Utah Certified Professional Interpreter

Examination Packet

Everything you need to know about the UCPI examination process

Nov 2024

Contents

Professional Certification Check List ✔

✔	To-do
	Sign up for a UIP account at https://jobs.utah.gov/usor/uip/index.html
	Optional: Follow UIP on Facebook https://www.facebook.com/groups/dsdhh.uip to get updates, tips, support other interpreters and receive other non-critical information
	Verify on your UIP account if you have a current Knowledge exam (Current is a passing score in the past 5 years) If needed, schedule the Utah Certification Knowledge exam
	Study recommended reading materials found at https://jobs.utah.gov/usor/uip/certification/index.html
	Optional: Borrow study materials from UIP
	Optional: Sign up for mentoring from UIP or another organization/individual
	If needed, take the Knowledge exam
	Didn't pass? Study and try again!
	Passed? Celebrate and keep going!
	Schedule the Professional Interpreter Performance exam
	Optional: Schedule and take the Utah Certification Mock exam
	Optional: Review and share mock exam with mentor/teacher
	Take Professional Interpreter Performance exam
	Didn't pass? Study, practice, get feedback, and try again!
	Passed? Sign your contract and CELEBRATE — You are now a UCPI!

All the Details: Becoming a Utah Certified Professional Interpreter (UCPI)

Congratulations on continuing your interpreter certification journey by working to become a Utah Certified Professional Interpreter. Utah has a long and rich history of setting standards and certifying high quality interpreters. In fact, Utah was the very first state to offer an ASL interpreter certification test. We were also the first state to pass a law requiring the certification of ASL interpreters.

At UIP, we are committed to continuing that strong tradition through our rigorous and fair examination process. Please use the information in this packet as a guide through that process. If you have any questions, please reach out to UIP@Utah.gov

Your Utah Interpreter Program Account

Your UIP account is your gateway to sign up and pay for exams, monitor certification(s) status, request recognition of other certifications, and submit Continuing Education Hours (CEHs).

It's easy to sign up for a UIP Account at https://jobs.utah.gov/usor/uip/index.html   When you get to the main screen, you'll see a button to Login/Create an account. Click the button and follow the steps to create an account.

Tips for creating your account:

- Use an email address that you will check regularly

   This email address is the primary way UIP will contact you. Important communications about your certification will come to this email address; we don't want your certification renewal to get lost in a throwaway or inaccessible account.

- If possible, use a personal email address instead of a work or educational institution address

   People often lose access to their UIP account or do not receive critical information when they leave their workplace or educational institution because they no longer have access to the email address associated their UIP account.

   Avoid using a .gov or USDB email address; these can create additional difficulties with account creation and ongoing usage.

   Once you are certified, this will be the email address that (if you choose to make it public) will be displayed on the certified interpreter list on the UIP website.

- Creating a UIP account also creates a UtahID account. The State of Utah allows users to have multiple UtahID accounts, so don't worry if you already created another UtahID account for a different purpose.

The Novice Exam

Most people take and pass the Novice exam before they attempt the Professional exam. However, that is not a requirement. If you feel you have the knowledge and ability, you can skip the Novice exam and start your interpreting journey with the Professional exam.

The Knowledge Exam

The Utah certification process starts with a 100 question, multiple-choice exam that is taken on a computer. If you have taken and passed the Knowledge exam within the past 5 years, your exam is current, and there is no need to retake it. If, however, you have not taken and passed the exam within the past 5 years, you will need to take and pass the Knowledge exam.

You will have up to two hours to complete the exam. This exam evaluates your knowledge of the interpreting profession and may include, but is not limited to:

- Ethics and Demand Control Schema (40%)

- Interpreting (20%)

- Deaf and United States Culture (20%)

- American Sign Language and English linguistics (10%)

- History and laws impacting the Deaf and interpreting communities (10%)

Upon completion of the exam, you will immediately receive your results. A passing score is 80% or higher and is valid for five years.

If you don't pass the Knowledge exam, you can take it again after a seven-day waiting period. Retesting requires a new application and examination fee.

Knowledge Exam Locations and Scheduling

Sanderson Community Center of the Deaf and Hard of Hearing
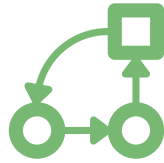5709 South 1500 West • Taylorsville

OR

South Center (by special arrangement)
1067 E. Tabernacle, Suite 10 • St. George

To schedule a Knowledge Exam, sign in to your UIP Account, select Knowledge exam, select an available time slot, and pay for the exam.

Please note that all exam fees are non-refundable

Study for the Knowledge Exam

The recommended reading materials for the Knowledge exam include:

- *Reading Between the Signs: Intercultural Communication for Sign Language* Interpreters by Anna Mindess

- *Sign Language Interpreting: Exploring Its Art and* Science by David A. Stewart, Jerome Schein, and Brenda Cartwright.

- *So You Want to Be an Interpreter* by Janice H. Humphrey and Bob J. Alcorn

- *A Journey into the Deaf World* by Harlan Lane, Robert Hoffmeister and Ben Bahan

- *The Demand Control Schema: Interpreting as a Practice Profession* by Robyn K. Dean and Robert Q. Pollard, Jr.

- *Encounters with Reality: 1001 Interpreter Scenarios* by Brenda Cartwright

- *Mask of Benevolence: Disabling the Deaf Community* by Harlan Lane

- [RID Code of Professional Conduct](#)

- [Utah Interpreter Program Policy and Procedures Manual](#)

- [Utah Interpreter Law](#)

Study Materials

UIP has a limited number of study materials available for loan to help you prepare for the Knowledge exam. After you have paid for the exam and have scheduled a date, you may request to borrow study materials for up to thirty days if they are available. Contact uip@utah.gov to check the availability of study materials.

If you borrow UIP study materials, please return them promptly (preferably, bring them with you when you take the Knowledge exam). There is often a waiting list for these materials, and we want assist as many candidates as possible. The materials available for loan include:

- *Reading Between the Signs: Intercultural Communication for Sign Language Interpreters by Anna Mindess*

- *So You Want to Be an Interpreter* by Janice H. Humphrey and Bob J. Alcorn

- *A Journey into the Deaf World* by Harlan Lane, Robert Hoffmeister and Ben Bahan

- *The Demand Control Schema: Interpreting as a Practice Profession* by Robyn K. Dean and Robert Q. Pollard, Jr.

Resources

UIP and our interpreting community offer resources for both emerging and professional interpreters seeking to increase their skill and knowledge. UIP offers mentoring and a mock performance exam. You can join the UIP Facebook page, https://www.facebook.com/groups/dsdhh.uip to find workshops and a community of practice. We also encourage you to seek other resources from the at-large professional community to help you develop as an interpreter. Our Utah interpreting community is stronger when colleagues are actively engaged in supporting and sharing information with each other. We hope you will both learn from and support your colleagues.

Mentoring

UIP offers limited mentoring opportunities on a first-come-first-serve basis. Our interpreting team has over 100 years of combined interpreting and mentoring experience. We mentor both emerging and professional interpreters seeking opportunities to improve their skill or reflect/debrief about their work in a confidential manner.

As a practice, mentors at UIP do not mentor "to a test" — neither to the Utah certification exams or to any of the other quality assessment and professional certificates the State of Utah recognizes. We mentor for skill building, ethical decision making, and self-reflection. We will work with you to assess your goals, mix in our professional observations, and scaffold you with the support you need to become the interpreter you want to be.

Mentoring is provided at no cost; however, as UIP resources are limited, we ask that anyone signing up for mentoring commit to meet weekly with a mentor and complete assigned tasks. If you are unable to follow through with this commitment, we ask that you communicate your intentions so we can assign resources to other interpreters seeking support.

If you are interested in working with a mentor, please reach out to UIPMentoring@utah.gov to check availability.

Mock Performance Exam and Locations

We know that any examination process can be stressful and we want to see you achieve your very best results when you take the exam. To support this, UIP offers a Mock exam. This practice exam simulates the experience of taking a performance exam (with different stimulus material, of course).

After you have paid for a performance exam, you can sign up for a Mock exam at no cost. Once your mock exam is complete, you will be sent links to your mock exam videos. You are welcome to review your videos and self-assess, and if you choose, share your videos with a colleague, teacher, peer, or mentor.

