



State of Louisiana
LOUISIANA COMMISSION FOR THE DEAF
Interpreter Ad Hoc Committee

Wednesday October 18, 2023
3:30PM – 6:30PM
Hybrid (In-person and ZOOM)

Meeting Minutes

- I. Call to order**
A. Meeting called to order by Committee Chair Lynne Gomez at 3:33PM
- II. Roll Call**
A. Denise Crochet (Present)
B. Earl Harden (Present)
C. Natasha Aymami (Present)
D. Milissa Welch (Absent)
E. Lynne Gomez (Present)
F. Walker Estes (Present)
G. Leslie Knowles (Present)
- III. Approval of October 18, 2023 Agenda**
A. **Motion:** Walker Estes /Earl Harden to accept the 10/18/2023 agenda.
Passed unanimously
B. **Motion:** Denise Crochet /Leslie Knowles to amend the agenda for a new IV which will be approval of changes discussed during the October 4, 2023 meeting the 10/18/2023 agenda. Passed unanimously
- IV. Approval of committee decisions made on October 4, 2023**
A. **Motion:** approval of committee decision made on October 4, 2023. Passed unanimously.
B. **NOTE:** No one moved to the motion and no one second the motion. The action will be corrected at the next meeting.
- V. Approval of the October 4, 2023 minutes**
A. **Motion:** Walker Estes/ Leslie Knowles to have a meeting on October 25, 2023 at 4:00PM to consider the October 4, 2023 meeting minutes. Passed unanimously.
B. Minutes have been postponed to October 25, 2023 meeting

VI. Public Comments (2 minute limit per person)

- A. No Public comments

VII. Old Business

- A. Educational Interpreter Administrative Code **Motion:** Earl Harden/ Leslie Knowles to move into Committee as a whole. Passed unanimously.

Motion: Denise Crochet/ Leslie Knowles to come out of committee as a whole. Passed unanimously.

Motion: Leslie Knowles/ Denise Crochet to accept the changes made during today's meeting as listed in the motion. Passed unanimously.

Motion: Walker Estes /Leslie Knowles to add a new agenda item Alternative Pathway to the October 25, 2023 meeting agenda. Passed unanimously.

1. Section 3 Minimum Qualified Interpreter – Standards qualifications requirements and registration

Qualified Interpreter in an Educational Setting Certificate

The Commission requires registration of sign language interpreters to work in educational settings.

Applicant submits verification of one from each of the following sections:

Section A. Educational Requirements

1. Associate's degree (or higher) issued by a regionally accredited institution of higher education
2. Minimum of 60 semester hours of college credit from one or more regionally accredited institutions of higher education

Section B. Knowledge/Written Exam Requirements

1. Pass the EIPA Written Test

Section C. Performance Requirements

1. Level 4.0 or above on the Educational Interpreter Performance Assessment (EIPA)
2. Valid certification from the national Registry of Interpreters for the Deaf, Inc. ~~certifying body of interpreters~~
3. Valid Board for Evaluation of Interpreters (BEI) Advanced Certification or higher issued by a state that is a licensed user of the BEI system
4. Valid National Association of the Deaf (NAD) certification level 4 or
5. ~~Deaf Interpreters-~~
 - a. ~~Valid certification from RID, Inc.~~
6. ~~Valid BEI Level IV Intermediary or V Intermediary-Deaf Interpreters~~
 - a. Valid certification from RID, Inc.
 - b. Valid BEI Level IV Intermediary or V Intermediary

Certificate is valid for five years from date of issuance

2. Section 4 Provisional Educational Interpreter Standards

Provisional Interpreter Certificate

The Commission shall approve a provisional certificate to be issued by the Department of Education for sign language interpreters to work in educational settings for individuals who meet the following qualifications. (move to section 2)

Certificate is valid for three years from date of issuance and is non-renewable.

