



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
Toll Free #: 1-877-453-2721
<http://www.doe.state.la.us>

**EDUCATIONAL INTERPRETER/TRANSLITERATOR
APPLICATION PACKET**

Dear Prospective Applicant,

We are pleased that you are interested in obtaining a Louisiana ancillary certificate to serve as a provisional and/or qualified educational interpreter. We are eager to work with individuals such as you who are qualified in their area of expertise. The instructions outlined in this application packet are designed to facilitate the process of obtaining your Louisiana ancillary certificate.

Application Process

The following items are required as part of a complete application packet:

1. **Application for Provisional and/or Qualified Interpreter/Transliterators Certificate** form with all information provided;
2. Official transcripts, if applicable (copies not acceptable);
3. Copy of required licensure or examination required;
4. **Professional Conduct** form with all questions answered and signed by the applicant;
5. \$50.00 **non-refundable** certification fee (check or money order, payable to the Louisiana Department of Education).
6. All information should be mailed to: Certification and Preparation, P. O. Box 94064, Baton Rouge, LA, 70804-9064.

All application materials are to be sent to the Louisiana Department of Education as a single packet. Once the complete set of application materials are received, the application packet will be evaluated for purposes of issuing a Louisiana ancillary certificate to the applicant. We regret that we are unable to process requests that are missing any of the required materials; incomplete applications will be returned to the applicant with directions as to what is missing in the application.

Contact Information

If you have any questions regarding these requirements or the certification process, please contact Andrew Vaughan, Acting Director, Division of Certification and Preparation at (225) 342-3440. If you have questions about the status of the approval of your application, contact June Street, Division of Educational Improvement and Assistance, at (225) 342-0520 or email at june.street@la.gov.



LOUISIANA DEPARTMENT OF EDUCATION
Certification and Preparation
P. O. Box 94064
Baton Rouge, LA 70804-9064

APPLICATION FOR ANCILLARY _____ **Initial** _____ **Renewal**
Educational TRANSLITERATOR Certificate

Social Security Number: _____ - _____ - _____ Date of Birth: ___/___/___ LA Cert. #: _____

Name: _____
 (First) (Middle) (Maiden) (Married)

Address: _____
 (Street) (City) (State) (Zip Code)

Requested Certificate (Please check appropriate certificate [Provisional or Qualified])

Provisional TRANSLITERATOR Certificate: The Provisional Educational Transliterator certificate is valid for one year, may be renewed annually at the request of the Louisiana employing authority, and can be held for a maximum of three years.

Guideline(s) Completed for Issuance of Provisional Certificate: (Please check one)

- Hold certification as a cued speech transliterator from a national or state recognized organization or certifying body; or
- Pass the Cued American English Competency Screening

Qualified TRANSLITERATOR Certificate: Valid for five years and may be renewed every five years at the request of the Louisiana employing authority upon completion of six semester hours of credit or equivalent continuing professional development (90 Contact hours). The six hours of credit or 90 equivalent clock hours shall be directly and substantively related to one or more of the permits or certificates held by the applicant or related to the applicant's professional competency. These hours shall be accrued beginning the date of issuance of the Qualified Educational Transliterator Certificate.

Guideline(s) Completed for the Issuance of a Qualified Certificate:

- Pass the Cued Language Transliterator State level Performance Assessment; or attain a level of 3.5 on the Educational Interpreter Performance Assessment – Cued Speech (EIPA-CS); and
- Pass the Cued Language Transliterator State Level Written Assessment.

NOTE: An individual who does not meet Qualified Educational Transliterator Certificate requirements may apply for a provisional certificate.

To be completed by Department personnel only:

I certify that the above information is complete and correct according to the records on file in this office.

 Signature of Department Staff

To be signed by Louisiana employing authority:

I hereby request the renewal of this individual's Ancillary Interpreter certificate:

 Signature of employing School/School District

 Date

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION AND PREPARATION**

PLEASE TYPE OR PRINT IN INK

<p>PROFESSIONAL CONDUCT FORM (All questions <u>must</u> be answered)</p>

NAME OF APPLICANT: (Including, First, Middle, and Married)	Social Security Number: _____ - _____ - _____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	<i>Please Check</i>	
	YES	NO
Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in what state? _____		
Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? If YES , in what state? _____		
Have you ever been convicted of any felony offense, been found guilty or entered a plea of <i>nolo contendere</i> (no contest), even if adjudication was withheld? If yes, please provide the following information: Specify the Offense: _____ Date of Offense: _____ State and Parish/County of Conviction: _____ Judicial District of Court of Conviction: _____		
<i>Have you ever been convicted of a misdemeanor offense that involves any of the following:</i> a. Sexual or physical abuse of a minor child or other illegal conduct with a minor child. b. The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law.		
Have you ever been granted a pardon or expungement for any offense as stated in #3 or #4?		

If you answered “**YES**” to any questions, #1 through #5, you must provide court **certified** copies of all documents and proceedings, civil records of Federal, State and/or District School Board actions, or other relevant documents that provide full disclosure of the nature and circumstances of **EACH** separate incident in your application packet.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teacher certificate.

SIGNATURE OF APPLICANT:	DATE:
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