



Now You're a **Utah Certified Deaf Interpreter**



Congratulations on passing the Utah Certified Deaf Interpreter Exam process!



November 2024



You have demonstrated knowledge and skills sufficient to begin interpreting. We are excited to have you as a member of the Utah Interpreting Community. The service you will provide as an interpreter is important and life changing. UIP wants to provide you with the information you need to make effective decisions, continue your education, advance your skills and renew your certification.

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Interpreting in Utah

Interpreting in Utah is governed by two guiding pieces of information: one is Utah Law, and the other is the Policies Governing the Certification of ASL Interpreters. We suggest that you read and understand both of them.

The law gives the highest overview of information. You can find it here: [Interpreter Services for the Deaf and Hard of Hearing Act](#)

The Policies Governing the Certification of ASL Interpreters gives a much more detailed view of the rules interpreters and UIP, must follow. You can find it here: [Policies Governing the Certification of ASL Interpreters](#)



Your Interpreter Account

It is your responsibility to keep your interpreter account up to date. This includes your name, mailing address and email address. We also recommend using a personal email account rather than a work or school account. Often people who use work or school accounts lose access and don't receive the information they need to stay certified. Take a moment now to check the accuracy of your account and make any needed changes.

Working as an Interpreter

The Registry of Interpreters for the Deaf, Inc. (RID) Code of Professional Conduct (CPC) instructs interpreters to "possess the professional skills and knowledge required for the specific interpreting situation." However, no interpreter is a 100% match for every setting or situation. As an interpreter, you will earn more respect for your willingness to say no to a situation that is outside the scope of your ability, than by saying yes to everything that comes your way. As a new interpreter, making decisions about what appointments/jobs to accept can be challenging, and we certainly understand the fear of saying, "No, I'm not ready for that yet." As you gain more experience, you will learn more about your own limitations, and as you work in settings that match your ability and seek out professional development, your ability will steadily increase. Here are some things you should consider as you look for interpreting work:

Demands and Controls Available

What are the demands and available controls for the situation? Would it be appropriate to ask for additional information/clarification? In some situations, interpreters have more flexibility



with demands that are placed on them. For example, in a platform interpreting situation, asking for clarification may not be appropriate, but in a 1:1 job coaching situation, it would likely be acceptable.

As a new UCDI, you should focus on assignments that will allow you to implement a wider variety of controls such as asking for and receiving clarifying information. Once you have additional experience, you can begin accepting assignments where you have less control.

Sensitivity of the Situation

What kind of impact will the interpreted interaction have on the participants? Some situations are commonplace and will have limited impact should something go askew in the interpretation. Other situations are more critical and could have serious or long-term impacts. For example, interpreting in a situation where someone is giving or receiving a disciplinary action at work is highly sensitive and could have significant ramifications for the participants. Interpreting a tour of a college campus is far less sensitive and likely will not have a lifelong or serious impact on the participants.

Additionally, a situation could be particularly sensitive to you as the interpreter. The CPC reminds us that we should “decline assignments... when not competent due to physical, mental or emotional factors.” If a situation will cause you distress so that you are not able to accurately or effectively interpret, or if it will cause you mental or emotional harm, this would be considered a highly sensitive situation.



As an new UCDI, you should focus on assignments that have a low level of sensitivity for both the participants and for you. As you grow in skill and ability, you can then take more sensitive assignments

Complexity of the Subject Matter

How familiar are you with the subject? Each of us comes to this profession with our own experiences and knowledge base. Your experience and knowledge will impact the quality of service you can provide – that will be the case for your entire career. What may seem very complex to another interpreter may be something very familiar to you. The reverse can also be true. If you have an intimate knowledge of a subject, you may be able to interpret effectively about that subject even though the situation allows the interpreter minimal controls or it is a more sensitive situation.

Consider the subject matter and give an honest assessment of your own experience and knowledge of that subject. As a new UCDI you should focus on assignments that, for you, have a low level of complexity. Use that, in combination with demands/controls and sensitivity, to help you determine if you are ready to interpret in that context. To help you prepare for more complex topics, you may be able to team up with or shadow another interpreter. Your skill will continue to advance and soon you will be able to comfortably interpret more complex topics.



