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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

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MICHIGAN QUALIFIED INTERPRETER PROGRAM

Approved Mentorship Experience Procedure

The Michigan Qualified Interpreter Program has approved the following three step procedure to allow an interpreter at a lower Standard Level to interpret in a higher Standard Level setting, if they are in a supervised mentoring experience with a higher Standard Level interpreter. The organizer/entity of the Mentorship Experience shall document, maintain, and report certain information listed in this approved procedure below to provide upon request of the Michigan Qualified Interpreter Program.

Step 1: Mentorship Experience

The Organizer/Entity shall maintain Mentorship Experience information as follows:

- Details on the organizer/entity proposing the Mentorship Experience including the name(s) and contact information of the organizer/entity.
- Experience or background in interpreting of the organizer/entity. (Names, CV/resume, assurance that the organizer/entity has the expertise for the Mentorship Experience.)
- Goal and purpose of the organizer/entity's Mentorship Experience.
- Timeframe (Length of Mentorship Experience for participants).
- Recruitment specifications for mentors and mentees or the method used to choose participant mentees and supervisor mentors. (e.g., application/interview).
- Mentor supervisor credentials and supervision plan. Supervision plans must include that a mentor is present with the mentee while interpreting.
- Mentee participant conditions.
- Mentor trainings and guidelines.
- Documentation that the mentor holds the Standard Level and Endorsements required for the interpreting assignment in which they are mentoring.
- Documentation of the consent of the Deaf, Deaf-Blind, or Hard of Hearing (D/DB/HH) person prior to interpreting in a setting. See step 3 below.

The Organizer/Entity shall maintain Mentor and Mentee information as follows:

- Mentor's information (Name, certification, years of experience). Mentors shall be certified as a Michigan Qualified Interpreter at a Standard Level 2 or higher and hold an unrestricted state certification as a qualified interpreter. A mentor must hold the Standard Level and Endorsements required for the interpreting assignment in which they are mentoring.

- Mentee's information (Name, certification, years of experience). Mentees shall be certified as a Michigan Qualified Interpreter and hold an unrestricted state certification as a qualified interpreter.

Step 2: Reporting

The Organizer/Entity shall report the following information to the Michigan Qualified Interpreter Program at LARA-BCHS-Qualified-Interpreter@michigan.gov:

- Name of the organizer/entity that is providing the Mentorship Experience including contact information and brief synopsis of the Mentorship Experience details and purpose.
- Statement from the organizer/entity attesting that the Mentorship Experience complies with the requirements of this procedure.
- Name(s) of the mentors.
- Name(s) of the mentees.
- Any changes to the information reported.

Step 3: Mentor/Mentees

The Mentors/Mentees shall comply with the following:

- Mentor/Mentee shall obtain the consent of the D/DB/HH person prior to interpreting in a setting. A D/DB/HH person must be informed of the mentor/mentee roles and provide consent to the use of the mentee for the mentorship training. Consent of the D/DB/HH person can be written, or affirmed through in-person communication, but must be documented.
- A mentor/mentee who is part of a Mentorship Experience is subject to all the provisions in the [Deaf Persons' Interpreters Act](#) and the [Michigan Qualified Interpreter General Rules](#), including those provisions concerning disciplinary action.
- Mentor/Mentee participants in the Mentorship Experience shall not be hired by an appointing authority to interpret at a Level 2 under an exception, waiver, or exemption to the act or the rules.
- Mentor/Mentee participants in the Mentorship Experience shall comply with the administrative rules, state, and federal laws applying to interpreters, and the NAD-RID code of professional conduct.

Michigan Qualified Interpreter Program
Phone: 517-241-0097 or 1-833-519-7227
Email: LARA-BCHS-Qualified-Interpreter@michigan.gov

Dated: January 4, 2024