

**Updated version of Rules, effective November 30, 2016**

**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**

**5 CSR 100-200.010 General Organization**

*PURPOSE: This rule describes the composition, primary duty, record keeping, and meeting procedures of the Board for Certification of Interpreters.*

- (1) The Missouri Commission for the Deaf and Hard of Hearing (MCDHH) is established and governed by sections 161.400 through 161.410, RSMo, and these rules.
- (2) The Board for Certification of Interpreters (BCI) is established and governed under the MCDHH by the relevant provisions of sections 209.285 through 209.339, RSMo, and these rules.
- (3) The public may obtain information from, as well as make submissions to, the BCI by submitting their requests or materials in writing to the Missouri Interpreter Certification System (MICS) coordinator at the MCDHH office.
  - (A) All public records of the BCI shall be open for inspection and copying by persons in the general public during normal business hours as required by Chapter 610, RSMo. However, records closed pursuant to section 610.021, RSMo, compiled in connection with the investigation of a complaint against the certification process, or compiled for the purpose of processing applications for certification are confidential and therefore not subject to inspection by the public.
  - (B) A fee may be charged by the BCI for making copies of its records. See 5 CSR 100- 200.150 Fees.
  - (C) It shall be improper for any BCI member, MCDHH member, or MCDHH staff member to discuss with any person, except members of the BCI, MCDHH, staff of the MCDHH, State Committee of Interpreters, staff of the State Committee of Interpreters, or counsel for any of these agencies, any matter which is confidential, including complaints against the certification process, that is pending before the BCI, MCDHH, State Committee of Interpreters, or the Administrative Hearing Commission.
- (4) All meetings of the BCI not closed pursuant to the provisions of section 610.021, RSMo, shall be open to any person in the general public.
- (5) Individuals wishing to make a presentation at a BCI meeting must submit their requests in writing to the executive director of the MCDHH a minimum of three (3) working days prior to the meeting.

*AUTHORITY: sections 209.287 and 209.292, RSMo Supp. 2013, and section 209.295(8), RSMo 2000.\* Original rule filed June 20, 1996, effective Jan. 30, 1997. Amended: Filed May 14, 1997, effective Dec. 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014.*

*\*Original authority: 209.287, RSMo 1994, amended 2002; 209.292, RSMo 1994, amended 2002; and 209.295, RSMo 1994.*

## **5 CSR 100-200.030 Missouri Interpreters Certification System**

(Rescinded September 30, 2014)

*AUTHORITY: sections 209.292(1), (2) and (11), RSMo Supp. 2004 and 209.295(8) and 209.305, RSMo 2000. Original rule filed June 20, 1996, effective Jan. 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Feb. 7, 2005, effective Aug. 30, 2005. Rescinded: Filed Jan. 28, 2014, effective Sept. 30, 2014.*

## **5 CSR 100-200.035 Missouri Interpreters Certification System**

*PURPOSE: This rule describes the Missouri Interpreters Certification System (MICS) examinations and the certifications issued by the MICS.*

- (1) Any individual who practices interpreting in the state of Missouri as defined in sections 209.285 and 209.321, RSMo, must be certified by the Missouri Interpreters Certification System (MICS), except as allowed by statute.
- (2) The Board for Certification of Interpreters (BCI) may purchase or develop materials to be used as the most appropriate testing materials for certifying interpreters in the state of Missouri. The BCI may contract with other certifying agencies to proctor their certification tests and evaluations and is authorized to charge a fee for its proctoring services as established in 5 CSR 100-200.150, in addition to collecting and forwarding the fee charged by the other certifying entity.
- (3) The MICS has two (2) basic components: a written test of English proficiency and a performance test. A person is required to obtain a passing score on the written test taken before being allowed to take the performance test.
- (4) The performance test is the measurement tool used to analyze the performance skills and determine the applicant's ability to facilitate communication between deaf or hard of hearing people and persons who are hearing. The MICS performance evaluation standards shall be based upon the testing materials used by Texas Board for Evaluation of Interpreters (BEI).
- (5) The types and levels of interpreter certification granted by the MICS are Basic, Advanced, Master, Restricted Certification in Education (K-6), Restricted Certification in Education (7-12), Provisional Certificate in Education, Provisional Certification (aka Learner's Permit), and the Intern/Practicum Certification.
  - (A) The Provisional Certificate in Education is issued for a term determined by statute.
  - (B) The Intern/Practicum Certification is issued for a term specified pursuant to 5 CSR 100-200.085.
  - (C) The Provisional Certification (aka Learner's Permit) is issued for a term determined by section 2093309, RS Mo.

(D) All other certifications are permanent, subject to annual renewal.

(6) To obtain a MICS Basic Certification, an applicant must meet the eligibility and application requirements of 20 CSR 100-200.050, pass the written test of English proficiency, and pass the Basic Performance Test.

(7) To obtain a MICS Advanced Certification, an applicant must meet the eligibility and application requirements of 20 CSR 100-200.050, pass the written test of English proficiency, and pass the Advanced Performance Test.

(8) To obtain a MICS Master Certification, an applicant must meet the eligibility and application requirements of 20 CSR 100-200.050, pass the written test of English proficiency, and pass the Master Performance Test.

(9) All MICS certifications except for the Intern/Practicum Certification are subject to renewal annually pursuant to 5 CSR 100-200.125, provided that the holder commits no violation of any provision of the *Revised Statutes of Missouri* or the *Missouri Code of State Regulations* pertaining to interpreter certification or licensure.

(10) Transitional Provisions.

(A) The following MICS certifications issued based on performance tests taken prior to September 30, 2014 have been converted to the certifications established in this rule:

1. Comprehensive to Master;
2. Advanced to Advanced; and
3. Intermediate to Basic.

(B) The conversion of prior MICS certifications pursuant to 5 CSR 100-200.035(10)(A) to the new certification levels does not certify that the holder passed the written test of English proficiency or the corresponding level's performance test. It does not entitle the holder to reciprocity with another BEI certifying entity.

(C) All other certifications issued prior to the effective date of this rule shall remain in full force and with the same rights, restrictions, and limitations as existed previously. Any person, who takes the written test and the performance evaluation under 5 CSR 100- 200.030 prior to the effective date of the rule and earns a Comprehensive, Advanced, or Intermediate certification, shall be issued a Master, Advanced, or Basic, respectively, as set forth in subsection (A) of this section.

*AUTHORITY: section 209.292, RSMo Supp. 2013, and section 209.295, RSMo 2000.\* Original rule filed Jan. 28, 2014, effective Sept. 30, 2014. Amended: Filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292, RSMo 1994, amended 2002 and 209.295, RSMo 1994.*

#### **5 CSR 100-200.040 Restricted Certification in Education**

*PURPOSE: This rule outlines how individuals may be granted a Restricted Certification in Education which will allow the holder to interpret only in elementary and secondary educational settings.*

(1) The Restricted Certification in Education (RCED) shall be issued as either an RCED (K–6), or an RCED (7–12).

