



State of Missouri  
Missouri Commission for the Deaf and Hard of Hearing  
3216 Emerald Lane, Suite B, Jefferson City, MO 65109  
(573) 526 – 5205



## CERTIFICATION LATE FEE APPLICATION

**PURPOSE OF FORM:** This form is to document a late fee for an interpreter's certification in the Missouri Interpreters Certification System (MICS).

### I. APPLICANT INFORMATION:

Name (*Print in full, including middle initial*):

### II. LATE CEU INFORMATION

I am applying for late CEUs for the following reason(s):

☐ Failure to earn CEUs by November 2<sup>nd</sup>.

☐ Failure to submit CEUs by December 2<sup>nd</sup>.

☐ Other (*please explain*): \_\_\_\_\_

### 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 and without omission;  
The information and answers contained in the foregoing application and any attachments thereto are true 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, rules and regulations of the Board of Certification of Interpreters and I will make this affidavit knowingly, and any false statement or material omission herein subjects me to criminal penalties under section 575.050 RSMo.

Applicant Signature:

Date:

### IV. INSTRUCTIONS:

Late fee of \$20 must be paid online at the MCDHH website:

<https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education>.

Return the renewal of certification and Late Fee Form, confirmation receipt, and a photocopy of a valid driver's license or state issued ID to the following address:

MCDHH, Attn: MICS Coordinator, 3216 Emerald Lane, Suite B, Jefferson City, MO 65109.

**NO PERSONAL CHECKS, CASHIER'S CHECKS, AND MONEY ORDERS WILL BE ACCEPTED.**

### FOR OFFICE USE ONLY:

Date Received:

Confirmation Number:

Fee Paid:

Received By: