



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

Wednesday October 4, 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 3:30PM
- II. Roll Call**
1. Denise Crochet (Present)
2. Earl Harden (Present)
3. Natasha Aymami (Absent – arrived at 3:35PM)
4. Milissa Welch (Present)
5. Lynne Gomez (Present)
6. Walker Estes (Present)
7. Leslie Knowles (Present)
- III. Approval of September 20, 2023 Minutes**
a. **Motion:** Denise Crochet/Milissa Welch to accept the 9/20/2023 minutes as corrected. Passed unanimously
- IV. Approval of October 4, 2023 Agenda**
a. **Motion:** Walker Estes /Milissa Welch to accept the 10/4/2023 agenda as corrected. Passed unanimously
- V. Public Comments**
a. No public comments
- VI. Old Business**
a. **Educational Interpreter Administrative Code** **Motion:** Denise Crochet/ Earl Harden to move into Committee as a whole. Passed unanimously.
i. Section 3 Minimum Qualified Interpreter – Standards qualifications requirements and registration

Qualified Interpreter in an Educational Setting Certificate

The Commission shall grant certification registration for sign language interpreters to work in educational settings.

The Commission shall approve registration for sign language interpreters to work in educational settings.

shall grant certification and require sign language interpreters in education settings to submit verifying documentation to be listed on the LCD Interpreter Registry to .

Certificate is valid for five years from date of issuance.

Applicant must submit 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 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

*Note: The above requirements are for Deaf and hearing interpreters. **Tabled and pending for further information.***

Pulled from BEI Admin Code: not have a criminal conviction that could qualify as grounds for denial, probation, suspension, or revocation of a BEI certificate, or other disciplinary action against any holder of a BEI certificate.

ii. **Section 4 Provisional Educational Interpreter Standards**

Provisional Interpreter Certificate

The Commission shall approve a provisional certificate for sign language interpreters to work in educational settings.

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 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 certifying body of interpreters*
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??*

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.

Note: The above requirements are for Deaf and hearing interpreters. Table. Pending for further discussion

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*
4. *3. and 4. must be completed within 3 years prior to date of application*

iii. Section 6 Accepted Certificates

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

iv. 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.

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. with a grade of C or higher, issued by a regionally accredited institution of higher education. This satisfies 35 hours of General Studies~~

Note: approved contact hours are verified via RID CMP and/or BEI certificate maintenance transcripts

Section C. Fees

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

v. Section 8 Registration Guidelines and Fees

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

VII. New Business

a. Educational Interpreter Administrative Code

i. Section 10 Proficiency levels

*Provisional Sign Language Interpreter working in an educational setting Certificate
are there restrictions for this level? can they work at all levels?? already mandated that this person
must work under a Qualified interpreter's supervision can remove this section??*

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

*Qualified Sign Language Interpreter working in an educational setting Certificate
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??
if yes, can remove this section*

who will police it?? burdensome and unwieldy

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

ii. Section 11 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

iii. Section 12 Supervision of Performance

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

- Maintenance Form
- Verification
 - 20 hours of workshops and/or training as approved by RID and/or BEI
 - minimum 15 hours of Professional Studies
 - minimum 5 hours of ethics training

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

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

See Section 14 (Can apply again??)

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.

iv. Section 13 Grievance policy/Compliance

LCD will receive and process grievances against sign language interpreters working in educational settings in the state of Louisiana.

Step 1. Filing a complaint or submitting a report of alleged violation

- Anyone can submit a complaint.
- LCD may initiate a report ("self-initiated report") based on information from any internal or external source indicating that a person subject to the LCD regulations may have committed acts that violate those regulations (e.g., public information concerning an LCD registered interpreter (such as court judgments or media releases that indicate a potential violation of the RID CPC and/or NAIE COE).
- Submit to LCD using the <Form> (available on the LCD website)
 - Forms must be completed in their entirety.
 - Narrative of the complaint may be completed in the language preferred by the complainant, including but not limited to ASL, ProTactile, written or spoken English.
- LCD forwards all complaints and reports to the ICB

Step 2. Complaint and Report Procedures

- Complaint
 - The ICB receives the Complaint
 - The ICB collects all documentation, relevant to the alleged violation
 - The ICB will investigate
 - Request response from the alleged violator (request response??)
- Reports
 - ICB will gather available documentation on the alleged violation.
 - Response from the alleged violator (request response??)

Step 3.

- *Conduct a hearing to review the evidence, if necessary*
- *Determination*
 - *No violation, case is closed.*
 - *If violation is found, determine sanctions*
 - *Non-public reprimand warning*
 - *Public reprimand and warning*
 - *Supervision*
 - *(Re) Education*
 - *Revocation of CEUs*
 - *Public letter of apology*
 - *Suspension of Certificate*
 - *Duration will be at the discretion of the ICB/LCD*
 - *Revocation of Certificate*
 - *Duration will be at the discretion of the ICB/LCD*
 - *Requires re-application*
 - *Ineligibility for future registration/licensure?*
- *Notification*
 - *Determination (of no sanctions)*
 - *Sanction(s)*
 - *Develop plan for carrying out sanction(s)*

Step 4. Respondent's Answer

- *Violator must respond within 30 days*
 - *Acceptance*
 - *Appeal*
 - *Failure to respond constitutes acceptance*

Step 5. Appeals Process

- *Complete <Form>*
- *Response may be completed in the language preferred by the complainant, including but not limited to ASL, ProTactile, written or spoken English.*
- *Must be new or additional evidence*
- *ICB/LCD will respond*
 - *Affirm, modify, or reverse the decision*
 - *in writing within thirty (30) days of receipt of appeal*

Step 6. Reports, Records, and Publications (lifted from RID)

- *All documents/evidence and decisions are retained in perpetuity by LCD*
- *Final decisions are publicized, only after any appeal process has concluded*
- *Sanctions will remain published indefinitely*

Modification – LCD reserves the right to modify the time periods, procedures, or application of these Procedures for good cause consistent with fundamental fairness in each case

v. Section 14 Repeal Denial Suspending or revocation of registration

- a) This section was not addressed. Deferred to the next meeting

vi. Section 15 Standards of Professional Conduct

- a) This section was not addressed. Deferred to the next meeting
- vii. Section 16 Exemptions
 - a) This section was not addressed. Deferred to the next meeting
- viii. Section 1 Definitions
 - a) This section was not addressed. Deferred to the next meeting
- ix. Section 2 Jurisdiction
 - a) This section was not addressed. Deferred to the next meeting

VIII. Announcements

- a. No Announcements

IX. Adjourn

- a. Chair Lynne Gomez Adjourned at 6:30PM
- b. **NOTE: MEETING ENDED WITHOUT A MOTION TO COME OUT OF COMMITTEE AS A WHOLE.**

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.