(A) The RCED (K–6) shall be valid only for interpreting in kindergarten through grade six (6) as set forth in 5 CSR 100-200.170.

(B) The RCED (7–12) shall be valid only for interpreting in grades seven (7) through twelve (12) as set forth in 5 CSR 100- 200.170.

(2) An RCED may be obtained only by conversion pursuant to rule 5 CSR 100-200.100.

(A) The RCED (K-6) shall be issued to each applicant for conversion pursuant to rule 5 CSR 100-200.100 who receives a score of 4.0 or higher on the EIPA examination (K-6).

(B) The RCED (7-12) shall be issued to each applicant for conversion pursuant to rule 5 CSR 100-200.100 who receives a score of 4.0 or higher on the EIPA examination (7-12).

(3) All RCED certificates shall be issued with an appropriate endorsement showing the communication mode in which the recipient is qualified. The communication mode endorsement shall be one (1) of the following:

(A) American Sign Language (ASL)

(B) Pidgin Signed English (PSE)

(C) Signing Exact English (SEE)/Manually Coded English (MCE)

(4) An applicant may obtain both RCED certifications, with different formats and/or communication mode endorsements, but for each RCED the applicant must submit a new application, and pay the appropriate fee(s).

*AUTHORITY: section 209.292(1), RSMo Supp. 2013, and sections 209.295(1), (3), and (8), RSMo 2000.\* Original rule filed May 14, 1997, effective Dec. 30, 1997. Amended: Filed Oct. 21, 1997, effective April 30, 1998. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014. Amended: Filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292 RSMo 1994, amended 2002 and 209.295, RSMo 1994.*

### **5 CSR 100-200.045 Provisional Certificate in Education**

*PURPOSE: This rule outlines how an individual may be granted a Provisional Certificate in Education for interpreting only in preschool, elementary and secondary school settings.*

(1) The Board for Certification of Interpreters shall grant a Provisional Certificate in Education to any applicant who submits an application pursuant to 5 CSR 100-200.050 and meets the criteria set forth in section 209.321.8, RSMo.

(2) On or before December 2 of each year, holders of the Provisional Certificate in Education shall submit the Continuing Education Units (CEU) processing fee specified in 5 CSR 100-200.150 and verification of compliance with the certification maintenance requirements set forth in 5 CSR 100-200.130 on a form prescribed by the board.

*AUTHORITY: sections 209.292(1) and 209.321(8), RSMo Supp. 2013, and sections 209.295(1), (3), and (8), and 209.309, RSMo 2000.\* Emergency rule filed Aug. 8, 2003, effective Aug. 18, 2003, expired Feb. 14, 2004. Emergency amendment filed May 6, 2004, effective June 1, 2004, expired Nov. 27, 2004. Original rule filed Aug. 11, 2003, effective Feb. 29, 2004. Rescinded and readopted: Filed Feb. 7, 2005, effective Aug. 30, 2005. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014.*

*\*Original authority: 209.292, RSMo 1994, amended 2002; 209.295, RSMo 1994; and 209.321, RSMo 1994, amended 2002, 2004.*

### **5 CSR 100-200.047 Provisional Certification (aka Learner's Permit)**

*PURPOSE: This rule outlines how individuals may be granted a Provisional Certification (aka Learner's Permit).*

To obtain the Provisional Certification (aka Learner's Permit) (LP), an applicant must meet the eligibility and application requirements of 20 CSR 100200.050, pass the written test of English proficiency, and receive a non-passing score on the Basic Performance Test.

*AUTHORITY: sections 209.295(1), (3), and (8), and 209.30, RSMo 2000 \*Original rule filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.295, RSMo 1994 & 209.309, RSMo 1994.*

### **5 CSR 100-200.050 Application for Interpreter Certification in Missouri**

*PURPOSE: This rule provides information regarding application procedures for interpreter certification in Missouri.*

(1) To be eligible for certification in the Missouri Interpreters Certification System (MICS), each applicant must:

(A) Be eighteen (18) years of age or older; and

(B) Have completed a minimum of thirty (30) credit hours from an accredited college or university before taking the written test of English proficiency and have earned an associate degree and/or a minimum of sixty (60) credit hours from an accredited college or university before taking the performance examination. An applicant who is currently certified at the Novice, Apprentice, RCED, Basic, Advanced, or Master levels by MICS and applies for a higher level of certification is not required to meet this educational requirement.

(2) An application for certification must be completed on a form developed by the Board for Certification of Interpreters. Application forms may be obtained from the Missouri Commission for the Deaf and Hard of Hearing.

(3) Applicants who do not meet the eligibility and application requirements will be informed in writing of denial. This correspondence will indicate the reason(s) for the denial.

(4) An application must be completed, and submitted with the appropriate fee in order for the applicant to be considered for the certification process.

(5) The completed application must clearly describe the applicant's intent to—

(A) Obtain a MICS Basic, Advanced, or Master Certification through written and performance testing;

(B) Obtain an Intern/Practicum Certification or Provisional Certification (aka Learner's Permit);  
or

(C) Convert certification.

(6) Applicants desiring to take the written test will be responsible for scheduling the date, time and location of their written test with the coordinator. The written test will be waived for individuals requesting reevaluation. See 5 CSR 100-200.070(5) and 5 CSR 100- 200.075.

(7) Applicants not available for the written or performance examination within twelve (12) months of the date of their application will forfeit both their application and application fee. Any such applicants will have to reapply as outlined above, and submit a new application along with the appropriate application fee.

*AUTHORITY: section 209.292(1), RSMo Supp. 2013, and sections 209.295(1) and (8), RSMo 2000.\* Original rule filed June 20, 1996, effective Jan. 30, 1997. Amended: Filed May 14, 1997, effective Dec. 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014. Amended: Filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292 RSMo 1994, amended 2002 and 209.295, RSMo 1994.*

## **5 CSR 100-200.060 Written Test**

*PURPOSE: This rule provides information concerning the written test in the Missouri Interpreter Certification System.*

(1) The form, content, method of administration, passing standards, and method of scheduling of written tests in the Missouri Interpreters Certification System (MICS) shall be determined by the Board for Certification of Interpreters (BCI).

(2) MICS written tests for groups of applicants shall be offered offsite throughout the state of Missouri as often as feasible. In addition, the MICS written test may normally be taken by individual applicants at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) on any weekday if it is scheduled with the coordinator at least three (3) days in advance.

(3) All applicants will, upon request, be informed of approved offsite locations for taking the MICS written test.

(4) The written test fee must be received at the MCDHH office prior to applicants being allowed to take the written test.

