
Rules of
Department of Elementary and
Secondary Education
Division 100—Missouri Commission for the Deaf
Chapter 200—Board for Certification of Interpreters

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION**

**Division 100—Missouri Commission for
the Deaf**

**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) There is established within the Missouri Commission for the Deaf (MCD) a “Board for Certification of Interpreters” (BCI), which shall be composed of five (5) members. The executive director of the MCD or his/her designee shall be a nonvoting member of the BCI.

(2) The members of the BCI shall be appointed by the governor with the advice and consent of the senate from a list of recommendations from the MCD. The BCI shall elect from its membership a chairperson and a secretary. A quorum of the BCI shall consist of three (3) of its members.

(3) The BCI shall meet not less than two (2) times per year.

(4) By the authority established in sections 209.292(1) and 209.292(2), RSMo, the BCI is the only entity in the state of Missouri with the power to officially evaluate and certify interpreters in order that they may meet the requirements for licensing by the Missouri State Committee of Interpreters. Other powers and duties of the BCI are detailed in section 209.292, RSMo.

(5) The coordinator of the Missouri Interpreter Certification System (MICS) shall be hired by the executive director of the MCD, and shall be responsible for implementing policies and decisions of the BCI, maintaining the BCI’s records, and responding to all requests for access to the BCI’s public records.

(6) The public may obtain information from, as well as make submissions to, the BCI by submitting their requests or materials in writing to the MICS coordinator at the MCD 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. However, records closed pursuant to section 610.021, RSMo, compiled in connec-

tion 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, MCD member, or MCD staff member to discuss with any person, except members of the BCI, MCD, staff of the MCD, 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, MCD, State Committee of Interpreters, or the Administrative Hearing Commission.

(7) 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.

(8) Individuals wishing to make a presentation at a BCI meeting must submit their requests in writing to the executive director of the MCD a minimum of three (3) working days prior to the meeting.

AUTHORITY: sections 209.287, 209.292, and 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.*

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

5 CSR 100-200.030 Missouri Interpreter Certification System

PURPOSE: This rule describes the basic components of the Missouri Interpreter Certification System, as well as the types and levels of certification issued by the Board for Certification of Interpreters.

(1) Any individual who practices interpreting in the state of Missouri as defined in 209.285 and 209.321, RSMo, must be certified in the Missouri Interpreter Certification System (MICS).

(2) The Missouri Commission for the Deaf (MCD) authorizes the Board for Certification of Interpreters (BCI) to purchase or develop materials to be used as the most appropriate testing materials for certifying interpreters in the state of Missouri.

(3) The MICS has two (2) basic components—a written test and a performance test. A person is required to obtain a passing score on the written test before being allowed to take the performance test.

(A) The written test may cover, but is not limited to:

1. Knowledge of general interpreting procedures and situations;
2. Knowledge of issues and situations facing interpreters;
3. Knowledge of Ethical Rules of Conduct for interpreters; and
4. Knowledge of issues pertaining to deaf and hard of hearing individuals.

(B) The performance test may cover, but is not limited to:

1. Interpreting from spoken English to American Sign Language;
2. Interpreting from American Sign Language to spoken English;
3. Transliterating from spoken English to an English-based sign system; and
4. Transliterating from an English-based sign system to spoken English.

(4) The performance evaluation is the measurement tool used to analyze the performance test and determine the applicant’s ability to facilitate communication between deaf or hard of hearing people and persons who are hearing by means of one (1) or more of the skills detailed in subsection (3)(B) above. The MICS performance evaluation standards shall be based upon the testing materials used.

(5) The types and levels of interpreter certification granted by the MICS are Novice, Apprentice, Intermediate, Advanced, Comprehensive, Restricted Certification in Education (K-6), Restricted Certification in Education (7-12), Restricted Certification in Education (General) and the Intern/Practicum Certification.

(A) The Novice and Apprentice certifications are issued for terms of three (3) years.

(B) The Intern/Practicum Certification is issued for a term specified pursuant to 5 CSR 100-200.085.

(C) All other certifications are permanent.

(6) All MICS certifications 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, with the following exceptions:

(A) The Intern/Practicum Certification;

(B) When the three (3)-year term of a Novice or Apprentice certification expires on or before the annual renewal date.

(7) At this time, the BCI is not issuing a provisional certification as authorized in 209.309, RSMo.

AUTHORITY: sections 209.292(1), (2) and (II), 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.*

**Original authority: 209.292, RSMo 1994; 209.295, RSMo 1994; and 209.305, 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 in one (1) of three (3) different formats, an RCED (K-6), RCED (7-12), and RCED (General).

(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.

(C) The RCED (General) shall be valid for interpreting in kindergarten through grade twelve (12) as set forth in 5 CSR 100-200.170.

(2) An RCED may be obtained in one of the following ways:

(A) An RCED (K-6) can be obtained only by conversion pursuant to rule 5 CSR 100-200.100.

(B) An RCED (7-12) can be obtained only by conversion pursuant to rule 5 CSR 100-200.100.

(C) An RCED (General) can be obtained only through performance testing in the Missouri Interpreter Certification System (MICS) as set forth in 5 CSR 100-200.070.

(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 II (SEE II)

(4) The RCED (General) shall be given based on the applicant's ability to meet the minimum criteria for the Intermediate Certification level in either:

(A) Interpreting from spoken English to American Sign Language and from American Sign Language to spoken English; or

(B) Transliterating from spoken English to an English-based sign system, such as PSE or SEE II, and from an English-based sign system to spoken English.

(5) An applicant may obtain more than one (1) RCED, with different formats and/or communication mode endorsements, but for each RCED the applicant must submit a new application, pay the appropriate fee(s), and, if required, take the appropriate performance test.

AUTHORITY: sections 209.292(1), and 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.*

**Original authority: 209.292 RSMo 1994 and 209.295, 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 Interpreter Certification System (MICS), each applicant must:

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

(B) Hold a high school diploma or its equivalent.

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

(3) Applicants for certification must meet the eligibility requirements for the MICS specified in section (1) above. Applicants who do not meet the eligibility requirements will be

so informed by a letter of denial, which will indicate the reason(s) for the denial.

(4) An application must be properly completed, notarized, 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 standard MICS certification through written and performance testing;

(B) Obtain a Restricted Certification in Education (General) through written and performance testing;

(C) Obtain an Intern/Practicum Certification; or

(D) 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 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: sections 209.292(1), and 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.*

**Original authority: 209.292 RSMo 1994 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 Interpreter 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 at proctor sites throughout the state of Missouri as often as feasible,

but not less than two (2) times a year. In addition, the MICS written test may normally be taken by individual applicants at the office of the Missouri Commission for the Deaf (MCD) on any weekday if it is scheduled with the coordinator at least three (3) days in advance.

(3) All applicants will upon request be notified of the date, time, and place of the next written test to be offered at a proctor site.

(4) The written test fee must be received at the MCD 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 written test results by letter.

(7) All applicants must have a passing score of eighty-five percent (85%) correct or better on the written test in order to qualify for taking the performance test.

(8) Any applicant unable to obtain a passing score on the written test must refrain from retesting for a period of at least six (6) months from the date of their last written test. Any such applicant may reapply to take the written test by submitting a new application form along with the appropriate application fee.

AUTHORITY: sections 209.292(1) and 209.295(8), RSMo 2000. Original rule filed June 20, 1996, effective Jan. 30, 1997. Rescinded and readopted: Filed July 26, 2001, effective March 30, 2002.*

**Original authority: 209.292, RSMo 1994 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 Interpreter Certification System.

(1) The form, content, method of administration, passing standards, and method of scheduling of performance tests and evalua-

tions in the Missouri Interpreter 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 (MCD) on any day of the week if they are scheduled with the coordinator at least thirty (30) days in advance.

(3) The performance test fee of all applicants must be received at the office of the MCD at least thirty (30) days prior to the date of their performance test.

(A) If no fee is received, an applicant scheduled for the performance test will not be allowed to take the performance test, and will have to reschedule a new date and time for their performance test.

(B) If the appropriate performance test fee has been received, then failure to appear for a scheduled performance test without reasonable prior notice, except in emergencies, will result in forfeiture of an applicant's performance test fee. When reasonable prior notice is given, or failure to appear is due to an emergency, the applicant will be allowed to reschedule their performance test for some future time.

(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 MCD 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 is unable to obtain the minimum score necessary for certification, no certification will be issued. In such an instance:

(A) The applicant may apply to take the performance test again and be reevaluated by scheduling a new performance test date with the MICS coordinator and submitting the proper reevaluation fee;

(B) 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

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

AUTHORITY: sections 209.295(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.

**Original authority: 209.295, RSMo 1994 and 209.299, RSMo 1994.*

5 CSR 100-200.075 Voluntary Recertification

PURPOSE: This rule outlines the process whereby an interpreter seeking either to recertify as a Novice or Apprentice or to obtain a higher level of certification in the Missouri Interpreter Certification System can volunteer to be reevaluated.

(1) An interpreter in the Missouri Interpreter Certification System (MICS) can volunteer to have his/her performance retested and reevaluated in order to recertify as Novice or Apprentice or to obtain a higher certification level.

(A) An interpreter can apply for retesting and reevaluation by contacting the coordinator and scheduling the reevaluation performance test.

(B) A reevaluation performance test fee must be submitted at least thirty (30) days prior to the date of the performance test.

1. If no fee is received, an applicant scheduled for a reevaluation performance test will not be allowed to take the reevaluation performance test, and will have to reschedule a new date and time for their reevaluation performance test.

2. If the appropriate reevaluation performance test fee has been received, then failure to appear for a scheduled reevaluation performance test without reasonable prior notice, except in emergencies, will result in forfeiture of an applicant's reevaluation performance test fee. When reasonable prior notice is given, or failure to appear is due to an emergency, the applicant will be allowed to reschedule their reevaluation performance test for some future time without forfeiture of the fee.

(C) In cases of voluntary retesting and reevaluation, the performance test and reevaluation:

1. Shall have no effect on any permanent certification held by the interpreter other than to possibly qualify the interpreter for a higher level of certification.

2. Shall have no negative effect on the current status of a three (3)-year term certification. If an interpreter that holds a three (3)-year term certification achieves the same or a higher level of certification than that currently held by the interpreter, the Board for Certification of Interpreters shall issue a new



certification showing the same or higher level of certification achieved.

(2) An interpreter in the MICS may not retake the performance test and be reevaluated until at least six (6) months has passed from the date of his/her last performance test.

(3) An interpreter in the MICS shall not be retested and reevaluated unless he/she has submitted completion of continuing education requirements as set forth in 5 CSR 100-200.130.

AUTHORITY: sections 209.292(1), (2) and (II) and 209.295(8), RSMo 2000. Original rule filed July 26, 2001, effective March 30, 2002.*

**Original authority: 209.292, RSMo 1994 and 209.295, RSMo 1994.*

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 100-200.100 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 Interpreter 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), 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.*

**Original authority: 209.292, RSMo 1994 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 MICS certifications.

(1) All holders of MICS certifications 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.

*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 Interpreter Certification System.

(1) Annual participation in a continuing education program is required for interpreters certified in the Missouri Interpreter 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 comple-

tion 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 = 10 contact hours;

B. 2 college credit hour course = 6 contact hours; and

C. 1 college credit hour course = 3 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.

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;

(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.

(3) An interpreter shall be required to earn one and two-tenths (1.2) CEUs annually for certification maintenance in the MICS. 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.

(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 in the CEU forms submitted. After verification, the BCI will notify all applicants, as well as 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 obtain adequate MICS CEUs, the interpreter may apply for reinstatement by submitting a completed CEU form, proper documentation, the CEU processing fee, 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 interpreting;
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; and
8. Technical setting;

(E) Instruction:

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

AUTHORITY: sections 209.292(10) and 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 read-*

opted: Filed July 26, 2001, effective March 30, 2002.

**Original authority: 209.292, RSMo 1994 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 of any changes in name or address.

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

(2) An interpreter whose name has legally changed shall inform the MCD 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 MCD 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.*

**Original authority: 209.295, RSMo 1994.*

5 CSR 100-200.150 Fees

PURPOSE: The following schedule outlines the fees required for the various certification processes and services.

(1) The following fees are established by the Missouri Commission for the Deaf:

(A) Application Fee	\$ 10.00
(B) Written Test Fee	\$ 25.00
(C) Performance Test Fee	\$125.00
(D) Reevaluation Fee	\$125.00
(E) Conversion Fee	\$ 50.00
(F) Reinstatement Fee	\$ 50.00
(G) Late Fee	\$ 30.00
(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) Photocopies/Printouts Fee (per page) \$ 0.25

(2) All fees for the various 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 "MCD/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: sections 209.292(7), 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.*

**Original authority: 209.292, RSMo 1994; 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 interpreters to practice in various interpreting settings.

(1) Interpreters should accept, refuse or withdraw from assignments based upon their experience, capability and certification level.

(2) Interpreters should prove their certification level upon request of any consumer by showing their certification documentation.

(3) 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 questionable areas of practice arise, contact the Missouri Commission for the Deaf.

(4) For the purpose of this rule, all MICS certifications obtained through performance evaluation are referred to as follows:

(A) Comprehensive Certification	=Com
(B) Advanced Certification	=Adv
(C) Intermediate Certification	=Int

- (D) Apprentice Certification =App
- (E) Novice Certification =Nov
- (F) Restricted Certification =RCED
in Education (K-6) (K-6)
- (G) Restricted Certification =RCED
in Education (7-12) (7-12)
- (H) Restricted Certification =RCED
in Education (General) (Gen)

(5) Effective July 1, 2003, the standards set forth in sections (6) through (13) are established for the use and guidance of interpreters in Missouri. Interpreters practicing interpreting in the settings specified below should hold one of the certifications listed as appropriate for interpreting in those settings.

- | (6) Legal Setting | Appropriate Certifications |
|--|-----------------------------------|
| (A) Criminal (Felony)Com | |
| 1. Arraignment | |
| 2. Post bond | |
| 3. Pre-Trial release | |
| 4. Attorney conference | |
| 5. Judicial proceedings | |
| 6. Courtroom | |
| 7. Deposition | |
| 8. Testimony | |
| 9. Grand jury | |
| 10. Jury duty | |
| (B) Criminal (Misdemeanor)Com/Adv | |
| 1. Arraignment | |
| 2. Post bond | |
| 3. Pre-Trial release | |
| 4. Attorney conference | |
| 5. Judicial proceedings | |
| 6. Courtroom | |
| 7. Deposition | |
| 8. Testimony | |
| 9. Grand jury | |
| 10. Jury duty | |
| (C) Civil (Major)Com/Adv | |
| 1. Attorney conference | |
| 2. Civil court proceedings | |
| 3. Lawsuit | |
| 4. Contested divorce | |
| 5. Peace bond/restraining order | |
| 6. Contested wills and trusts | |
| 7. Bankruptcy | |
| (D) Civil (Minor)Com/Adv | |
| 1. Traffic court | |
| 2. Small claims court | |
| 3. Attorney conference | |
| 4. Civil court proceedings | |
| 5. Uncontested divorce | |
| 6. Wills and trusts | |
| (E) Juvenile Court and Family CourtCom | |
| 1. Child abuse/welfare | |
| 2. Child adoption | |
| 3. Child custody | |

- 4. Termination of parental rights
- 5. Crimes by children under age 17
- (F) Legal Consultation/
AdviceCom/Adv
- 1. Any consultation given by an attorney
- (G) Law EnforcementCom
- 1. Arrest and process
- 2. Post bond
- 3. Confession
- 4. Interrogation
- 5. Investigation
- 6. Witness interview
- 7. Crisis intervention
- (H) Law Enforcement Education ProgramsCom/Adv/Int
- 1. Any program that promotes safety, protection, and prevention by the federal, state, county, or local law enforcement agencies
- (I) CorrectionalCom/Adv
- 1. Probation/parole meeting
- 2. Disciplinary hearing
- 3. Parole hearing
- 4. Inmate evaluation/assessment
- (J) Correctional Education/Rehabilitation ProgramsCom/Adv/Int
- 1. Any program for the education or rehabilitation of inmates in a correctional system.

