

Louisiana Commission for the Deaf Interpreter Registry Request Form: Extension, Exemption, Exception

Louisiana Commission for the Deaf Interpreter Registry Extension, Exemption, or Exception Request Form

Request Date: _____

Applicant's Name: _____

Select your registration type:

- Generalist Registration
- Provisional Generalist Registration
- Generalist Temporary Practice Permit – Supervised Support
- Generalist Temporary Practice Permit – Supervised
- PreK-12 Registration
- PreK-12 Registration- Louisiana Department of Education Ancillary Certificate Holder
- Provisional PreK-12 Registration
- Provisional PreK-12 Registration- Louisiana Department of Education Provisional Certificate Holder
- PreK-12 Temporary Practice Permit – Supervised
- Court/Legal Registration
- Provisional Court/Legal Registration

Select your request type:

In the sections below, check the boxes applicable to your request(s) and review the required documentation.

All requests and supporting documentation must be submitted through the Louisiana Interpreter Registry for review and approval by the Louisiana Commission for the Deaf.

Extension Request for Registration Requirements

- Extension of the Provisional Generalist Registration: valid for one year
 - Requires evidence of completion of a minimum of one component of the certification exam process
 - Completion means interpreters have proof of having taken the exam and a score is not required
- Requires a letter explaining the reason for the requested extension
 - Requires proof of 60 contact hours of Registry of Interpreters for the Deaf (RID) or Board for Evaluation of Interpreters (BEI) approved hours within the last three years

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- Extension of the Generalist or PreK-12 Temporary Practice Permit – Supervised: valid for one year
 - Requires evidence of continued enrollment in formal training opportunities for interpreters
- Extension of the Education Requirement for PreK-12 or Provisional PreK-12 Registration
 - Requires proof of enrollment in an associate’s degree program or higher
- Extension of the Performance Requirement for PreK-12 Registration: valid for one year
 - Requires a valid Louisiana Department of Education Ancillary Certificate
 - Requires proof of progress toward achieving the new interpreter performance requirement (published in 2026).

Exemption Requests for Registration Requirements

- Exemption of the Education Requirement for PreK-12 or Provisional PreK-12 Registration
 - Requires proof of retirement as defined by a state retirement system within five years of registration; or
 - Requires proof of four or more years of full-time work in a PreK-12 educational setting
- Exemption of the Knowledge Requirement for PreK-12 Registration
 - Requires proof of Proctor status as defined by the Educational Interpreter Performance Assessment (EIPA) Written Test Administrators at Boys Town National Research Hospital

Exception Requests for Registration Requirements

- Requests for exceptions to any of the registration requirements must be submitted in writing to the commission for review and may be eligible for approval by the Board of Commissioners on a case-by-case basis. Exception requests may be submitted due to:
 - Extenuating circumstances
 - Recognition of other credentials
 - Approved registration or licensing from another state

Attach this request form and all relevant documentation to support your request to your submission on the Louisiana Interpreter Registry. Contact LCDInterpreterRegistry@la.gov for questions or support.

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Signatures Required:

Applicant

Request Date

For Office Use Only:

Please note: Levels of approval will differ depending on the type of request received, and some signatures below may not be required.

Commission for the Deaf Executive Director (or designee)

Date of Approval

Interpreter Registration Oversight Committee Chair (or designee)

Date of Recommended Approval

Commission for the Deaf Board Chair (or designee)

Date of Approval