

Bureau of Community and Health Systems (BCHS)
Health Facility Licensing, Permits and Support Division (HFLPSD)

Qualified Interpreter (QI) Program



**Qualified Interpreters
(Apply & Renew)**

Note: This information was provided at the Board meeting and may not reflect current information.

Qualified Interpreter Program

BCHS QI Program

- Proctor the TEP and BEI Exams
- Certify Individuals
- Process and renew applications for Sign Language Interpreters

Michigan Accepted Certification Credentials

- RID – National Registry of Interpreters for the Deaf
- EIPA — Educational Interpreter Performance Assessment
- Michigan BEI Interpreter Credential — Levels 1, 2, and 3

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Highlights & Happenings

- We are excited to announce the appointment of 3 new members to the Board:
 - Linda Sykora
 - Rowan O'Dougherty
 - James Cech
- Exam scheduling is up to date. Individuals can schedule with an approved application.
- Renewal process will continue to allow expired individuals to remain on the registry while applications are being processed.



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Renewal Highlights

- All certifications renew each year (annually)
- **RID/EIPA**
 - Renewal by **June 30th**.
 - Interpreters certified with RID or EIPA credentials that fail to submit a completed renewal within **45 calendar days** following the date that the credential expired shall pay a reinstatement fee plus any late fees.
 - **RID**—only submit CEUs if the interpreter has an endorsement.
 - **EIPA**—Submit 2.0 CEUs every renewal.
- **BEI**
 - Certificate expires annually on date of initial certification.
 - Submit 2.0 CEUs every renewal.
 - Lapsed BEI certification: If the renewal lapses **90 calendar days** or more the individual is required to retest.
- **Endorsements**
 - Renews with Certification Renewal Application (No separate application is required)
 - At the end of a 4-year cycle the review of the CEUs will be conducted by the Department.



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Renewal Application Additional Documents

All Applicants

- ❖ Credential additions (RID, EIPA, BEI): Complete the Michigan Interpreter Certification Application on BCCHS website: [Qualified Interpreters \(michigan.gov\)](http://QualifiedInterpreters.michigan.gov) with a renewal application (no additional fee is required for additional credentials if done with renewal).
- ❖ If you do not wish to renew a credential attach a statement stating which credential you do not wish to renew.
- ❖ Add endorsements: attach an application and required fee.

Applicants with a BEI Credential

- ❖ Submit evidence of 2.0 CEUs (20 hours) for the current year only.
- ❖ CEU acceptable proof:
 - ❖ Certificate or signed letter of attendance
 - ❖ RID transcript with highlighted courses being used to fulfill CE requirements.
- ❖ Late Fee: \$45 If application submitted after expiration (\$30 renewal and \$15 late fee)
- ❖ Reinstatement Fee: \$170 if renewal application and documents are not sent within 90 days of expiration the applicant must be reinstated (\$125 for reinstatement, \$30 for renewal and \$15 late fee)



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Renewal Application Additional Documents

Applicants with an RID Credential

- ❖ Submit a copy of valid, renewed RID membership credential displaying current credentials or verification letter from RID
- ❖ Late Fee: \$45 if application is submitted within 45 days of expiration (\$30 for renewal and \$15 late fee)
- ❖ Reinstatement Fee: \$170 if renewal application and documents are not renewed within 45 days of expiration the applicant must be reinstated (\$125 for reinstatement, \$30 for renewal and \$15 late fee)
- **Note:** RID membership must be renewed with the Registry of Interpreters for the Deaf before renewing Michigan certification.

Applicants with an EIPA Credential

- ❖ Submit evidence of 2.0 CEUs (20 hours) for the current year only.
- ❖ CEU acceptable proof:
 - ❖ Certificate or signed letter of attendance
 - ❖ RID transcript with highlighted courses being used to fulfill CE requirements.
- ❖ Late Fee: \$45 If application submitted within 45 days of expiration (\$30 renewal and \$15 late fee)
- ❖ Reinstatement Fee: \$170 if renewal application and documents are not renewed within 45 days of expiration the applicant must be reinstated (\$125 for reinstatement, \$30 for renewal and \$15 late fee)



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Renewal RID Credentials

- RID credentials—recent changes to physical cards
- Provide proof 1 of the following:
 - Copy of the RID verification letter.
 - Download a pdf of the RID credential that shows the type of credential and expiration.
 - Please print the document and send a hard copy with the renewal application via U.S. mail.
- **Note: at this time we cannot access credentials through Credly.**



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Continuing Education Units (CEUs)

- **Rule 81:** All state-certified qualified interpreters* (BEI and EIPA) shall complete **8.0 CEUs** during each **4-year cycle** established at the time the first state credential is issued to the qualified interpreter. The CEUs shall consist (at a minimum) of all the following:
 - ✓ **5.0 CEUs** in professional studies.
 - ✓ **2.0 CEUs** in ethics.
 - ✓ **1.0 CEU** in general studies or electives.

***Rule 83(4):** Interpreters certified through RID only submit CEUs needed for endorsement purposes.

- **Rule 83:** Endorsements (for BEI and EIPA part of the 8.0 CEUs not extra) and RID credentialed with endorsement--Every 4 year cycle
 - There are 3 endorsements minimum amounts.
 - ✓ Medical (Health Care) and Mental Health **2.0**
 - ✓ Legal (Legal Related Subjects) **2.0**
 - ✓ Deaf-Blind (Deaf-Blind environments) **.8**
- **Specialty:**
 - ✓ If performing Educational Interpreting **.8**
- **Notes:**
 - ✓ For CEUs, include copies of Certificate of Attendance, Signed Letter of Attendance, or a RID transcript.
 - ✓ Highlight the courses on the RID transcript being used to fill CEU requirements.
 - ✓ CEUs are counted per the rules within a 4-year cycle from the date of certification (or date of renewal) to renewal date at the end of a 4-year cycle.



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Applications—Frequently missed information

Renewal Applications (RID/EIPA):

- Payment/Fees:
 - Renewal application post marked date no later than June 30th = \$30.
 - Late: July 1 - August 15 = \$45
 - Reinstatement: After August 15 = \$170
- RID Credentials—most up to date renewal credential (RID verification letter/pdf of credential)

Initial Certification (ALL)

- Photocopy of Government ID (Proof of being 18 years of age)
- Copy of an Official College Transcript showing the degree conferred,
- Copy of credentials
 - BEI examination letters (TEP and BEI);
 - RID copy of credential showing the type of credential(s) and the expiration date.

Endorsements (Medical/Mental Health)

- Proof of passing an English competency test or copy of official college transcript showing a Bachelor's degree or higher.
- Copy of the skills development course that focuses on sign language & interpretation of medical vocabulary.



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FAQs

1. Can we pay online or email the application?

- Not at this time. The system does not allow for electronic application submittal. Payment is processed via the Cashiers office and hard copies are transferred to the program. Send the application and payment via US mail to the address on the application. Please make your check or money order payable to the State of Michigan to:

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems
PO Box 30664
Lansing, MI 48909**

2. What is my 4-year cycle and my subtotals for the CEU categories?

- The current system does not publicly display the 4-year cycle expiration date, however our team can provide the date if an interpreter is unsure.
- CEUS submitted throughout the 4-year cycle during past renewals is a manual calculation performed by our team. BCHS recommends interpreters keep copies of their applications during the 4 year cycle to reference so they know what CEUs they have submitted.

3. Does RID Power, Privilege and Oppression (PPO) count for MI Ethics CEUs?

- Yes.



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Updated Testing Stats

Fiscal Year (FY 23) October 2022 - April 2023

TEP Test Results

Testers	Passed	Failed	% Passing Rates
28	14	14	50%

BEI Performance Test Results

Level	Testers	Pass	Fail	% Passing Rates
BEI 1 (Basic)	15	8	7	53%
BEI 2 (Advanced)	8	3	5	38%
BEI 3 (Master)	2	0	2	0%

Pending Results: TEP – 1; BEI 1 (Basic) – 6; BEI 2 (Advanced) – 6



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Fiscal Year (FY 22) 10/01/21 - 9/30/22 Accomplishments

Michigan Qualified Interpreter Program Information

FY 22 Completed Renewal	All Categories Renewal Totals*	RID	BEI	EIPA	DB	MMH	Legal
	Totals	754	533	171	50	102	336

- Estimate based on current records
- Deaf-Blind (DB)/Medical Mental Health (MMH)/Legal are endorsements and not part of total renewals



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2023 BCCHS QI Accomplishments and Announcements

- BCCHS continues to offer several TEP and BEI exam days each month.
- The updated schedule for upcoming BEI TEP exams is posted on our website. To find the schedule go to: <https://www.michigan.gov/lara/bureau-list/bchs/interpreter>, scroll to *Certification Information*, select *Michigan BEI Examination*, and select *Michigan BEI Examination Schedule*.
- Scheduling of the BEI performance exam is based on the submittal of a complete application.
- After a Michigan BEI (performance) examination application is approved, an applicant is contacted by the BCCHS team with available exam dates.
- Please be patient with exam scheduling during the renewal season. The BCCHS team starts preparing for renewals in May and processes renewals through July. Exams will still be conducted.



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2023 BCHS QI Accomplishments and Announcements continued...

- An increased number of TEP exams are being offered during May in anticipation of ITP graduates.
- Created a preliminary workgroup to revise the rule drafting.
- We plan to send out a renewal helpful hints sheet before the June renewal period.



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Our Contact Information

QI Program Staff

- Colleen Curtis, Administrative Law Specialist
- Heather Keel, Analyst

BCHS Management

- Heather Hosey, RN, BSN, Director, Health Facility Licensing, Permits & Support Division
- Larry Horvath, Director, Community and Health Systems

Phone: 517-241-0097 or 517-335-1980 (BCHS mainline)

E-mail: LARA-BCHS-Qualified Interpreter@michigan.gov



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