



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

MICHIGAN QUALIFIED INTERPRETER PROGRAM

Re: Pre-graduation/expected degree--Early TEP Test Procedure

DATE: March 25, 2022

The Michigan Qualified Interpreter Program has approved the following procedure to allow the Test for English Proficiency (TEP) to be taken pre-graduation or while a degree is being finalized, however, the final results of the TEP exam will not be given to the candidate until the candidate submits a copy of an official final transcript showing the candidate has earned an associate degree or higher from an accredited institution pursuant to rule 41 of the Qualified Interpreter General Rules, R. 393.5041.

The candidate(s) shall submit all the following:

- (a) A fully completed application on the form to take the TEP test.

The application can be found here:

https://www.michigan.gov/documents/lara/BEI_Examination_Application_12-21-17_609419_7.pdf

- (b) Include the following words on the application underneath the Test of English Proficiency (TEP): **“Pre-graduation TEP test”**

- (c) A copy of a transcript showing the student is in the last semester of earning an associate degree or higher from an accredited institution.

- (d) Valid state photo identification.

- (e) Verification of attainment of 18 years of age at the time of the application for testing if date of birth is not included on state photo identification (d).

- (f) Fees required for examination as required under MCL 393.508e.

After receipt of the application, it will be reviewed by the Program, and we will contact the applicant to be scheduled for the TEP test.

For the receipt of their final TEP test results, upon achievement of achievement of the associate or higher degree, the applicant shall submit a copy of the final official transcripts confirming graduation and showing the

degree earned by attaching it to an email with the Subject: “Pre-graduation TEP Exam—Proof of Degree Earned for Results” to LARA-BCHS-Qualified-Interpreter@michigan.gov .

Sincerely,

A handwritten signature in cursive script that reads "Heather Hosey".

Heather Hosey
Division Director
Health Facility Licensing, Permits & Support Division
Bureau of Community & Health Systems

Michigan Qualified Interpreter Program
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