Exams are given at:
Sanderson Community Center of the Deaf and Hard of Hearing
5709 South 1500 West • Taylorsville

OR

South Center (by special arrangement)
1067 E. Tabernacle, Suite 10 • St. George

Schedule a Professional Mock Exam

After you have paid for the Professional performance exam, sign in to your UIP account and select an available time slot to take the Novice Mock exam.

NOTE: If you are a student in an interpreter training or preparation program, please first contact UIP at UIP@Utah.gov before signing up and paying for the Professional Performance exam expressly for the purpose of taking the Professional Mock exam.

Other Community Resources

UIP is not the only place you can get support. Seek out professional development support from local and national organizations, interpreter training programs, other interpreters, and online forums and groups. Our Utah interpreting community is vibrant and supportive: ask peers, teachers, or mentors for their recommendations. Regardless of where you go next, we hope you'll embrace lifelong learning and support others on their journeys as well.

The Performance Exam and Locations

We are proud of the fair and rigorous exam process the State of Utah has implemented. When you pass a performance exam, you know that you have reached a significant milestone on your journey. Passing means you will be able to engage in professional interpreting in the State of Utah. It also means that you bear a heavy responsibility of professionalism to the local Deaf community, as well as the interpreter and other consumer communities. Thank you for seeking to serve in this way.

Exams are given at:
Sanderson Community Center of the Deaf and Hard of Hearing
5709 South 1500 West • Taylorsville

OR

South Center (by special arrangement)
1067 E. Tabernacle, Suite 10 • St. George

To schedule a Professional Performance Exam, sign in to your UIP Account, select Professional exam, select an available time slot, and pay for the exam.

Please note that all exam fees are non-refundable

Format

The Professional performance exam format is recorded video. You will be escorted to a private room where your signed and spoken interpretation of the video source material will be recorded. You should plan for up to three hours to complete all four components for the Professional performance exam:

- **Component One — English to ASL Interactive:** You will interpret a one-on-one or small group scenario. The primary mode of interpreting is English to ASL. The component also includes interactive dialogue among the participants.

- **Component Two — ASL to English Interactive:** You will interpret a one-on-one or small group scenario. The primary mode of interpreting is ASL to English. The component also includes interactive dialogue among the participants.

- **Component Three — Teaming with a Deaf Interpreter:** You will team interpret with a Certified Deaf Interpreter for a one-on-one or small group interactive scenario. You will provide an English to ASL feed to the Deaf Interpreter, as well as an ASL to English interpretation from the Certified Deaf Interpreter's feed.

- **Component 4 — Multiple Participant Interactive:** You will interpret three, one-on-one interactive segments. Each segment includes one deaf or hard-of-hearing participant with varying language use and modality. You must adjust the interpretation to meet the various communication needs and language preferences of each participant.

The Professional level performance exam combines interactive settings that allow a low level of control and high level of complexity and sensitivity. Scenarios and topics are based on the needs of the local community and common interpreting settings at Professional level standards.

You must pass all four components of the performance exam in the same attempt to be awarded Professional certification. If you do not pass all four components, you may retake the exam.

Exam Preparation Time and Materials

Before each component, you will be given an opportunity to "meet" the presenter/participants and learn a little about the topics you will be interpreting. This will be done through video and printed documents. After viewing the component preparation materials, you will be escorted to the testing room where you will take that component. When you have completed the component, you will prepare for the next component. You will do this until all four components are complete.

Raters

Your exam will be evaluated by several teams of raters consisting of local Deaf consumers, Utah Certified Professional or Master Interpreters, and Utah Certified Deaf Interpreters. Each rating team is trained to observe and evaluate specific aspects of your interpreting work based on predetermined rating criteria. Raters work independently of each other to evaluate your interpreting performance exam. The results are then compiled to determine the overall outcome.