Interpreters holding a Provisional Certificate shall work under the direct supervision of a Qualified Interpreter and are subject to the requirements as outlined in Section 12.

Applicant ~~must~~ submit ~~ss~~ verification of one from each of the following sections

Requirements

A. Educational

1. Certificate of Completion or degree from an interpreter educational program (IEP) issued by a regionally accredited institution of higher education
2. Minimum of 30 semester hours of college credit from one or more regionally accredited institutions of higher education

B. Performance

1. Valid certification from the national ~~Registry of Interpreters for the Deaf, Inc.~~ Registry of Interpreters for the Deaf, Inc. ~~certifying body of interpreter~~
2. Valid Board for Evaluation of Interpreters (BEI) Basic Certification or higher issued by a state that is a licensed user of the BEI system
3. Valid National Association of the Deaf (NAD) certification level 4 or 5
4. EIPA score of 2.5 to 3.9
5. Pre-Hire screening of the Educational Interpreter Performance Assessment (EIPA) with a result of 'OK to hire,' or 'hire with caution/supervision'
6. Arkansas QAST ~~Level III: Intermediate or higher~~ Level III: Intermediate or higher

~~7. Mississippi QAST Level II: Intermediate or higher~~ 7. Mississippi QAST Level II: Intermediate or higher

~~8. Deaf Interpreters~~ 8. Deaf Interpreters

- a. Valid certification from RID, Inc.
- b. ~~Valid BEI Level III Intermediary~~
- c. ~~NTID Certificate in Deaf Interpreting~~
- d. ~~<https://www.rit.edu/ntid/aslie/cidi>~~ Valid BEI Level III Intermediary
- e. ~~NTID Certificate in Deaf Interpreting~~
~~<https://www.rit.edu/ntid/aslie/cidi>~~

Deaf Interpreters

- ~~1. Minimum of 8 contact hours of training on the NAD-RID Code of Professional Conduct, or~~
 - ~~2. College course on NAD-RID Code of Professional Conduct from a regionally accredited institution of higher education, or~~
 - ~~3. Minimum 8 contact hours on the role and responsibilities of Certified Deaf Interpreter~~
- ~~3. and 4. must be completed within 3 years prior to date of application~~

If at any time during the three-year period, a Provisional Certificate holder satisfies the requirements listed in Section 3, they may apply for a Qualified Certificate.

Certificate is valid for three years from date of issuance and is non-renewable.

Interpreters holding a Provisional Certificate shall work under the direct supervision of a Qualified Interpreter and are subject to the requirements as outlined in [Section 12].

3. Section 6 Accepted Certificates

See Section 3. Requests for recognition of other certificates will be reviewed on a case-by-case basis. Requests for reciprocity from other states will be reviewed on a case-by-case basis.

4. Section 7 Renewal Guidelines and Continuing Education requirements

Provisional Certificate

Provisional Certificate is non-renewable.

Qualified Certificate

Certificate may be renewed upon presentation of the following

Section A. Certification

1. Valid interpreter certification (See Section 3C)

Section B. Continuing Education

Interpreters must engage in continuing professional development that enhances skills, theoretical knowledge, and ethical decision-making.

Verification is fulfilled through official RID CEU transcripts and/or BEI CEU transcripts.

Note: 10 contact hours = 1.0 RID CEU

Note: Professional and General Studies as defined by RID

1. One-hundred (100) contact hours of continuing education units/professional development accrued from the date of issuance of a Qualified Educational Interpreter Certificate.
 - a. Minimum of seventy-five hours (75) approved by RID and/or BEI approved

- i. *Maximum of three semester hours (45 contact hours) in academic coursework in interpreting or related-topics. Must be approved by RID and/or BEI.*
 - ii. *Up to twenty-five (25) contact hours may be LEA/District requirements (e.g. workshops on IEPs, special education, assessments, course content, etc.)*
2. *Distribution of one-hundred (100) contact hours*
 - a. *minimum 55% (55 contact hours) must be in Professional Studies*
 - b. *minimum of 10% (10 contact hours) must be in Power, Privilege, and Oppression (PPO)*
 - c. *maximum 35% (35 contact hours) can be in General Studies*
 - i. *Three semester hours of academic credit approved by RID and/or BEI. This satisfies 35 hours of General Studies*

Section C. ~~Fees~~Renewal Notice

LCD shall send a notice of renewal at least 60 calendar days prior to the expiration date.

5. Section 8 Registration and Registration Fees guidelines

Submit all documents and fees to LCD. Fees are non-refundable.

A. Guidelines

1. *Registration*
 - i. *Application or Renewal Form*
 - ii. *Valid documentation (see Section 3 or 4)*
 - iii. *Applicable fees*
2. *Renewal*
 - iv. *Renewal Form*
 - v. *Valid documentation (see Sections 3 and 7)*
 - vi. *Applicable fees*

B. Fees

1. *LCD will set all fees upon recommendation of the ICB*
- a. *Registration*
- b. *Renewal Fee*
- c. *Late Renewal Fee*

Expired Certificates

- *LCD will send a letter of notice on the day of expiration*
 - *A grace period of thirty days is allowed upon expiration of Certificate*
- *Expired certificates, based on EIPA scores, submit the following:*
 - *Renewal Form*
 - *Applicable Fees*
 - *verification of continuing education in the 5 years after issuance of Qualified Educational Interpreter Certification*
 - *additional testing may be required on a case-by-case basis as determined by ICB*

Exceptions for renewals when requirements are not met will be determined on a case-by-case basis by the ICB

6. Section 10 Proficiency levels

Title of Section changed from Proficiency Levels to restrictions

Provisional Sign Language Interpreter ~~working in an educational setting~~ working in an educational setting

- Restrictions: IEP meetings, mental health, school resource officer, interactions with outside agencies (i.e child and family services, police etc.)

Qualified Sign Language Interpreters

- Mental Health who hold RID or BEI Advanced or higher ~~working in an educational setting~~
- School resource officer, should it arise to an investigated nature must hold RID or BEI Advanced or higher
- Interactions with outside agencies
- Situations which could reflect a conflict of interest between the student and the interpreter should defer to NAIE
- ~~are there any restrictions for this level??~~
- ~~Can they work at all levels??~~
- ~~Can EIPA 4.0 work at any school level?~~
~~Can RID NIC work at any school level??~~
~~who will police it??~~

~~Recommendation: the student's interpreter can not interpret any interactions concerning that interpreter. If school systems have a qualified lead interpreter or interpreter (NAIE Guidelines) supervisor they will not let that happen.~~

7. Section 11 Supervision

Title of this section changed from Supervision to Student Interns

Students enrolled in a course of study leading to a certificate or degree in interpreting shall engage only in activities and services that constitute a part of a supervised course of study. The following protocols shall be followed:

- A written or oral consent shall be procured from the deaf consumer or guardian (if present); and
- Student shall be clearly identified as a student, trainee or intern.
- Student shall only work under the direct present supervision of a Qualified Interpreter

This Section has been moved to Article 9 as it applies to ALL settings/environments

8. Section 12 Supervision of Performance

Title of this section has been changed from Supervision of Performance to Maintenance Requirements for Provisional Interpreters

Submit annually (from the date of issuance of Certificate):

- Maintenance Form
- Verification
 - 20 hours of workshops and/or training ~~with a minimum of 10 hours approved as approved~~ by RID and/or BEI
 - ~~minimum 15 hours of Professional Studies~~
 - minimum 5 hours of Interpreter Ethics training

A grace period of thirty days past the due date for receipt is allowed

Provisional Certificate will ~~be revoked~~ expire when form/verification are received past the close of the grace period.

See Section 14 (Can apply again??) - refer to ICB for further development

Exceptions when requirements are not met will be determined on a case-by-case basis by the ICB and must be received 30 days prior to the due date.