Going Beyond Your Abilities

There will be times when all the information needed to make a good decision about whether to accept a job or not wasn't shared with you. There are many of reasons why this happens. There may even be times when you had a lot of information and believed you made a good decision, only to find out too late that it was not the best decision. Because of the limited number of CDIs available, you may have felt like you couldn't say no to an assignment. When this happens, do what you can in the moment to remedy the situation with all controls available to you (options could include making sure participants know you will need extra time to ensure an accurate interpretation, calling another team interpreter, rescheduling the appointment, etc.) and work with your supervisor/interpreting agency so that all parties learn from the situation.

Other Considerations

The CPC summarizes this best: "Interpreters accept assignments using discretion with regard to skill, communication mode, setting and consumer needs." With careful consideration, practice and self-reflection, you will grow in confidence with your decision-making ability and the types of work you can accept following the CPC will increase.

Common Places to Find Work

It can be intimidating to begin looking for work as an interpreter. Once you have your resume/portfolio ready, there are many options for you to pursue:

- Interpreting agencies
- School districts
- Colleges and universities
- Private business such as VRS, VRI, and Hospitals
- Setting up your own interpreting business

If you are wondering if a location has positions available, check their website, give their office a call, or ask someone who works there. You can also find a list of interpreting agencies that provide service in Utah on the UIP website: <https://jobs.utah.gov/usor/uiip/directory.html>. Wherever you go to find work, remember to accept work following professional standards.

You may also wonder if your UCDI is accepted in other states. Because laws frequently change, there is no definitive answer. For a specific state, reach out to that state's RID chapter(s) about which certifications are required and/or accepted in that state.



Court Interpreting Approval

As a UCDI, you may be interested in becoming a court-approved interpreter. Court interpreting requires advanced skill, knowledge and ability. After you have gained some experience, if you would like to pursue becoming a court-approved interpreter, additional information can be found on the UIP website: [UIP Certification Overview](#), or you can contact UIP directly at UIP@utah.gov. If you do become a court-approved interpreter, at least 20 of your 80 hours of continuing education must be legal training.

Professional Development

One of the tenets of the CPC is “Interpreters engage in professional development.” The field of interpreting is ever changing, the people we serve require interpreters to be knowledgeable in new/unique content areas, laws regarding interpreting and access continue to change, and the cultures we work with continue to evolve. Even the languages we use change over time.

You are an interpreter, and one of the best ways to improve your skill is to do the work. Professional actors practice every day; professional athletes practice their sport every day and lawyers practice presenting their cases daily. Set aside time to practice. Use this time to push yourself outside of your abilities. If you can, record yourself and do a self-assessment of your work – or even better, seek out feedback from others. Most importantly, do what other professions do – practice, practice, practice.

Requirements

You are required to earn 80 hours of Continuing Education Hours (CEH) each year. Don't wait to start earning your CEH until your 80 hours are almost due – start earning them now. You may see workshops advertised that are approved for RID CEU – those are Continuing Education Units (10 hours = 1 unit). RID CEU are already approved for Utah CEH.

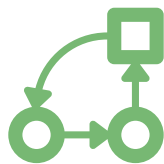
Types of CEH

There are two basic types of CEH:

- Professional Studies: these are learning opportunities that are specific to interpreting, language and culture.
- General Studies: these are learning opportunities that are not specific to interpreting, but will benefit you as an interpreter. Up to 10% (eight hours) of your CEH can be general studies.



You are required to earn 80 hours of Continuing Education Hours (CEH) each year.



When a workshop is approved by UIP, you will see a badge on the advertisement indicating which type of CEH you will receive. When a workshop is approved by RID, the type of CEH will be in the text of the advertisement.



General Studies



Professional Studies



Earning CEH

UIP Sponsored Workshops: You'll know if a workshop is sponsored by UIP because there will be a UIP CEH badge on the advertisement. To get credit for these workshops, you need to use the UIP QR code that will be shown toward the end of the workshop. You'll fill out the information and submit your request. If you do not do this, you will not get credit.