Rating Criteria

English to ASL Interactive	
Criteria	**Description**
Processing	The interpreter consistently demonstrates the ability to receive, process, and deliver information while effectively managing the flow of information.
Presence	Demeanor and appearance consistently reflect professional standards.
Speaker and setting	The interpretation consistently conveys the intent, affect, and register that matches the setting and speaker's delivery style.
Semantics	ASL semantic choices are effective and consistently follow the norms of ASL.
	The interpretation consistently includes equivalent semantic choices that adhere to native usage of ASL and English in the given context.
Coherence: Time, Pronouns, Spatial Referents	Coherence is achieved by effectively incorporating temporal markers, pronouns, and spatial referencing consistent with ASL norms.
	The interpretation consistently includes equivalent temporal markers, pronouns, and spatial referencing.
Coherence: Transitions, Topics, Relational Markers	Coherence is achieved by effectively incorporating transitions, topic shifts, and relational discourse markers consistent with ASL norms.
	The interpretation consistently includes equivalent transitions, topic shifts, and relational discourse markers.
Reformulation	The interpreted message is consistently reformulated to appropriately manage linguistic and culturally induced information.
Sign parameters	Sign parameters (handshape, location, movement, palm orientation) are consistently produced accurately.
Fingerspelling and numbers	Fingerspelling and numbers consistently follow the norms of ASL and are produced at an appropriate pace.
Non-manual markers	Non-manual markers are consistently demonstrated for appropriate sentence types, mouth morphemes, and emotive behavior follow the norms of ASL.
Grammar	The signed grammatical structure consistently follows the norms of ASL, creating a visual spatial message.
Space and depiction	Space (tokens, constructed action/dialogue, eye gaze) and depiction (motion, handshape, size) are used appropriately and follow the norms and native usage of ASL.

English to ASL Interactive Cont.

Interactive elements	Interactive cues consistently follow the norms and native usage of ASL and allow for a natural flow of communication.
	Interactive cues consistently follow the norms and native usage of English and allow for a natural flow of communication.
Delivery and comprehension	The spoken interpretation is easy to comprehend and follows the norms and native usage of spoken English.
	The signed interpretation is easy to comprehend and follows the norms and native usage of ASL.
Equivalency	The content of the English to ASL interpretation is equivalent.
	The content of the ASL to English interpretation is equivalent.

ASL to English Interactive	
Criteria	**Description**
Processing	The interpreter consistently demonstrates the ability to receive, process, and deliver information while effectively managing the flow of information.
Presence	Demeanor and appearance consistently reflect professional standards.
Speaker and setting	The interpretation consistently conveys the intent, affect, and register that matches the setting and speaker's delivery style.
Semantics	English semantic choices in the interpretation consistently demonstrate an extensive and varied vocabulary that adheres to the norms of English.
	The interpretation consistently includes equivalent semantic choices that adhere to native usage of ASL and English in the given context.
Coherence	The interpretation consistently includes equivalent temporal markers, pronouns, and spatial referencing.
	The interpretation consistently includes equivalent transitions, topic shifts, and relational discourse markers.
Reformulation	The interpreted message is consistently reformulated to appropriately manage linguistic and culturally induced information.
Interactive Lexical matching	Signs used by the deaf participants are effectively incorporated into the interpretation.
Interactive elements	Interactive cues consistently follow the norms and native usage of English and allow for a natural flow of communication.
	Interactive cues consistently follow the norms and native usage of ASL and allow for a natural flow of communication.
Delivery and comprehension	The spoken interpretation is easy to comprehend and follow the norms and native usage of spoken English.
	The signed interpretation is easy to comprehend and follow the norms and native usage of ASL
Equivalency	The content of the ASL to English interpretation is equivalent.
	The content of the English to ASL interpretation is equivalent.

Teaming with a Deaf Interpreter

Criteria	Description
Processing	The interpreter consistently demonstrates the ability to receive, process, and deliver information while effectively managing the flow of information.
Presence	Demeanor and appearance consistently reflect professional standards and best practices while working with a Deaf Interpreter.
Speaker and setting	The English to ASL and ASL to English interpretation (via the Deaf Interpreter) consistently conveys the range of intent, affect, and register that matches the setting and speaker's delivery style.
Coherence	The signed feed is effectively organized including temporal markers, pronouns, spatial referencing, transitions and topic shifts, creating a coherent feed that would be easily understood by the Deaf Interpreter.
Clarity of feed	The signed feed is consistently produced clearly and appropriately.
Efficiency of feed	The interpreter consistently manages the efficiency of the feed provided to the Deaf Interpreter, succinctly incorporating main points and key details in the feed.
Teaming dynamics	The interpreter consistently remains attentive and engaged by providing backchanneling and supportive cues for effective team interaction and monitors the interpretation (via the Deaf Interpreter) for equivalency.
Delivery and comprehension	The signed feed includes sufficient content for the reformulation of the message, main points, supporting details, and key vocabulary are effectively represented.
	The English production is easy to comprehend and adheres to the norms of spoken English.
Equivalency	The content of the English to ASL interpretation is equivalent.
	The content of the ASL to English interpretation is equivalent.

