       | EMAIL ADDRESS (Required)  |  |
| SECONDARY PHONE:                        |       |   |  |

**QUALIFYING QUESTIONS**

**YES NO**

- |  |  |  |
|--|--|--|
| 1. Are you 18 years of age or older?<br><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?<br><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?<br>If yes, attach documentation from all other certifying agencies.  |  |  |
| 4. Have you ever been convicted, found guilty or pled no contest to a felony?<br>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?<br>If yes, when and where? _____  |  |  |

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

- TEP
- TEP Retest

**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 Division, then they are eligible to schedule a date for the MI BEI Performance test.**

- BEI I:** Noncertified applicants must begin at this level.
- BEI I: Retest**

- BEI II:** 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.
- BEI II: Retest**

- BEI III:** 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.
- BEI III: Retest**

**CODE OF PROFESSIONAL CONDUCT TENETS**

- 1. Interpreters adhere to standards of confidential communication.
- 2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
- 3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
- 4. Interpreters demonstrate respect for consumers.
- 5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
- 6. Interpreters maintain ethical business practices.
- 7. Interpreters engage in professional development.

I agree to follow the RID Professional Code of Conduct and to fully cooperate in any disciplinary reviews or fact finding investigation initiated by the Division on Deaf, DeafBlind and Hard of Hearing. The full version of the Code of Professional Conduct may be obtained from the Division office or from the RID website at [www.rid.org](http://www.rid.org).

X.....  
Applicant's signature Date

**CERTIFYING STATEMENTS**

I certify that I am 18 or older, and that I have completed a minimum of high school diploma or GED.

X.....  
Applicant's signature Date

I agree to hold in the strictest confidence all aspects of the confidential BEI testing materials. This includes, but is not limited to content, topics, vocabulary or the identity of actors on test DVDs. I understand that failure to adhere to this confidentiality commitment may result in denial or forfeiture of my application for certification and possible suspension or revocation of my current certification.

X.....  
Applicant's signature Date

I understand that I am required to update answers or information submitted herewith if the response or the information changes during the period the application is pending. I consent to a reasonable inquiry that may be necessary to verify the information I have provided on or in conjunction with this application.

X.....  
Applicant's signature Date

I understand that the *Qualified Interpreter, General Rules* ([Michigan Administrative Rules 393.5001 et seq.](#)) and the *Deaf Persons' Interpreters Act* ([MCL 393.501 et. seq.](#)) apply to the practice of interpreting, I have reviewed them, and I agree to comply with them in their present form and as they may be amended. I understand that a failure to do so may result in discipline up to and including revocation of certification.

X.....  
Applicant's signature Date

I have read, understand and will adhere to the MDCR-DODDBHH MI BEI Study Guide and [Policies and Procedures for Michigan Certified Interpreters](#). I understand that Michigan requires credentialed interpreters to annually renew certification, and to earn 2.0 Continuing Education Units (CEUs) or BEI units in order to maintain certification. I understand failure to submit mandated fees, renewal form, or proof of CEU/BEI units will result in lapse of certification, late fees, may require that I retest, and may otherwise result in discipline as provided by the Act and Rules.

X.....  
Applicant's signature Date

# MICHIGAN DEPARTMENT OF CIVIL RIGHTS DIVISION ON DEAF, DEAFBLIND AND HARD OF HEARING

## 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 Division on Deaf, DeafBlind and Hard of Hearing (the Division) will not accept cash or credit cards. Payment must be made by check or money order only, payable to the **State of Michigan**.

Test applications and payments are initially received and processed with the State of Michigan Cashier's Office for deposit and confirmation, and then are sent to the Division for final processing. This may take up to 14 business days. Submitting paperwork or payments using priority mail may expedite the date of receipt, but it will not affect the subsequent processing time. 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 Division 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 Civil Rights  
Division on Deaf, DeafBlind and Hard of Hearing  
RE: BEI Examination Application Form  
P.O. Box 30681  
Lansing, MI 48909-8181

If you have any questions about the MI-BEI application process, please contact the Division at 517-507-5223 or at [doddbhh@michigan.gov](mailto:doddbhh@michigan.gov).

### Helpful Links:

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