- | (7) Medical Setting | Appropriate Certifications |
|---|-----------------------------------|
| (A) Medical (Serious)Com | |
| 1. Emergency room | |
| 2. Any complicated surgery and medical procedure | |
| 3. Life-threatening health problem | |
| 4. Obstetrics | |
| (B) Medical (Routine)Com/Adv | |
| 1. Offices and clinics of doctors of medicine | |
| 2. Offices and clinics of dentists | |
| 3. Offices and clinics of chiropractors | |
| 4. Offices and clinics of optometrists | |
| 5. Offices and clinics of audiologists/speech pathologists | |
| 6. Offices and clinics of dietitians/nutritionists | |
| 7. Visiting health care provider (nurse, doctor, therapist) | |
| 8. Hospital (Nonthreatening) | |
| (C) Nursing and Personal Care FacilitiesCom/Adv/Int | |
| 1. Convalescent homes | |
| 2. Nursing homes | |
| 3. Home health care services | |
| 4. Hospice | |
| (D) Community Health EducationCom/Adv/Int/App | |
| 1. Any self-help program relating to health/well-being | |

2. Any programs or activities in the community for the public, offered by hospitals/clinics and private medical organizations that promote health/well-being.

- | (8) Mental Health Setting | Appropriate Certifications |
|--|-----------------------------------|
| (A) Mental Health (Serious)Com | |
| 1. Mental hospitals | |
| 2. Psychiatric hospitals | |
| 3. Psychiatric units within hospitals | |
| 4. Crisis intervention | |
| (B) Mental health (clinical—routine)Com/Adv | |
| 1. Offices and clinics of psychiatric social workers | |
| 2. Offices and clinics of psychiatrists | |
| 3. Offices and clinics of psychologists | |
| 4. Offices and clinics of psychotherapists | |
| 5. Offices and clinics of counselors | |
| (C) Mental Health (Non-clinical—Routine)Com/Adv/Int | |
| 1. Alcoholics anonymous program | |
| 2. Narcotics anonymous program | |
| 3. Any 12-step program and self-help program relating to mental health and/or well-being | |
| 4. Treatment planning meeting | |
| 5. Residential care facility | |
| 6. Group home | |
| (D) Transition ServiceCom/Adv/Int/App | |
| 1. Independent living skills | |
| 2. Job coaching | |

- | (9) Education Setting | Appropriate Certifications |
|---|-----------------------------------|
| (A) Academic (K-6)Com/Adv/Int/RCED (K-6)/RCED(Gen) | |
| (B) Academic (7-12)Com/Adv/Int/RCED (7-12)/RCED (Gen) | |
| (C) Academic (Post Secondary)Com/Adv/Int | |
| 1. Colleges, Universities and Professional Schools | |
| 2. Junior Colleges and Technical Institutes | |
| 3. Continuing Education | |
| 4. Adult Basic Education | |
| (D) Educational AssessmentCom/Adv/Int | |
| 1. Psychological Testing | |
| 2. Language Testing | |
| 3. Developmental Testing | |
| 4. Intelligence Testing | |
| (E) Educational ConferencesCom/Adv/Int | |



