

Registration Checklist for the Louisiana Interpreter Registry: Education Settings

PreK-12 Education Registration

Interpreters working in prekindergarten through twelfth grade education settings can use this checklist to follow the steps for **PreK-12 Education** registration to fully register to work. By fully and accurately completing these steps, interpreters will meet the minimum standards required to work independently in PreK-12 education settings and be included on the Louisiana Interpreter Registry.

Registration functions as licensure and is legally required to work in Louisiana. Working without registration may result in disciplinary or legal action.

Education (only one of the following is required)

- Associate's degree
- Minimum of 60 semester hours of college credit

Performance (only one of the following is required)

- Registry of Interpreters for the Deaf (RID) certification



- Board for Evaluation of Interpreters (BEI) Advanced certification or higher



- Educational Interpreter Performance Assessment (EIPA) performance score of 4.0 or higher



Knowledge

- Passed the Educational Interpreter Performance Assessment (EIPA) written test

Registration (valid for five years from date of approval)

- Submit an application through the Louisiana Interpreter Registry
- Upload resume, transcripts, test scores, and credentials as applicable

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Renewal (applications will open 60 days prior to expiration date)

- Submit renewal application through the Louisiana Interpreter Registry
- Submit required documentation – proof of professional development via a valid certification from the Registry of Interpreters for the Deaf (RID) or the Board for Evaluation of Interpreters (BEI)
 - Submit 20 additional hours specific to interpreting and/or ethical practices in education and approved by Registry of Interpreters for the Deaf (RID) and/or Board for Evaluation of Interpreters (BEI)
- For those who do not hold Registry of Interpreters for the Deaf (RID) or Board for Evaluation of Interpreters (BEI) certification, 100 contact hours are required

Breakdown of approvable hours

- Minimum of 75 hours must be approved by Registry of Interpreters for the Deaf (RID) and/or Board for Evaluation of Interpreters (BEI)
- Maximum of 45 hours may be academic coursework
- Maximum of 25 hours may be received through local education agencies (LEA) and verified by a local education agency (LEA) representative

Breakdown of content categories (as defined by RID)

- Minimum of 60 hours of Professional Studies
- Maximum of 20 hours of General Studies
- Minimum of 20 hours specific to interpreting and/or ethical practices in education

Request for Exception

Requests for exceptions to any of the registration requirements due to special circumstances, recognition of other credentials, or approved registration or licensing from another state must be submitted in writing to the Louisiana Commission for the Deaf for review and may be eligible for approval on a case-by-case basis.

- Complete and submit the exception request form through the Louisiana Interpreter Registry using the request for exception upload field

Support

The Louisiana Commission for the Deaf offers resources to support the sign language interpreter workforce during all stages of their professional development. For access to one-on-one coaching, internship opportunities, and more, visit the interpreter mentorship webpage at lcd.la.gov/interpreting_mentorship_program. **Scan the QR code to learn more about the minimum standards for sign language interpreters.**

