

## **Contract Interpreter Pay Rate Formula Documentation Requirements (Updated March 30, 2006)**

Interpreters completing the “*Contract Interpreter Pay Rate Formula*” form for the **FIRST TIME** must submit documentation in **ALL AREAS**. Interpreters currently on the *Wyoming Division of Vocational Rehabilitation Sign Language Interpreters List* who are **RENEWING** their listing need only to submit the “*Contract Interpreter Pay Rate Formula*” form with documentation for all categories marked with an asterisk (\*). These interpreters who are renewing only need to submit additional documentation in areas not marked with an asterisk to show a change in status, such as additional college hours, change in certification, etc.

### **\*SIGN LANGUAGE INTERPRETER SKILLS DOCUMENTATION:**

This category has a maximum of fifty-five (55) points possible. Check the highest level that applies. The required documentation for the various levels is:

1. Copy of a valid, current RID certificate. If renewing, copy of current RID membership card;
2. Copy of a valid, current NAD certificate. If renewing, copy of current NAD membership card;
3. Copy of valid, current NIC certificate;
4. Copy of valid, current certification from another state;
5. Copy of valid, current EIPA certificate; or
6. Copy of Interpreter Training Program (ITP), Interpreter Preparation Program (IPP), Educational Interpreting Program (EIP), or Educational Interpreting Certificate Program (EICP) completion certificate **and** official transcript.

### **LANGUAGE EXPERIENCE:**

You may only claim points in this category if you have not claimed any points in the “Sign Language Interpreter Skills” category. Documentation required: Name(s) and city and state of residence of Deaf parent(s).

### **EDUCATION:**

This category has a maximum of ten (10) points possible. Check the highest level attained. Documentation required is a copy of transcripts. Points will be awarded for non-degree applicants who have the number of college credits equivalent to a degree.

Doctoral degree or a total of 92 semester/138 quarter hours beyond a bachelor’s degree

Master’s degree or a total of 36 semester/54 quarter hours beyond a bachelor’s degree

Bachelor of Arts/Bachelor of Science (BA/BS)  
BA/BS degree or a total of 120 semester/180 quarter credit hours

Associate of Arts/Associate of Science (AA/AS)  
AA/AS degree or a total of 60 semester/90 quarter credit hours

### **EDUCATION SPECIFIC TO INTERPRETING/DEAFNESS:**

This category has six (6) points possible. Additional consideration is given for a college degree/certification that is specific to one of the following fields: deafness, interpreting or linguistics (related to deafness). Documentation required is a diploma or a transcript.

### **\*PROFESSIONAL EXPERIENCE:**

This category has a maximum of twenty-six (26) points possible and is based on 60 hours per year of paid interpreting. Documentation required is a resume. If renewing and claiming additional years of experience, please include an addendum (i.e., any information that has changed on your original resume) to your resume that is on file. If not claiming an increase in the category, no addendum to your resume is needed. To determine the correct number of applicable years, only include paid experience after the age of eighteen (18).

### **\*PROFESSIONAL DEVELOPMENT:**

This category has a maximum of twelve (12) points possible. Interpreters must provide valid documentation (i.e. certificates) of workshops or classes attended, **showing the number of hours** the workshop lasted. Please **DO NOT** send in leave requests or registration forms. These will **NOT** be accepted as proof of your attendance at a workshop/class. Interpreters must have attended these workshops/classes during the 2-year period prior to the contract period. Academic coursework can also be applied to professional development. WYRID follows the RID guidelines for converting credit courses into hours. If the course is offered during a *semester*, the number of CEUs equal 1.5 per credit (i.e., a 3-credit course = 4.5 CEUs = 45 hours). If the course is offered during a *quarter*, the number of CEUs equals 1 per credit (i.e. a 3-credit course = 3 CEUs = 30 hours). You must earn a grade of C or better to count toward your professional development.

If not currently holding RID/NIC certification, you may check both professional development hours earned **AND** passed RID/NIC written test. You must include a copy of the letter from RID/NIC indicating a passing score on the written test that is still valid (not more than 5 years old).

### **\*PROFESSIONAL INVOLVEMENT:**

This category has a maximum of four (4) points possible. Check all that apply. Individual interpreters must provide copies of the following **current** membership cards or other proof of **current** membership.

1. Registry of Interpreters for the Deaf
2. Wyoming Registry of Interpreters for the Deaf
3. National Association of the Deaf
4. Deaf Association of Wyoming
5. Other professional/advocacy organizations that deal with issues facing persons who are deaf or hard-of-hearing.