Multiple Participant Interactive

Criteria	Description
Managing the process	The interpreter consistently demonstrates the ability to receive, process, and deliver information while effectively managing the flow of information.
Presence	Demeanor and appearance consistently reflect professional standards.
Speaker and setting	The interpretation consistently conveys the intent, affect, and register that matches the setting and speaker's delivery style.
Language Matching	Signs used by deaf participants are effectively incorporated into the interpretation.
	A range of ASL is used to effectively meet the individual language needs of each deaf participant.
	The interpreter effectively and consistently matches the language used by the participants and reformulates as needed.
Interactive elements	Interactive cues consistently follow the norms and native usage of ASL and allow for a natural flow of communication.
	Interactive cues consistently follow the norms and native usage of English and allow for a natural flow of communication.
Delivery and comprehension	The signed interpretation is easy to comprehend and follow the norms and native usage of ASL.
	The spoken interpretation is easy to comprehend and follow the norms and native usage of spoken English.
Equivalency	The content of the English to ASL interpretation is equivalent.
	The content of the ASL to English interpretation is equivalent.

Results

We know you are anxious to receive your results. We are anxious to get them to you as quickly as possible. Exam results are typically delivered within eight to twelve weeks. If you have not received your results after twelve weeks, please reach out to UIP at UIP@utah.gov.

Detailed Results Report

As part of your results, you will receive a Detailed Results Report (DRR). This will provide additional insight into the patterns raters saw in your interpretations. Whether you pass or not, this information can support you as you continue to improve the equivalence and quality of your interpreting work. You are welcome to share your DRR with a mentor, teacher, peer, or anyone else you feel will support you on your journey.

Retesting

If you don't pass all components, you may retake the exam. You can take the exam up to four times in a twelve-month rolling period. You can apply to retake the exam as soon as your previous exam results are received, but you may not attempt the performance exam more than four times within a twelve-month time frame.

Passing Results

Congratulations! Remember to celebrate passing the Utah Professional performance exam as a milestone on your journey to be the best interpreter you can be!

Passing the performance exam demonstrates the skills, knowledge, and judgment to be able to facilitate communication in almost any situation, including more complex, technical, or specialized situations.

You aren't a Utah Certified Professional Interpreter (UCPI) quite yet however. There is one thing left for you to do before you can begin interpreting as a professional, certified interpreter. You must first sign your contract.

You Passed! Now What?

First things first, after receiving your passing results, you must sign in to your UIP account and sign your contract. Signing this contract confirms you understand

1. how to maintain your UCPI over the next four years

2. the expectation to adhere to the RID Code of Professional Conduct

3. the expectation to stay knowledgeable of Utah laws and policies related to interpreting

You have two weeks to sign your contract. After your contract is processed, UIP will mail your official certification card and certificate.

It is time to celebrate again — your certification is official!

Maintaining Your Certification

Professional level certification requires renewal every year.

To renew your certification, pay the annual renewal fee in your UIP account. Every 4 years you must also document eighty (80) annual continuing education hours (CEHs) in your UIP account. You can earn CEHs by:

• attending workshops/training that explicitly state they offer Utah CEH or RID CEU

• completing academic coursework

• completing other trainings that benefit interpreters (requires pre-approval)

Find more information on earning and receiving pre-approval for CEHs in the Policies Governing the Certification of ASL Interpreters (the Policy and Procedure Manual) at: https://jobs.utah.gov/usor/uip/index.html

Continuing Education

While there is no need to advance your certification beyond the Professional level, we encourage you to continue develop your skill and ability as it relates to interpreting. Continuing education, workshops, self-assessment, seeking feedback, and of course, real-world interpreting experience and debriefing with a mentor are all good ways to continually improve. And throughout your journey in interpreting, keep working, learning, and enhancing your skillset so you can provide the highest quality interpreting to the communities you serve.

1 YEAR

Remember, your Professional certification requires renewal every year.

? **Questions or comments?**
Contact us at UIP@utah.gov