(5) All applicants failing to appear for a scheduled written test without reasonable prior notice, except in emergencies, will forfeit both their application and their application fee. When reasonable prior notice is given, or failure to appear is due to an emergency, the applicant will be allowed to reschedule their written test for some future time.

(6) All applicants will be notified of their test results in writing.

(7) All applicants must have a passing score as defined by the Texas Board for Examination of Interpreters (BEI) on the written test of English proficiency in order to qualify for taking the performance test.

(8) Any applicant unable to obtain a passing score on the written test of English proficiency cannot retake for six (6) months from the date of their last written test of English proficiency. Any applicant may reapply to take the written test of English proficiency by submitting a new application form along with the appropriate application fee.

*AUTHORITY: section 209.292.1, RSMo Supp. 2013, and Sections 209.295(1),(3), and (8), RSMo 2000.\* Original rule filed June 20, 1996, effective Jan. 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed May 27, 2005, effective Dec. 30, 2005. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014. Amended: Filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292, RSMo 1994, amended 2002 and 209.295, RSMo 1994.*

## **5 CSR 100-200.070 Performance Test and Evaluation**

*PURPOSE: This rule provides information concerning the performance test and evaluation in the Missouri Interpreters Certification System.*

(1) The form, content, method of administration, passing standards, and method of scheduling of performance tests and evaluations in the Missouri Interpreters Certification System (MICS) shall be determined by the Board for Certification of Interpreters (BCI).

(2) Performance tests may normally be taken by individual applicants at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) on any weekday if they are scheduled with the coordinator at least thirty (30) days in advance.

(3) The performance test fee and application fee must be received at the office of the MCDHH at least thirty (30) days prior to the date of their performance test and shall designate which performance test, Basic, Advanced, or Master Certifications is requested.

(A) Any applicant who has passed the written examination may take the Basic level performance exam.

(B) Any applicant who has passed the written examination and holds a current Basic Certification may take the Advanced performance exam.

(C) Any applicant who has passed the written examination and holds a current Advanced Certification, or its equivalent, may take the Master performance exam. The following current certifications are deemed equivalent to the Advanced Certification:

1. National Interpreter Certification (NIC);
2. Comprehensive Skills Certificate (CSC); and
3. Certificate of Interpreting/Certificate of Transliterating (CI/CT).

(4) The coordinator of the MICS will inform all applicants of their evaluation results by letter after the completion of their performance evaluation.

(A) Included with the letter will be a wallet- sized certificate bearing the signature of the executive director of the MCDHH indicating the type or level of certification granted by the evaluators.

(B) A larger certificate suitable for framing and hanging on a wall may be issued if the applicant so desires and pays the appropriate fee.

(5) If the applicant does not pass the performance test, no certification will be issued. In such an instance—

(A) The applicant may not retake the performance test until at least six (6) months have passed from the date of his/her last performance test; and

(B) In all such cases of reevaluation, the written test will be waived.

*AUTHORITY: section 209.3292.1, RSMo Supp. 2013, and sections 209.295 (1), (3), and (8) and 209.299, RSMo 2000. \*Original rule filed June 20, 1996, effective Jan 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014. Amended: Filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292, RSMo 1994, amended 2002 and 209.295, RSMo 1994.*

## **5 CSR 100-200.075 Voluntary Recertification**

(Rescinded September 30, 2014)

*AUTHORITY: sections 209.292(1), (2), and (11), RSMo Supp. 2003 and 209.295(8), RSMo 2000. Original rule filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Rescinded: Filed Jan. 28, 2014, effective Sept. 30, 2014.*

## **5 CSR 100-200.085 Intern/Practicum Certification**

*PURPOSE: This rule outlines the criteria necessary to obtain Intern/Practicum Certification by students currently enrolled in an accredited Interpreter Training Program.*

(1) Intern/Practicum Certification (IPC) will be granted to a student applicant upon verification of registration in an interpreting practicum or internship course in an Interpreter Training Program (ITP) that is recognized by the Board for Certification of Interpreters (BCI) and housed in a regionally accredited institution of higher education.

(2) The applicant's ITP director/coordinator is responsible for notifying the BCI regarding the effective start and end dates of the IPC.

(3) If the requirements of sections (1) and (2) above are met, a student applicant need only submit the appropriate application form and fee in order to obtain the IPC.

(4) A student with IPC must follow the established guidelines and requirements of their ITP during their interpreting practicum or internship course.



(5) Should a student with an IPC either withdraw from or be denied admission to their interpreter practicum or internship course for any reason, their ITP director/coordinator is responsible for immediately notifying the BCI so that the student's IPC may be revoked.

*AUTHORITY: sections 209.295(8) and 209.297(2), RSMo 2000.\* Original rule filed Nov. 27, 1996, effective July 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002.*

*\*Original authority: 209.295, RSMo 1994 and 209.297, RSMo 1994.*

### **5 CSR 100-200.090 Temporary Interpreting Permit Eligibility**

(Rescinded March 30, 2002)

*AUTHORITY: sections 209.295(8), 209.297(2) and 209.309, RSMo 1994. Original rule filed June 20, 1996, effective Jan. 30, 1997. Amended: Filed April 17, 1998, effective Nov. 30, 1998. Rescinded: Filed July 26, 2001, effective March 30, 2002.*

### **5 CSR 100-200.095 Certified Deaf Interpreter Certification**

*PURPOSE: This rule outlines how individuals may be granted a Certified Deaf Interpreter Certification.*

(1) Certification as a Certified Deaf Interpreter (MO-CDI) may be obtained only by conversion pursuant to rule 5 CSR 100-200.100 by an applicant who receives a passing score on any of the following tests administered by the Texas Department of Assistive and Rehabilitative Services:

- (A) Level III Intermediary;
- (B) Level IV Intermediary; or
- (C) Level V Intermediary.

*AUTHORITY: section 209.292.1, RSMo Supp. 2013, and section 209.295. RSMo 2000.*

*\*Original rule filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292, RSMo 1994, amended 2002 and 209.295, RSMO 1994.*

### **5 CSR 100-200.100 Certification Conversion Procedures**

*PURPOSE: This rule provides information regarding certification conversion procedures.*

(1) Interpreters who have been certified by a certifying entity other than the Missouri Interpreters Certification System (MICS) may apply for conversion of their certification into an MICS certification.

(2) An applicant for certification conversion shall comply with all requirements of the rule established in 5 CSR 100-200.050 for application procedures.

(3) An application for certification conversion shall include:

- (A) A completed application form;
- (B) A copy of any current and unexpired certification from the previous certifying entity that indicates a level, category or ranking of interpreting skill;

(C) An authorization form signed by the applicant for release of information from the previous certifying entity; and

(D) The appropriate conversion fee.

