

# Registration Checklist for the Louisiana Interpreter Registry: Education Settings

## Provisional PreK-12 Education Registration: Temporary Practice Permit – Supervised

Individuals who are practicing to gain experience in sign language interpreting in prekindergarten through twelfth grade education settings can use this checklist to follow the steps for a Temporary Practice Permit – Supervised. By fully and accurately completing these steps, individuals will be included on the Louisiana Interpreter Registry with a **Temporary Practice Permit – Supervised**. This means interpreters with this registration type can legally work to gain experience in Louisiana as an interpreter student in PreK-12 education settings under the direct supervision of a Registered PreK-12 Education interpreter.

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

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### Education

- High school diploma, GED, or higher

### Qualifications (only one of the following is required)

- Educational Interpreter Performance Assessment (EIPA) pre-hire screening result of *“hire with caution/supervision”*
- Completion of a two year interpreter training program (ITP) or senior status in a four year interpreter training program
- Participation in formal mentoring or training for interpreters

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### Supervision

Interpreters with a Temporary Practice Permit – Supervised registration must have direct, visual supervision by a Registered PreK-12 interpreter for all work assignments. All work assignments must be low risk, meaning communication events that are common within everyday life, and the outcome of the situations do not have potential serious impacts for any of the parties involved. Ensure the following is completed for each assignment:

- Confirm with the Registered interpreter providing supervision that it is a low-risk assignment
- Ensure the Registered interpreter will be available to provide direct, visual supervision
- Receive approval by all parties, including the Registered interpreter providing supervision, hiring entity, provider, and or client. The Registered interpreter is responsible for ensuring all parties provide approval

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## Registration (valid for one year and non-renewable)

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

## Extensions

Interpreters may request to extend this registration type for one additional year. The following is required:

- Complete and submit the extension request form through the Louisiana Interpreter Registry using the request for extension upload field
- Upload evidence of continued enrollment in education or training opportunities for interpreters

## 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](http://lcd.la.gov/interpreting_mentorship_program).

Scan the QR code to learn more about the minimum standards for sign language interpreters.

