



STATE OF MISSOURI  
 BOARD FOR CERTIFICATION OF INTERPRETERS (BCI)  
 APPLICATION FOR PROVISIONAL CERTIFICATE IN EDUCATION

1500 Southridge Dr., Suite 201  
 Jefferson City, MO 65109  
 (573) 526-5205 (V/TTY)

**PURPOSE OF FORM:** This form is to be used to apply for a Provisional Certificate in Education in the Missouri Interpreters Certification System (MICS).

**INSTRUCTIONS:** Return the completed and notarized form along with the appropriate fee (\$60.00 Application, Provisional Certificate in Education Fee), to MCDHH, 1500 Southridge Dr., Suite 201, Jefferson City, MO 65109. Fee payment must be in the form of either a cashier's check or money order made payable to "MCDHH/BCI Fund".

**NO PERSONAL CHECKS WILL BE ACCEPTED.**

**I. APPLICANT INFORMATION**

NAME (PRINT IN FULL, INCLUDING MIDDLE INITIAL)	SOCIAL SECURITY NUMBER
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**II. CERTIFICATION INFORMATION**

I am not currently certified. I have submitted a completed application to the State Committee of Interpreters to obtain a license. I have submitted completed application to the Board for Certification of Interpreters to test in the Missouri Interpreters Certification System.

I currently hold the following valid MICS certification  NOVICE  APPRENTICE (ATTACH COPY OF CARD)

I currently hold a valid license issued by the Missouri State Committee of Interpreters  
 License # \_\_\_\_\_ (ATTACH COPY OF LICENSE)

**III. PUBLIC SCHOOL DISTRICT (EMPLOYER INFORMATION)**

A Provisional Certificate in Education shall be limited to providing interpreting services in preschool, elementary and secondary school settings or as allowed by any other valid Missouri certification or license held by the individual above. A Provisional Certificate in Education may be revoked by the board if the person makes any misrepresentations or fails to fulfill any commitment made pursuant to 209.321 RSMo, or violates the provisions of section 209.317 or 209.334, or breaks any of the ethical rules of conduct for interpreters as established by state rule, or fails to obtain the necessary continuing education units required for certification maintenance.

START DATE OF SCHOOL YEAR (MM/DD/YY) \_\_\_\_\_ END DATE OF SCHOOL YEAR (MM/DD/YY) \_\_\_\_\_

NAME OF PUBLIC SCHOOL DISTRICT WHERE EMPLOYED \_\_\_\_\_

NAME OF PUBLIC SCHOOL ADMINISTRATOR \_\_\_\_\_ TELEPHONE NUMBER OF ADMINISTRATOR \_\_\_\_\_

**III. AFFIDAVIT OF APPLICANT**

I, the above-named applicant, being first duly sworn upon my oath, state as follows:  
 I have personally completed the foregoing application truthfully, completely and without omission;  
 The information and answers contained in the foregoing application and any attachments thereto are true and correct to the best of my knowledge and belief;  
 I will not intentionally divulge confidential information relating to the certification process, including content, topic, vocabulary, skills and or any other testing material;  
 I will comply with state laws and the rules and regulations of the Board for Certification of Interpreters; and  
 I make this affidavit knowingly, and any false statement or material omission herein subjects me to criminal penalties under section 575.050 RSMo

<b>MUST BE SIGNED IN PRESENCE OF NOTARY</b>  Notary Public Embossed Seal Or Stamp	SIGNATURE OF APPLICANT	DATE
	STATE	COUNTY (Or City Of St. Louis)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ 20	
	NOTARY PUBLIC SIGNATURE	My Commission Expires
NOTARY PUBLIC NAME (Typed Or Printed)		

**FOR OFFICE USE ONLY**

Date Received	PCED Start Date	PCED End Date	Fee Paid	Money Order/Cashier's Check Number	Received By
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Verified Application With State Committee Of Interpreters (Date And Initials)

**Title 5—DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**Division 100—Missouri Commission for the Deaf and Hard of Hearing**  
**Chapter 200—Board for Certification of Interpreters**  
**Provisional Certificate in Education**

209.321. 1. No person shall represent himself or herself as an interpreter or engage in the practice of interpreting as defined in section 209.285 in the state of Missouri unless such person is licensed as required by the provisions of sections 209.319 to 209.339.

8. (1) The board for certification of interpreters shall grant a provisional certificate in education for any applicant who meets either of the following criteria:

(a) The applicant possesses a current valid certification in the Missouri interpreters certification system at either the novice or apprentice level and holds a valid license to provide interpreting services; or

(b) The applicant has submitted an application for certification in the Missouri interpreters certification system and an application for an interpreting license pursuant to sections 209.319 to 209.339 and has taken the written test and performance test or attests that he or she will complete the certification and licensure applications and take the written test within sixty days following the date of application for a provisional certificate in education and will complete the performance test within sixty days following passage of the written test.