(4) The authorization for release of information must include the name, address, and phone number of the previous certifying entity in order for the Board for Certification of Interpreters, if needed, to obtain:

(A) Evaluation results;

(B) Passing criteria;

(C) Relevant statutes, codes, and policies concerning the applicable certification; and

(D) Description of testing materials, including:

1. Pass/fail, levels, single-level or dual-level certification;
2. Minimum passing score or minimum passing scores for each level;
3. Requirements for evaluators or composition of the evaluation team;
4. Assessment of receptive and expressive skills in the areas of both interpreting and transliterating; and
5. Scoring or rating method.

(5) Conversion into the appropriate certification level of the MICS shall be based on a comparison of the evaluation systems, and, if needed, specific information received from the previous certifying entity's evaluation system, as outlined in section (4) above, will be compared with the MICS. As a result of the comparison, an applicant for conversion may be granted a lower, similar, or higher certification in the MICS than from the previous certifying entity.

(6) An application for certification conversion may be denied because of either incompatibility of the evaluation systems or insufficient information from either the applicant or the previous certifying entity as outlined in sections (3) and (4) of this rule. If an application for conversion is denied, the applicant will be notified of the denial by letter, and will be required to take both the written test and the performance test in order to be certified in the MICS.

*AUTHORITY: sections 209.292(9), RSMo Supp. 2003 and 209.295(3) and (4), RSMo 2000.\* Original rule filed April 17, 1998, effective Nov. 30, 1998. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004.*

*\*Original authority: 209.292, RSMo 1994, amended 2002 and 209.295, RSMo 1994.*

## **5 CSR 100-200.110 Grandfather Clause**

*(Rescinded March 30, 2002)*

*AUTHORITY: section 209.292(9), RSMo 1994. Original rule filed Nov. 27, 1996, effective July 30, 1997. Rescinded: Filed July 26, 2001, effective March 30, 2002.*

## **5 CSR 100-200.120 Certification Validation**

*(Rescinded March 30, 2002)*

*AUTHORITY: sections 209.287, 209.292 and 209.309, RSMo 1994. Original rule filed June 20, 1996, effective Jan. 30, 1997. Rescinded: Filed July 26, 2001, effective March 30, 2002.*

## **5 CSR 100-200.125 Certification Renewal**

*PURPOSE: This rule outlines the procedures for filing for renewal of certifications in the Missouri Interpreters Certification System.*

(1) All holders of certifications in the Missouri Interpreters Certification System shall renew their certifications annually by submitting the following items to the Board for Certification of Interpreters on or before sixty (60) days prior to the licensing date established by the Missouri State Committee of Interpreters:

(A) Renewal form;

(B) A completed Continuing Education Unit (CEU) form accompanied by supporting documentation as required by 5 CSR 100-200.130;

(C) Renewal fee; and

(D) CEU processing fee.

(2) This rule does not apply to holders of the three (3)-year term certifications of Novice and Apprentice when those certifications expire on or before the annual renewal date.

(3) This rule does not apply to holders of the nonrenewable Intern/Practicum Certification discussed in 5 CSR 100-200.085.

*AUTHORITY: sections 209.295(1), (2) and (8), 209.309 and 209.311, RSMo 2000.\* Original rule filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004.*

*\*Original authority: 209.295, RSMo 1994; 209.309, RSMo 1994; and 209.311, RSMo 1994.*

## **5 CSR 100-200.130 Certification Maintenance**

*PURPOSE: This rule provides information regarding the minimum requirements for certification maintenance in the Missouri Interpreters Certification System.*

(1) Annual participation in a continuing education program is required for interpreters certified in the Missouri Interpreters Certification System (MICS). This program involves study and performance options which must have prior approval from the Board for Certification of Interpreters (BCI) and which fulfill the requirements for certification maintenance in the MICS. This program may include seminars, lectures, conferences, workshops, extension study, correspondence courses, teaching, mentorship, self-study, and other options, all of which must be approved by the BCI and must be related to interpreting.

(A) Program options may provide for evaluation methods to assure satisfactory completion by participants.

(B) The BCI shall ensure that persons responsible for the delivery or content of program options are qualified in the subject matter by education, experience, and expertise.

(C) Presentations or program options offering MICS Continuing Education Units (CEUs) may be approved through any of the following methods:

1. All presentations and workshops offered by an Interpreter Training Program (ITP) recognized by the BCI and housed in an accredited institution of higher education will automatically be approved for MICS CEUs;
2. All presentations and workshops that give attendees CEUs approved by the Registry of Interpreters for the Deaf (RID) will automatically be approved for MICS CEUs;
3. MICS CEUs will be given for undergraduate or graduate studies related to interpreting in any regionally accredited institution of higher education. Satisfactory proof of course completion, as required by the BCI, must be submitted in order for CEUs to be granted. The following hourly equivalents will be used by the BCI in issuing course-related MICS CEUs:
  - A. 3 college credit hour course = 45 contact hours;
  - B. 2 college credit hour course = 30 contact hours; and
  - C. 1 college credit hour course = 15 contact hours.

4. The BCI may approve continuing education presentations and program options other than those offered by an ITP or the RID if they meet the following criteria prior to the event:

- A. Application should be submitted not less than thirty (30) days prior to the event. Applications received less than thirty (30) days in advance cannot be guaranteed notification of approval; and
- B. Application to the BCI for approval shall be made on forms developed by the BCI. The application shall require detailed information relating to administration and organization, teaching staff, education content and development, methods of delivery, length of education activities, targeted skill level of interpreters, facilities, and method of evaluation;

(D) With adequate documentation to the BCI, any interpreter whose primary responsibility is not the education of interpreters who leads, instructs or lectures to groups of interpreters or others on topics related to interpreting in organized continuing education or in-service programs shall be granted MICS CEUs for the time expended during actual presentation. Approval must be requested using procedures outlined in paragraph (1)(C)4 above. MICS CEUs for the same presentation in the same town will be allowed only once during a year; and

(E) Any interpreter whose responsibility is the education of interpreters shall be granted MICS CEUs only for time expended in leading, instructing, or lecturing to groups of interpreters or others on topics related to interpreting in an organized continuing education or in-service program outside his/her formal responsibilities in a learning institution. Approval must be requested using

procedures outlined in paragraph (1)(C)4 above. MICS CEUs for the same presentation in the same town will be allowed only once during a year.

(2) One (1) contact hour earns one-tenth (0.1) MICS CEU, except in the case of mentoring, whether as a mentor or a mentee, where one (1) contact hour earns five-hundredths (0.05) MICS CEU.

(3) An interpreter shall be required to earn two (2.0) CEUs annually for certification maintenance in the MICS, with three-tenths (0.3) specifically focused on Ethics. An interpreter may earn up to one (1.0) MICS CEU per year through mentoring, whether as a mentor or as a mentee. Contact hours earned in another state will be accepted by the BCI provided that the hours acquired can be documented. The twelve- (12) month period for annually earning CEUs will end ninety (90) days prior to the licensing deadline. This section will become effective for the CEU cycle beginning November 3, 2015 and ending November 2, 2016.

(4) Providers will give evaluation forms to participants to be submitted with final reports.

(5) Proof of completion of continuing education requirements shall be provided by interpreters to the BCI by submitting annually a completed CEU form approved by the BCI, proper documentation, and the CEU processing fee, on or before sixty (60) days prior to the licensing deadline. Proper documentation shall include one (1) or more of the following:

(A) Certificate(s) of completion;

(B) Letter(s) from providers stating date of attendance and program; and

(C) Transcript(s) (if available).

(6) The BCI will review and verify all MICS CEUs claimed on the CEU forms submitted. After verification, the BCI will notify the State Committee of Interpreters of the number of CEUs interpreters have earned for the year.

(A) Failure to submit a CEU form with verifiable MICS CEUs, proper documentation, and the CEU processing fee by the sixty (60) days CEU deadline will result in an interpreter's certification not being renewed, and the State Committee of Interpreters will be appropriately notified of the interpreter's failure to renew certification.

(B) If an interpreter's certification is not renewed because of failure to comply with certification maintenance requirements, the interpreter may apply for reinstatement by submitting a completed CEU form, proper documentation, the CEU processing fee, reinstatement form, and the reinstatement fee.

(7) The BCI may elect to audit any interpreter to assess the authenticity and validity of contact hours submitted.

(8) CEUs may be earned in any area or for any activity related to interpreting, with the prior approval of the BCI, including, but not limited to, the following:

(A) Culture:

1. Sociolinguistics;

2. Deaf culture;
3. American culture;
4. Multi-culture;
5. Cross-culture; and
6. Contextualization;

(B) Skills Development:

1. Receptive skill development;
2. Expressive skill development;
3. American sign language (ASL) skills (grammar, syntax, etc.);
4. English skills (grammar, syntax, etc.);
5. Deaf/Blind interpreting;
6. Oral interpreting;
7. Cued Speech;
8. Minimal Language Skills (MLS) interpreting; and
9. Communication modes;

(C) Trends/Issues in the Interpreting Profession:

1. Current issues relating to the profession;
2. Theories of interpreting; and
3. Ethical Rules of Conduct;

(D) Specialized Skills:

1. Legal setting;
2. Medical setting;
3. Mental Health setting;
4. Educational setting;
5. Performing Arts setting;
6. Rehabilitation setting;

7. Governmental setting;
8. Technical setting; and

(E) Instruction:

1. Mentorship;
2. Independent study;
3. Presenting a workshop; and
4. College credit course work.

(9) A “mentorship” is defined as a focused learning relationship between two (2) individuals with pre-approved goals and learning objectives for the enhancement of interpreting skills. The mentor shall be a licensed interpreter in the state of Missouri certified at an equal or higher level than the mentee.

(A) All forms must be submitted per paragraph 5 CSR 100-200.130(1)(C)4.

(B) MICS will automatically accept mentoring hours from relationships that have already been approved by—

1. RID; or
2. Missouri State Committee of Interpreters.

*AUTHORITY: section 209.292(10), RSMo Supp. 2013, and sections 209.295(1), (6), and (8), RSMo 2000.\* Original rule filed June 20, 1996, effective Jan. 30, 1997. Amended: Filed April 17, 1998, effective Nov. 30, 1998. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014. Amended: Filed Feb. 26, 2015, effective Oct. 30, 2015. Amended: Filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292, RSMo 1994, amended 2002 and 209.295, RSMo 1994.*

**5 CSR 100-200.140 Name and Address Change**

*PURPOSE: This rule outlines the requirement for interpreters certified in the Missouri Interpreters Certification System to notify the Missouri Commission for the Deaf and Hard of Hearing of any changes in name or address.*

(1) Interpreters who hold a certification in the Missouri Interpreters Certification System shall always ensure that the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) has their current legal name and address on file.

(2) An interpreter whose name has legally changed shall inform the MCDHH of that name change in writing within thirty (30) days of the effective date of change, and provide a copy of the appropriate document verifying the name change.

(3) An interpreter whose address has changed shall inform the MCDHH of that address change in writing within thirty (30) days of the effective date of change.

*AUTHORITY: section 209.295(1) and (8), RSMo 2000. \* Original rule filed April 17, 1998, effective Nov. 30, 1998. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004.*

*\*Original authority: 209.295, RSMo 1994.*

## **5 CSR 100-200.150 Fees**

*PURPOSE: The following schedule outlines the fees required for various processes and services in the Missouri Interpreters Certification System.*

(1) The following fees are established by the Missouri Commission for the Deaf and Hard of Hearing for various processes and services in the Missouri Interpreters Certification System (MICS):

- (A) Application Fee \$ 10.00
- (B) Written Test Fee \$ 25.00
- (C) Basic Performance Test Fee \$275.00
- (D) Advanced and Master Performance Test Fee \$300.00
- (E) Conversion Fee \$ 50.00
- (F) Reinstatement Fee \$ 50.00
- (G) EIPA Proctor Fee \$ 70.00
- (H) CEU Processing Fee \$ 10.00
- (I) Duplicate Certificate Fee \$ 5.00
- (J) Renewal Fee \$ 5.00
- (K) Wall Certificate Fee \$ 10.00
- (L) Intern/Practicum Certification Fee \$ 10.00
- (M) Provisional Certificate in Education Fee \$ 50.00
- (N) Photocopies/Printouts Fee (per page) \$ 0.10

(2) All fees for MICS certification processes and services are nonrefundable.

(3) Payment of all fees must be made in the form of either a cashier's check or money order made payable to "MCDHH/BCI Fund." No personal checks or cash will be accepted.

(4) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the other fees provided for in this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.



*AUTHORITY: section 209.292(7), RSMo Supp. 2013, and sections 209.295(2) and 209.311, RSMo 2000.\* Original rule filed June 20, 1996, effective Jan. 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Feb. 7, 2005, effective Aug. 30, 2005. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014.*

*\*Original authority: 209.292, RSMo 1994, amended 2002; 209.295, RSMo 1994; and 209.311, RSMo 1994.*

## **5 CSR 100-200.170 Skill Level Standards**

*PURPOSE: This rule provides standards concerning the certification levels appropriate for consumers and interpreters to practice in various interpreting settings.*

(1) These standards are developed to protect the health, welfare, and safety of consumers. These standards are not intended to be all-inclusive regarding potential interpreting assignments. The standards show both consumers and interpreters the skill levels that are appropriate for interpreting in various settings. Should questions regarding specific areas of practice arise, see the Ethical Rules of Professional Conduct established by the Missouri State Committee of Interpreters at 20 CSR 2232-3.010.