1. Individualized Education Plan Conference

2. Parent/Teacher Conference

3. Parent/School Administrator Conference

(F) Professional DevelopmentCom/Adv/Int

1. Conferences

2. Seminars

3. Workshops

4. Training

(G) Community EducationCom/Adv/Int/App

1. Any programs or activities offered by schools, colleges or universities in the community that promote learning.

(10) Employment Setting Appropriate Certifications

(A) Employment Actions . . .Com/Adv

1. Interview

2. Hiring/firing

3. Disciplinary

(B) Employment MaintenanceCom/Adv/Int

1. Staff meetings

2. Employee/employer meetings

3. Safety workshops

4. Training/seminars/workshops

5. Performance appraisal

6. Union meeting

(C) Vocational TrainingCom/Adv/Int/App

1. Job training

2. Job coach

3. Vocational counseling

4. Vocational assessment

5. Any training/workshops promoting employment.

(11) Financial Setting Appropriate Certifications

(A) PurchasingCom/Adv/Int

1. Real estate

2. Insurance

(B) Financial Management .Com/Adv/Int

1. Credit counseling

2. Repossession

3. Major loans

4. Retirement

5. Tax preparation.

(12) Government Setting Appropriate Certifications

(Federal, State, City, County)

(A) Administrative Proceedings/Hearings (Non-Legal) .Com/Adv

1. Filing complaint

2. Investigation

3. Testimony

4. Hearing

5. Appeal

6. Audit

(B) Social ServicesCom/Adv

1. Any Division of Youth Services activities

2. Any Division of Family Services activities

(C) Public MeetingCom/Adv/Int

1. Agency/board/commission/council meeting

2. Legislative assembly

3. Individuals meeting with public official

(D) Benefits/ServicesCom/Adv/Int/App

1. Food stamps

2. Drivers' license testing

3. Voter registration

4. Welfare

5. Social Security

6. Unemployment benefits

7. Medicare/medicaid

8. Any type of governmental benefits or services

(E) Recreational/education programsCom/Adv/Int/App/Nov

1. Federal and state parks

2. Missouri history

3. Conservation

4. National resources

5. Energy saver

6. Environment

7. Natural disaster awareness

8. Public awareness

9. Recreational activities

10. Any programs or activities offered by public entities that increase the public's awareness in government, safety, health, economic, appreciation, protection, etc.

(13) Entertainment Setting Appropriate Certifications

(A) Performing Arts (Unrehearsed)Com/Adv/Int/App

1. Theaters

2. Concerts

3. Comedy shows

4. Magic shows

5. Any type of stage performances

(B) Performing Arts (Rehearsed)Com/Adv/Int/App/Nov

1. Theaters

2. Concerts

3. Comedy shows

4. Magic shows

5. Any type of stage performances

(C) Social ActivitiesCom/Adv/Int/App/Nov

1. Festivals

2. Fairs

3. Sport leagues

4. Sight-seeing tours

5. Rodeos

6. Circus

7. Recitals

8. Carnivals

9. Amusement parks

10. Camps

11. Any type of activities for entertainment purposes only.

AUTHORITY: sections 209.292(5) and (8), RSMo 2000. 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.*

**Original authority: 209.292, RSMo 1994.*

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 (MCD) within thirty (30) days after the coordinator of the Missouri Interpreter 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 MCD, 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 MCD 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 MCD.

(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 MCD.

(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 MCD, 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 MCD office.

(4) The MCD 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 MCD 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 MCD's determination.

(5) The complainant may file an appeal of the MCD's decision pursuant to section 536.100, RSMo, as such is adopted by section 621.135, RSMo. The MCD'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, MCD, and staff of the MCD, insofar as confidentiality is required and allowed by law.

AUTHORITY: sections 209.292(13), 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.*

**Original authority: 209.292, RSMo 1994; 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 Interpreter 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 either suspended or revoked, or which has lapsed for failure to renew 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) 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 one and two-tenths (1.2) Missouri Interpreter 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 prac-

ticed interpreting in Missouri while the applicant's certificate was suspended, revoked or not renewed.

(4) Upon application, the certification of a person whose certification has been suspended shall be reinstated in full upon expiration of the suspension period and payment of the reinstatement fee.

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

(6) In all instances where a certification has been revoked, the BCI will evaluate the application for reinstatement and decide according to the facts of the situation.

(7) Any applicant for reinstatement will be notified in writing of the reinstatement decision.

AUTHORITY: section 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.*

**Original authority: 209.295, RSMo 1994.*