Conversion Application Checklist:

- ❑ Interpreter Registry Information Form (Required)
  https://mcdhh.mo.gov/interpreter-info/ under MICS Forms

- ❑ Conversion Application

- ❑ Completed Authorization of Disclosure Form

- ❑ Copy of Certification Card

- ❑ Copy of Receipt of Online Payment

- ❑ Copy of Driver's license or state-issued ID

Mail all forms to:

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

Dear Conversion Applicant,

Thank you for your interest in converting your current certification to the Missouri Interpreter Certification System (MICS).

This packet of information was developed to help remediate any questions you may have regarding our conversion process, how your certification is recognized, and what work one is permitted to do once conversion is reviewed and accepted in our state.

If you hold any of the following certifications, you do not need to proceed with a conversion through the Missouri Commission for the Deaf and Hard of Hearing. Instead, you should contact the State Committee of Interpreters for direct licensure, as your certification is recognized without a conversion.

- National Registry of Interpreters for the Deaf (NRID) certificates:
    - Comprehensive Skills Certificate (CSC)
    - Certificate of Interpreting/Certificate of Transliteration (CI/CT)
    - Certified Deaf Interpreter (CDI)
- National Association of the Deaf (NAD) certificate levels 3,4, 5
- National Interpreter Certification (NIC), NIC Advanced, NIC Master
- Educational Interpreter Performance Assessment (EIPA) (at level 4.0 or above)

*Please see the follow page regarding the conversion equivalent in our state.

Any current BEI certification holders from other states, you need to complete a Conversion form for your certification to be recognized in the State of Missouri. Once converted, as the equivalent BEI level, you are responsible to maintain and comply **with both** the State of Missouri, and your initial certifying state.

For any other certifications requesting to be converted, your application will be reviewed, in the order it is received, by our Board of Certified Interpreters. There is **no guarantee** that your certification will be approved for conversion.

If you have any additional questions, please contact our office at (573)-526-5205.

Sincerely,
MCDHH Staff

Certification Equivalency:

(A) National Interpreter Certification (NIC) Master = Master (MICS)

(B) National Interpreter Certification (NIC) Advanced = Master (MICS)

(C) National Interpreter Certification (NIC) = Advanced (MICS)

(D) Comprehensive Skills Certificate (CSC) = Advanced (MICS)

(E) Certificate of Interpreting/Certificate of Transliterating (CI/CT) = Advanced (MICS)

(F) Certified Deaf Interpreter (CDI) = CDI

(G) National Association of the Deaf Level 5 = Master (MICS)

(H) National (H) Association of the Deaf Level 4 = Advanced (MICS)

(I) National Association of the Deaf Level 3 = Basic (MICS)

(J) Educational Interpreter Performance Exam 4.0 or Higher = EIPA 4.0 or above or can be converted

to the Restricted Certification of Education (RCED), for levels K-6, of 7-12 with either ASL or PSE

endorsement based on the exam that was taken.

** **No conversions of the above certifications will be recognized as MO-BEI conversions.**
**

One MUST TAKE the formal BEI exam(s) to be recognized as a BEI interpreter.

** For the most updated Skill Level Standards for each certification level, please review the MCDHH Rules and Standards PDF on our website.

Authorization of Disclosure

I, _____ APPLICANT NAME _____ , authorize the Missouri Commission for the Deaf and Hard of Hearing to discuss anything relative to my application process with the individual(s) listed below:

(Name of Individual/organization(s) – please print)
1.
2.

Signature of Applicant:	Date:

MISSOURI INTERPRETER'S CERTIFICATION SYSTEM (MICS)
CONVERSION OF CERTIFICATION APPLICATION

I. APPLICANT INFORMATION	
Name:	Previous Name(s):
SSN:	Date of Birth:
Phone:	Alt. Phone:
Address:	
City:	State:	ZIP:
Email:	

II. CONVERSION INFORMATION

Current Certification Information: (ATTACH COPY OF CARD)

Certifying Entity (Name of Issuing Agency or State) _____   Date of Issue _____

Authorization for Release of Information:

Contact Person _____   Phone Number _____

Address _____

Signature of Applicant _____
(APPLICANT SIGNATURE IS REQUIRED FOR AUTHORIZATION OF INFORMATION FROM OTHER CERTIFYING ENTITY)

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

SIGNATURE OF APPLICANT:	DATE:

IV. INSTRUCTIONS

Conversion Fee of $60.00 (includes application fee) must be paid online at the MCDHH website:
https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education.

Return the Interpreter Registry Information Form and Conversion of Certification form, receipt payment, 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 OR MONEY ORDERS WILL BE ACCEPTED.

FOR OFFICE USE ONLY

Date Received	Test Completion Date	Test Type	Confirmation Number	Fee Paid	Received by