(2) Interpreters must accept, refuse, or withdraw from assignments based upon their experience, capability, and certification level, and in compliance with the Ethical Rules of Conduct established by the Missouri State Committee of Interpreters at 20 CSR 2232-1.010.

(3) Interpreters must provide their certification level and license status upon request.

(4) For the purpose of this rule, certifications in the Missouri Interpreters Certification System (MICS) are referred to as follows:

(A) Master Certification = Master

(B) Advanced Certification = Adv

(C) Basic Certification = Basic

(D) Apprentice Certification = App

(E) Novice Certification = Nov

(F) Restricted Certification in Education (K-6) = RCED (K-6)

(G) Restricted Certification in Education (7-12) = RCED (7-12)

(H) Restricted Certification in Education (General) = RCED (Gen)

(I) Provisional Certificate in Education = PCED

(J) Provisional Certification (aka Learner's Permit) = LP

(K) Certified Deaf Interpreters = CDI

(5) For the purpose of this rule, certifications issued or accepted by the Registry of Interpreters for the Deaf (RID) and recognized by the Board for Certification of Interpreters (BCI) pursuant to 209.322(1), RSMo are referred to as follows:

- (A) National Interpreter Certification (NIC) Master = Master
- (B) National Interpreter Certification (NIC) Advanced = Master
- (C) National Interpreter Certification (NIC) = Adv
- (D) Comprehensive Skills Certificate (CSC) = Adv
- (E) Certificate of Interpreting/Certificate of Transliterating (CI/CT) = Adv
- (F) Certified Deaf Interpreter (CDI) = CDI

(6) For the purpose of this rule, certifications issued by the National Association of the Deaf (NAD) and recognized by the BCI pursuant to 209.322(2), RSMo are referred to as follows:

- (A) NAD level 5 = Master
- (B) NAD level 4 = Adv
- (C) NAD level 3 = Basic

(7) The standards set forth in sections (8) through (15) are established for the use and guidance of interpreters in Missouri. Interpreters practicing interpreting in the settings specified below must hold one (1) of the certifications listed as appropriate for interpreting in those settings.

**(8) Legal Settings and Activities Appropriate Certifications**

Interpreters shall be certified as set forth below when interpreting for consumers involved in the legal process, including but not limited to, judicial or administrative proceedings, appeals, attorney consultations, investigations, examinations or audits, arraignments, bond consultations, pre-trial release hearings, settlement or pre-trial conferences, testimony (whether at deposition, at trial, or before a grand jury) and jury duty:

- (A) Criminal matters and proceedings (Felony) . . . . . **Master/CDI**
- (B) Criminal matters and proceedings (Misdemeanor) . . . . . **Master/Adv/CDI**
- (C) Civil matters and proceedings . . . . . **Master/Adv/CDI**
- Administrative matters and proceedings before any federal, state, county, or local government agency, including but not limited to, educational due process and mediation proceedings.
- (D) Juvenile Court and Family Court, including but not limited to, child abuse/welfare, child adoption, child custody, termination of parental rights, and crimes by children under the age 17 . . . . . **Master/CDI**
- (E) Legal Consultation/Advice . . . . . **Master/Adv/CDI**

1. Any consultation between a consumer and an attorney, except that if another part of this rule requires a higher level of certification, it shall control over this subsection.

(F) Law Enforcement Communications between a law enforcement agency, or its officers or agents, and the public in the performance of its official duties, including but not limited to, the following circumstances: .....**Master/CDI**

1. Arrest and process
2. Post bond
3. Confession
4. Interrogation
5. Investigation
6. Witness interview
7. Crisis intervention

(G) Law Enforcement Public Education Programs Interpreting for any public educational program by a federal, state, county, or local law enforcement agency that promotes crime prevention, personal and public safety, and personal protection .....**Master/Adv/Basic/CDI**

(H) Correctional interpreting in any correctional facility, including but not limited to, the following: . . . .....**Master/Adv/CDI**

1. Any program for the education or rehabilitation of inmates
2. Probation/parole meeting
3. Disciplinary hearing
4. Parole hearing
5. Inmate evaluation/assessment

**(9) Medical Health Care Settings and Activities Appropriate Certifications**

(A) Health Care professionals and providers . . . . .**Master/Adv/CDI**

Services of health care professionals and providers, including but not limited to, doctors of medicine, dentists, chiropractors, optometrists, audiologists, speech pathologists dieticians, and nutritionists.

(B) Personal Care Services.

Services provided for health and personal care that are not covered in subsection (9) (A) that are provided in independent and assisted living settings including but not limited to: .....**Master/Adv/Basic/CDI**

1. Convalescent homes
2. Nursing homes
3. Home health care services
4. Hospice

(C) Community Health Education.....**Master/Adv/Basic/App/CDI**

Any program or activity in the community for the general public-offered by hospitals/clinics and private medical organizations that promotes general health and well-being.

**(10) Mental Health Settings and Activities Appropriate Certifications**

Interpreters shall be certified as set forth below when interpreting for consumers involved in mental health settings and activities, including but not limited to:

(A) Consultation, Diagnosis, Treatment, and Care

Interpreting for consumers in any of the following mental health facilities and/or situations involving consultation, diagnosis, treatment crisis intervention or care, including but not limited to.....**Master/Adv/CDI**

1. Mental hospitals
2. Psychiatric hospitals
3. Psychiatric units within hospitals
4. Offices and clinics of mental health professionals, including but not limited to, social workers, psychiatrists, psychologists, psychotherapists, and counselors.

(B) Mental Health Programs . ....**Master/Adv/Basic/CDI**

Mental health programs for the general public occurring outside a mental health facility, including but not limited to, any 12-step program and self-help program relating to mental health and/or well-being.

1. Treatment planning meeting
2. Residential care facility
3. Group home

(C) Transition Service. . .... **Master/Adv/Basic/App/CDI**

Interpreting for consumers involved with facilities, agencies, and activities whose purpose is to assist individuals transitioning to independent living.

**(11) Education Settings and Activities Appropriate Certifications**

Interpreters shall be certified as set forth below when interpreting for consumers involved in educational settings and activities.

- (A) Preschool . . . . .**Master/Adv/Basic/RCED (K–6)/RCED(Gen)/CDI/PCED**
- (B) Academic (Kindergarten–Grade 6)  
.....**Master/Adv/Basic/RCED (K–6)/RCED(Gen)/CDI/PCED**
- (C) Academic (Grade 7–Grade 12)  
.....**Master/Adv/Basic/RCED (7–12)/RCED (Gen)/CDI/PCED**
- (D) Academic (Post Secondary) including but not limited to:  
  
Colleges, Universities, Professional Schools, Junior Colleges, Technical Institutes, and  
Continuing Education . . . . .**Master/Adv/Basic/CDI**
- (E) Educational Assessment including but not limited to: . . . . .**Master/Adv/Basic/CDI**
  - 1. Language Testing
  - 2. Developmental Testing
  - 3. Intelligence Testing
- (F) Educational Conferences between educational staff and the student, parent and/or guardian,  
including but not limited to, Individualized Education Plan conference, Parent/Teacher  
conference, and Parent/School Administrator conference. ....**Master/Adv/Basic/CDI**
- (G) Professional Development conferences, seminars, workshops, and training  
.....**Master/Adv/Basic/CDI**
- (H) Community Education. ....**Master/Adv/Basic/App/CDI**

Any program or activity offered to the public generally by schools, colleges, or universities in the community that promotes learning is not offered as part of a degree program, is not part of the basic K-12 curriculum, and is not otherwise listed or referenced above.

