



For Division Use Only:
Application Received: _____
Credential and Initial MI Certification Dates
<input type="checkbox"/> EIPA _____
Application Processed: _____
Applicable School Year: _____

## UNDERQUALIFIED 3.5-3.9 EDUCATIONAL INTERPRETER APPLICATION FOR TEMPORARY ASSIGNMENT

### ELIGIBILITY REQUIREMENTS

Per MCL 393.5027, this application form is for applicants who have EIPA Performance scores of 3.5 through 3.9 who desire to work in elementary or secondary educational settings either as short-term or long-term substitute interpreters or as underqualified interpreters. Applying for this temporary educational certification allows you to obtain **annual** Michigan certification as EDU 3.5-3.9 for the applicable school year.

Required documentation with this application must include both of the following:

- 1. BoysTown Score Sheet with seal showing assessment test date of EIPA Performance Score of 3.5 through 3.9 within the past 24 months; and
- 2. Documentation of .8 CEUs (8 hours) of educational interpreting and completion of 12 additional hours of educational interpreter training within the last 12 months.

UNDERQUALIFIED INTERPRETER INFORMATION			
You are responsible for notifying the Bureau of changes in your contact information after your initial application for Michigan certification. Failure to update changes and subsequent failure to receive information does not exempt you from any liability under the Michigan Deaf Persons' Interpreter Act.			
LEGAL NAME (First, Middle, Last)			
Please list previous names used (include any name by which you have been legally known and/or practiced professionally under)			
ADDRESS (Street Number/Name)		COUNTY (Michigan residents only)	
CITY	STATE	ZIP	
PRIMARY PHONE ( <b>Required</b> )		E-MAIL ADDRESS ( <b>Required</b> )	



### 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.

*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).*

### SIGNATURE

I attest that all information provided in this application is accurate and true and agree to abide by the Code of Professional Conduct and the EIPA Guidelines for Professional Conduct. I understand that my certificate is subject to suspension, revocation, or cancellation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications will **NOT** be processed without original signature and required documentation.

### SUBMITTAL INSTRUCTIONS

Please send your application, copy of valid government-issued ID, \$20 Endorsement application fee, and all supporting documentation through US Mail to:

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Professional Licensing  
PO Box 30670  
Lansing, MI 48909

BPLHelp@michigan.gov  
517-373-8068