(2) The board shall issue the provisional certificate in education within ten business days following receipt of a complete application.

(3) A provisional certificate issued under paragraph (a) of subdivision (1) of this subsection shall be valid for a term of three years and shall be renewed by the board, upon request by the certificate holder, for one additional term of three years if the certificate holder is reevaluated during the first term of issuance and achieves a higher level of certification in the Missouri interpreter certification system.

(4) A provisional certificate issued under paragraph (b) of subdivision (1) of this subsection shall be valid for one year and shall be renewed, upon request by the certificate holder, pursuant to subdivision (3) of this subsection if the certificate holder is reevaluated during the term of issuance and achieves a certification in the Missouri interpreter certification system. Such renewed certificate shall be subject to the term length and renewal provisions of subdivision (3) of this subsection.

(5) A provisional certificate in education shall be limited to providing interpreters services in preschool, elementary and secondary school settings or as allowed by any other valid Missouri certification or license held by the individual.

(6) A provisional certificate in education may be revoked by the board if the person makes any misrepresentations or fails to fulfill any commitment made pursuant to paragraph (b) of subdivision (1) of this subsection, or violates the provisions of section 209.317 or 209.334 or breaks any of the ethical rules of conduct for interpreters as established by state rule or fails to obtain the necessary continuing education credits required for certification maintenance.

**PUBLIC NOTICE: The Board for Certification of Interpreters wishes to emphasize that the PCED may be revoked by the board if the person makes any misrepresentations pursuant to paragraph (1)(C)2. above, or if the person commits any of the actions listed in 209.317.1(1)-(5), RSMo, or 209.334.2 (1)-(14), RSMo. It may also be revoked by the board if the holder breaks any of the Ethical Rules of Conduct for interpreters defined in 4 CSR 232-3.010, or fails to obtain the necessary Continuing Education Units required for certification maintenance as detailed in 5 CSR 100-200.130. PCED holders who plan to apply for an extension of their certification are STRONGLY URGED to take the certification test several months before the expiration of their PCED. Interpreters must have a certification and license to practice.**

I, the undersigned, have read the statute concerning the Provisional Certificate in Education, as well as the above PUBLIC NOTICE, and fully understand my responsibility pursuant to the rule and notice.

**PCED Applicant**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

(12/15/04)



STATE OF MISSOURI  
 BOARD FOR CERTIFICATION OF INTERPRETERS (BCI)  
**INTERPRETER REGISTRY INFORMATION FORM**

1500 Southridge Dr., Suite 201  
 Jefferson City, MO 65109  
 (573) 526-5205 (V/TTY)

**PURPOSE OF FORM:** This form is to be used to register in the Missouri Interpreters Certification System (MICS).

**INSTRUCTIONS:** Return the completed and notarized form to MCDHH, 1500 Southridge Dr., Suite 201, Jefferson City, MO 65109.

**I. APPLICANT INFORMATION**

NAME (PRINT IN FULL, INCLUDING MIDDLE INITIAL)		TELEPHONE NUMBER (BEST TO REACH YOU)
PREVIOUS NAME(S) (IF ANY)	DATE OF BIRTH	ALTERNATE TELEPHONE NUMBER
EMAIL ADDRESS		SOCIAL SECURITY NUMBER
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE, COUNTY)		
YEAR DIPLOMA OR GENERAL EQUIVALENCY DIPLOMA (GED) WAS RECEIVED		

**III. AFFIDAVIT OF APPLICANT**

I, the above-named applicant, being first duly sworn upon my oath, state as follows:  
 I have personally completed the forgoing application truthfully, completely and without omission;  
 The information and answers contained in the foregoing application and any attachments thereto are true and correct to the best of my knowledge and belief;  
 I will not intentionally divulge confidential information relating to the certification process, including content, topic, vocabulary, skills and or any other testing material;  
 I will comply with state laws and the rules and regulations of the Board for Certification of Interpreters; and  
 I make this affidavit knowingly, and any false statement or material omission herein subjects me to criminal penalties under section 575.050 RSMo

<b>MUST BE SIGNED IN PRESENCE OF NOTARY</b>	SIGNATURE OF APPLICANT	DATE
Notary Public Embossed Seal Or Stamp	STATE	COUNTY (Or City Of St. Louis)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF 20	
	NOTARY PUBLIC SIGNATURE	My Commission Expires
	NOTARY PUBLIC NAME (Typed Or Printed)	

**FOR OFFICE USE ONLY**

Date Received	Received By	Date Entered In Database	Entered In Database By
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