**(12) Employment Settings and Activities Appropriate Certifications**

Interpreters shall be certified as set forth below when interpreting for consumers involved in employment-related settings and activities, including but not limited to:

- (A) Personnel Activities . . . . .**Master/Adv/CDI**

Interpreters shall be certified as set forth below when interpreting for consumers involved in personnel matters, including but not limited to:

- 1. Interview (including the explanation or negotiation of the employment contract and employment benefits.)
- 2. Hiring/firing

- 3. Discipline
- 4. Performance Appraisal

(B) Employment Maintenance .....**Master/Adv/Basic/CDI**

- 1. Staff meetings
- 2. Employee/employer meetings
- 3. Safety workshops
- 4. Training/seminars/workshops
- 5. Performance appraisal
- 6. Union meeting

(C) Vocational Training. . . . .**Master/Adv/Basic/App/CDI**

Any training, course, or workshop designed to assist an individual to search, apply, and or qualify for employment, including but not limited to:

- 1. Job training
- 2. Job coach
- 3. Vocational counseling
- 4. Vocational assessment

**(13) Financial Settings and Activities Appropriate Certifications**

(A) Financial Settings and Activities . . . . .**Master/Adv/Basic/CDI**

Real Estate, Insurance, Investments, and Loans. Meetings, consultations, and/or negotiations for the sale, purchase, or transfer of real estate, for the sale or purchase of insurance or investments, to obtain a loan from a financial institution or other commercial lending business.

(B) Financial Management. . . . .**Master/Adv/Basic/CDI**

- 1. Credit counseling
- 2. Retirement
- 3. Tax preparation

**(14) Government Settings and Activities Appropriate Certifications**

(Federal, State, County, and Local) Interpreters shall be certified as set forth below when interpreting for consumers interacting with government agencies and districts:

(A) Administrative Proceedings/Hearings See section (8), above, regarding legal settings and activities . . . . . **Master/Adv/CDI**

(B) Social Services . . . . . **Master/Adv/CDI**

1. Any Division of Youth Services activity
2. Any Division of Family Services activity

(C) Public Meetings including but not limited to: . . . . . **Master/Adv/Basic/CDI**

1. Agency/board/commission/council meeting
2. Legislative assembly
3. Individuals meeting with a public official

(D) Benefits/ Services . . . . . **Master/Adv/Basic/CDI**

1. Food stamps
2. Drivers' license testing
3. Welfare
4. Social Security
5. Unemployment benefits
6. Medicare/Medicaid

(E) Recreational/education programs. . . . . **Master/Adv/Basic/App/Nov/CDI/LP**

1. Federal and state parks
2. Missouri history
3. Conservation
4. Natural resources
5. Energy saver
6. Environment
7. Natural disaster awareness
8. Public awareness
9. Recreational activities

10. Any program or activity offered by a public entity to increase the public's awareness of government, safety, health, economics, appreciation, protection, etc.

**(15) Entertainment Setting Appropriate Certifications**

Interpreters shall be certified as set forth below when interpreting for consumers involved in entertainment settings and activities, including but not limited to:

(A) Performing Arts . . . . . **Master/Adv/Basic/App/CDI**

Any type of performance but not limited to:

1. Theaters
2. Concerts
3. Comedy shows
4. Magic shows

(B) Social Activities . . . . . **Master/Adv/Basic/App/Nov/CDI/LP**

Any other type of activity presented primarily for social or entertainment purposes, including but not limited to:

1. Festivals
2. Fairs
3. Sight-seeing tours
4. Rodeos
5. Circuses
6. Carnivals
7. Amusement parks
8. Camps

(16) The Provisional Certification (aka Learner's Permit) (LP) has the following requirements and duties:

- (A) The holder of the LP certification shall follow the skill level standards set forth in this rule and be under the direct supervision and observation of a qualified supervisor when providing interpreting services;
- (B) Qualified supervisors must be licensed by the State Committee of Interpreters and hold current certification at one (1) of the following levels: MICS certification (Advanced, Master CDI), RID (CSC, CI/CT, NIC, NIC Advanced, NIC Master), or NAD (levels 3, 4, or 5); and
- (C) The holder of the LP certification shall maintain a log that includes the following for each event at which the LP holder interprets: date, location, description of the event, and the supervisor's printed name and signature. This log will be submitted to MCDHH every three



(3) months during the LP holder's certification period. MCDHH has the right to request the log at any other time during the LP Certification and the LP holder shall submit the log within ten (10) days of the request.

*AUTHORITY: sections 209.292.1 (5) and (8), RSMo Supp. 2013.\* Original rule filed Nov. 27, 1996, effective July 30, 1997. Amended: Filed April 17, 1998, effective Nov. 30, 1998. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Feb. 7, 2005, effective Aug. 24, 2016.30, 2005. Emergency amendment filed Dec. 19, 2007, effective Jan. 1, 2008, expired June 28, 2008. Amended: Filed Dec. 19, 2007, effective June 30, 2008. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014. Amended: Filed April 29, 2016, effective Nov. 30, 2016.*

*\*Original authority: 209.292, RSMo 1994, amended 2002.*

### **5 CSR 100-200.175 Mentorship**

*(Rescinded March 30, 2002)*

*AUTHORITY: sections 209.292(5) and 209.295(5) and (8), RSMo 1994. Original rule filed Nov. 27, 1996, effective July 30, 1997. Rescinded: Filed July 26, 2001, effective March 30, 2002.*

### **5 CSR 100-200.180 Grievance Procedure and Appeal Rights**

*PURPOSE: This rule outlines the grievance procedure and appeal rights for formal complaints against the Missouri certification process.*

(1) Applicants for certification may file a grievance against the Missouri certification process by filing a complaint in writing with the Board for Certification of Interpreters (BCI) at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) within thirty (30) days after the coordinator of the Missouri Interpreters Certification System (MICS) mails notice to the applicant of the applicant's certification evaluation results or of the denial of a certification to the applicant.

(A) All complaints must contain a detailed explanation of the reason(s) for the complaint, the full name, address, and telephone number of the person making the complaint, a statement of what action the complainant is requesting to be taken by the BCI and/or the MCDHH, and the written signature of the person making the complaint.