9. Section 13 Grievance Policy/Compliance

- a. *This section was not address. Deferred to next meeting and moved to a new Article.*

10. Section 14 Repeal Denial Suspending or revocation of registration

- a. *This section was not address. Deferred to next meeting and moved to a new Article.*

VIII. New Business

A. Educational Interpreter Administrative Code

1. Section 15 Standards of Professional Conduct

Educational Sign Language Interpreters [Section 1] shall adhere to the following

[RID Code of Professional Conduct](#)

[NAIE Educational Interpreter Code of Ethics](#)

2. Section 16 Exemptions

This section will be moved to a new Article

Any situation can escalate into a legal, medical, or mental health crisis, therefore, no exemptions from meeting the minimum requirements will be granted to any person providing interpreting services in any educational setting, including, but not limited to, extra-curricular activities, volunteering, etc.

3. Section 1 Definitions

- a. *This section was not address. Deferred to next meeting and moved to a new Article.*

4. Section 2 Jurisdiction

- a. *This section was not address. Deferred to next meeting and moved to a new Article.*

Note:

Date of implementation was discussed. The Committee proposed the implementation dates.

- *Current holder of the DOE Certificate - July 1, 2025*
- *Alternative pathways to be determined (what or if?)*
- *Currently coming in new (including those who are not hold a state certified) - July 1, 2024*

Chapter 13- American Sign Language Interpreter Qualification Standards and Registration – New Structure. The Committee approved the new structure.

- **Article 1- Definitions**
- **Article 2- Jurisdiction**
- **Article 3- Registration Requirements**
- **Article 4- Repeal, Denial, Suspension, Revocation of Registration**
- **Article 5- Grievance Policy**
- **Article 6- General Settings *Community?***
- **Article 7- Court Settings**
- **Article 8- K-12 Education Settings**
- **Current Google Doc sections:**
 - **Section 1- Definitions (moved to Article 1)**
 - **Section 2- Jurisdiction (moved to Article 2)**
 - **Section 3- Qualified Interpreter Standard Requirements**
 - **Section 4- Provisional Interpreter Standard Requirements**
 - **(Section 5 removed by committee)**
 - **Section 6- Accepted Certificates**
 - **Section 7- Renewal Guidelines**
 - **(Section 8- moved to article 3)**
 - **(Section 9- removed by committee)**
 - **Section 10- Proficiency Levels**
 - **Section 11- Student Interns**
 - **Section 12- Maintenance Requirements for Provisional Interpreters**
 - **(Section 13- moved to Article 5)**
 - **(Section 14- move to Article 4)**
 - **Section 15- Standards of Professional Conduct**
 - **Section 16- Exceptions or Exemptions?**

IX. Announcements

- A. Interim Executive Director Jana Broussard announced the LCD Public Meeting is on Friday, October 20, 2023 from 9am – 1pm in Baton Rouge at the State Capitol.
- B. Denise Crochet – Silent moment for the loss of Janie Powell a true champion in the Louisiana Interpreting community.

X. Adjourn

- A. **Motion:** Leslie Knowles/ Earl Harden to end the meeting at 6:29PM. Passed unanimously.
- B. Chair Lynne Gomez Adjourned at 6:29PM

Note: The order of the agenda may not be followed as listed in order to accommodate presenter schedules.

American Sign Language (ASL) Interpreters and live/remote captioning will be provided. Presenters, members, and guests may submit requests for additional accessibility and accommodations prior to a scheduled meeting. Please submit a request to jazmyne.lemar@la.gov at least **one week** prior to the meeting with details of the requested accommodations.

In lieu of verbal public comment, individuals may submit a prepared statement in accordance with Senate Rule 13.79. Statements should be emailed to jazmyne.lemar@la.gov and must be received at least **24** **hours** prior to the meeting to be included in the record for the meeting.

APPROVED