



Bureau of Community and Health Systems
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LARA-BCHS-Qualified-Interpreter@michigan.gov

**APPLICATION FOR A SUBSTITUTE EDUCATIONAL INTERPRETER OR A REGULARLY
 ASSIGNED EDUCATIONAL INTERPRETER NOT MEETING THE STANDARD
 (This Form Should NOT Be Used For Certification Renewal)**

Type or Print Clearly/Complete All Fields

First Name		Middle Name		Last Name	
U.S. Social Security #			Date of Birth		
Address					
City		State	Zip Code	County	
Telephone Number			Email Address		
Please choose the Regions you may accept assignments for: <input type="checkbox"/> All; <input type="checkbox"/> Region I; <input type="checkbox"/> Region II; <input type="checkbox"/> Region III; <input type="checkbox"/> Region IV; <input type="checkbox"/> Region V; <input type="checkbox"/> Region VI; <input type="checkbox"/> Region VII; <input type="checkbox"/> Region VIII <input type="checkbox"/> Out-Of-State					
List any other name or alias by which you have ever been known, including maiden name, if applicable: _____					

CHECK THE OBTAINED BY METHOD	FOR OFFICE USE ONLY	
Michigan Substitute/Underqualified Fee \$30.00 7301-05 Select the application type: <input type="checkbox"/> Substitute Educational Interpreter <input type="checkbox"/> Regularly Assigned Educational Interpreter Not Meeting the Standard	Certificate # _____	Processed: _____
Your check or money order, drawn from a U.S. financial institution and made payable to the STATE OF MICHIGAN , must accompany this request. DO NOT SEND CASH. Fees are non-refundable.		

BCHS-QI-9009 -UQAPP (6/21)

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

1. Are you 18 years of age or older? REQUIRED: Attach photocopy of valid government-issued ID.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. I have the ability and will serve the public in a fair, honest and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a Certification.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have you ever been convicted of homicide, murder, manslaughter, criminal sexual conduct in any degree, felonious assault or battery, armed robbery, extortion, larceny, embezzlement, or elder exploitation? If you answer "yes" to this question, you must submit court records AND documentation which shows at the current time you have the ability to, and are likely to, serve the public in a fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license. Documentation may include a certificate of employability, if applicable.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Your name and credential(s) will be listed in the Michigan Online Interpreter System (MOIS) based on the above information. Do you want your contact information listed with your name and credentials?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. If you are applying as a Regularly Assigned Interpreter Not Meeting the Standard, list the school district(s) you will be working for: _____ Requested school year (Example: 2020-2021): _____	
<u>Required Additional Documents:</u> Note: If you have received both an EIPA performance score of at least 4.0 and a passing score on the EIPA written examination you are not eligible to submit this application.	
<u>Substitute Educational Interpreter</u> <ul style="list-style-type: none"> • Submit your EIPA performance exam scores showing that you earned a score of at least 3.5 within the last 24 months. • Submit evidence of attaining at least 12 hours of educational interpreter training within the last 12 months and at least .2 CEUs (2 hours) in educational interpreting within the last 12 months. 	
<u>Regularly Assigned Educational Interpreter Not Meeting the Standard</u> <ul style="list-style-type: none"> • Submit your EIPA performance exam score showing that you earned a score of at least 3.5 within the last 24 months. • Submit evidence of attaining at least 12 hours of educational interpreter training within the last 12 months and at least .2 CEUs (2 hours) in educational interpreting within the last 12 months. • The school for which you will be interpreting must submit the School District Request for Exception to Educational Interpreter Standards form. 	
CERTIFICATION	
<ul style="list-style-type: none"> • I certify that the statements in this application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. • I agree to abide by the NAD-RID Code of Professional Conduct, the EIPA Guidelines of Professional Conduct for Educational Interpreters, Version August 1, 2007, and will comply with the rules and regulations for state certification and conduct of an interpreter. 	
_____ Applicant's Signature	_____ Date