(B) Complaints may be filed by mail, by facsimile transmission followed by hard copy within ten (10) days of the transmission, or by other delivery to the MCDHH office.

(C) All complaints will be acknowledged in writing by the MICS coordinator within ten (10) days after being received.

(2) All complaints shall first be reviewed and evaluated by the BCI.

(A) At the direction of the BCI, or on his/her own initiative, the MICS coordinator shall contact the complainant and request any further information that is deemed necessary by either the coordinator or the BCI. The MICS coordinator or the BCI may also conduct an independent investigation of the issues raised in the complaint.

(B) The BCI shall evaluate the complaint and make a determination based on the facts of the situation.

(C) The person filing the complaint shall be notified in writing of the BCI's determination.

(D) Such notification shall inform the person filing the complaint of their right to appeal that decision to the MCDHH.

(3) Within thirty (30) days after the BCI mails notice of its determination to the person filing the complaint, the complainant may appeal the BCI's decision by filing a written request for review with the MCDHH.

(A) Any such appeal must contain a detailed explanation of the reason(s) for the appeal, the full name, address, and telephone number of the person making the appeal, a statement of what action the complainant is requesting to be taken by the MCDHH, and the written signature of the person making the appeal.

(B) Any such appeal may be filed by mail, by facsimile transmission followed by hard copy within ten (10) days of the transmission, or by other delivery to the MCDHH office.

(4) The MCDHH shall hold a hearing pursuant to the administrative procedures set forth in Chapter 536, RSMo, as such are adopted by section 621.135, RSMo.

(A) After a hearing, the MCDHH shall evaluate the appeal and make a determination based on the facts of the situation.

(B) The person filing the appeal shall be notified in writing of the MCDHH's determination.

(5) The complainant may file an appeal of the MCDHH's decision pursuant to section 536.100, RSMo, as such is adopted by section 621.135, RSMo. The MCDHH's notification to the complainant of its decision shall inform the complainant of his/her right to appeal that decision pursuant to section 536.100, RSMo.

(6) Information regarding formal complaints and appeals will be kept confidential by all members of the BCI, MCDHH, and staff of the MCDHH, insofar as confidentiality is required and allowed by law.

*AUTHORITY: sections 209.292(13), RSMo Supp. 2003 and 209.295(8), 209.314 and 209.317, RSMo 2000.\* Original rule filed Nov. 27, 1996, effective July 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004.*

*\*Original authority: 209.292, RSMo 1994, amended 2002; 209.295, RSMo 1994; 209.314, RSMo 1994; and 209.317, RSMo 1994.*

### **5 CSR 100-200.200 Enforcement**

(Rescinded March 30, 2002)

*AUTHORITY: section 209.295(8), RSMo 1994. Original rule filed June 29, 1996, effective Jan. 30, 1997. Amended: Filed May 14, 1997, effective Dec. 30, 1997. Rescinded: Filed July 26, 2001, effective March 30, 2002.*

### **5 CSR 100-200.210 Reinstatement**

*PURPOSE: This rule establishes requirements for reinstatement in the Missouri Interpreters Certification System of certifications that have been suspended, revoked, or lapsed for failure to renew.*

- (1) The holder of a certification issued pursuant to sections 209.285 through 209.318, RSMo, whose certification has been suspended, or which has not been renewed because of noncompliance with the certification maintenance requirements detailed in 5 CSR 100- 200.130, may apply for reinstatement of his/her certification.
- (2) All applicants for reinstatement must complete the necessary application form and pay the required fee(s) in order to be considered for reinstatement.
- (3) Upon application, the certification of a person whose certification has been suspended shall be reinstated in full upon expiration of the suspension period, payment of the reinstatement fee, and satisfaction of all certification maintenance requirements during the period of suspension as specified in 5 CSR100-200.130.
- (4) The Board for Certification of Interpreters (BCI) will automatically reinstate the certification of any interpreter whose certification was not renewed for failure to comply with certification maintenance requirements upon evidence to the BCI of the following:
  - (A) Completion of two (2.0) Missouri Interpreters Certification System continuing education units for every applicable year as set forth in 5 CSR 100-200.130; and
  - (B) Payment of all required fees and penalties, which have not been paid previously, for any periods during which the applicant practiced interpreting while the applicant's certificate was suspended or not renewed.
- (5) A person whose certification was not renewed because of failure to comply with certification maintenance requirements shall have a maximum of one (1) year from the date the renewal form was due to reinstate their certification. If such an interpreter's certification is not reinstated within one (1) year after the renewal deadline, then that interpreter must apply for their certification anew, and must follow the procedures for application (5 CSR 100-200.050), taking the written test (5 CSR 100-200.060) and taking the performance test (5 CSR 100-200.070).
- (6) Any applicant for reinstatement will be notified in writing of the reinstatement decision.

*AUTHORITY: section 209.292, RSMo Supp. 2013, and sections 209.295(2) and (8), RSMo 2000.\* Original rule filed Nov. 27, 1996, effective July 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002. Amended: Filed Nov. 14, 2003, effective June 30, 2004. Amended: Filed Feb. 7, 2005, effective Aug. 30, 2005. Amended: Filed Jan. 28, 2014, effective Sept. 30, 2014.*

*\*Original authority: 209.295, RSMo 1994.*

### **5 CSR 100-200.220 Revocation**

*PURPOSE: This rule describes how an interpreter's certification may be revoked by the Board for Certification of Interpreters, and what an interpreter must do to regain certification after revocation.*

- (1) The Board for Certification of Interpreters may revoke an interpreter's certification in the Missouri Interpreters Certification System (MICS) if that interpreter engages in any of the actions specified in 209.317(1), RSMo.

(2) An interpreter shall be given written notice that his/her certification has been revoked, and shall be informed in that notice of their right to request a hearing to appeal the revocation decision.

(3) The board shall provide that any such hearing concerning revocation of a certificate shall follow administrative procedures for hearings as provided in Chapter 536, RSMo.

(4) If an interpreter's certification is revoked by the board, that interpreter cannot apply for reinstatement of their certification. Rather, they can only regain certification by beginning the certification process anew, and must follow the procedures for application (5 CSR 100-200.050), taking the written test (5 CSR 100-200.060) and taking the performance test (5 CSR 100-200.070).

(5) A person whose certification has been revoked must wait no less than one (1) year from the date of revocation before they can again apply for certification.

*AUTHORITY: sections 209.295(8), 209.317(2) and 621.135, RSMo 2000 and Chapter 536, RSMo 2000 and supp. 2004*

*\* Original rule filed Feb. 7, 2005, effective Aug. 30, 2005.*

*\*Original authority: 209.295, RSMo 1994; 209.317, RSMo 1994; Chapter 536, please see **Missouri Revised Statutes** 2000 and Supp 2004; and 621.135, RSMo 1965*