



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**  
 Deaf Persons' Interpreters Act  
 Qualified Interpreter-General Rules

**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 Division 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 (Last, First, Middle Initial)		NAME (To be listed on your certification card)
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 (Required)	SECONDARY PHONE	E-MAIL ADDRESS (Required)

Do you have a felony conviction?  Yes  No  
 If yes, please attach an explanation with this application.

**MICHIGAN EDUCATION DEGREE REQUIREMENTS (MCL 393.5031)**

Please note that effective July 7, 2018, Michigan rules require completion of Associate Degree or higher in any field from an accredited institution.\*

\*Interpreters with valid state or national credentials will be exempt from this degree requirement if they received their Michigan certification prior to July 7, 2014 unless that certification lapsed for more than 30 calendar days.

**REQUIRED INFORMATION**

Please fill in the required information. EIPA Performance tests must have been taken within the last 24 months and score must be between 3.5 through 3.9.

**EIPA:**

1. EIPA Level: \_\_\_\_\_
2. Date of Test: \_\_\_\_\_
3. EIPA Performance Score: \_\_\_\_\_
4. Language mode: \_\_\_\_\_

**ANNUAL PROFESSIONAL DEVELOPMENT ACTIVITIES**

The Division will not credit any units which do not include hard copies of Certificates of Attendance or signed Letters of Attendance. Documentation of .8 CEUs (8 hours) of educational interpreting and completion of 12 additional hours of educational interpreter training within the last 12 months is required.

Course Title	Date (m/d/y)	Number of CEUs Earned

**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: X \_\_\_\_\_ 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 Civil Rights  
Division on Deaf, DeafBlind and Hard of Hearing  
RE: Underqualified 3.5-3.9 Educational Interpreter Application  
Cadillac Place  
3054 W. Grand Blvd., Suite 3-600  
Detroit, MI 48202