RID Approved Workshops: You'll know if a workshop is approved by RID because you will see the RID and ACET logos on workshop advertisements. They will be advertised in CEU (10 hours = 1 CEU). There are typically two ways to get credit from RID workshops:

- If the workshop is sponsored by UTRID, you will need to use the UIP QR code shown at the workshop to submit your request.
- If you are taking a workshop offered by another provider, they will often ask for an RID number during the registration process. If you have one, enter it. If you did not receive one, you will receive a certificate of completion that you will use to get Utah CEH (more about that in "Uploading your certificates").

Uploading your certificates/transcript:

[Upload Proof of Attendance](#)

[Upload RID Transcript](#)

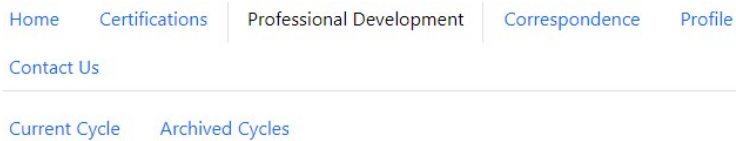
- When you go to a workshop that has RID CEU, but doesn't have Utah CEH, you'll need to upload your proof of completion and evidence that the workshop had RID CEU. To do that, go to the Professional Development tab in your interpreter account, and select the "Upload Proof of Attendance" or "Upload RID Transcript"
- You'll fill in some basic information about the workshop (name of workshop, start and end date, description of workshop)
 - ← Name of workshop
 - ← Start and End date
 - ← Description of workshop

- You'll then upload your workshop certificate or RID transcript, and if everything looks good, UIP will award the CEH. If your certificate doesn't include the RID logo, extra verification will be needed that the workshop was approved for RID CEH. (Please note, if using an RID transcript, you must still request each workshop individually).
- Upload your workshop documentation as the workshops are completed.

Academic Coursework

CEH Pre-Approval Request

- While Academic Coursework is still found in the CEH pre-approval section of your account, **it no longer requires pre-approval. Please disregard the two-week pre-approval notice for Academic Coursework only.** Pre-approval is still required for other types of learning.
- If you take a course from an institution accredited by the Council of Higher Education, such as typical colleges and universities, you may be able to earn CEH for those courses (this includes ITP classes). In the Professional Development tab, after clicking CEH Pre-Approval Request, select Academic Coursework.



CEH Pre-Approval Request

NOTE: Request must be submitted at least two weeks before event.

Activity Type:

Academic Coursework

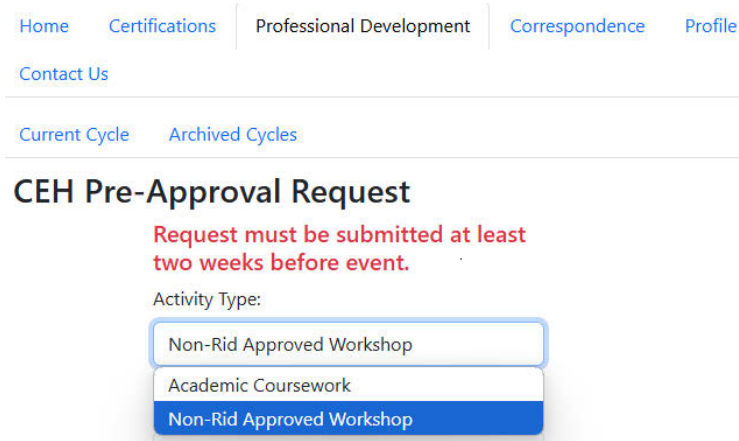
- All CEH for academic coursework will be applied based on the date of course completion and applied to the cycle corresponding to that date.
- You will upload your course syllabus or other documentation that shows you were enrolled, the course content, the number of credit hours for the course, and proof of successful completion (C- or better). The course content is needed to determine what type of CEH to award.
- Submit your request.
- If approved, you will receive 15 CEH for each semester hour or 10 CEH for each quarter hour. The type of CEH (Professional or General) will depend on course content.
- CEH is awarded based on the date completed and cannot be transferred to any other cycle.

Pre-approval

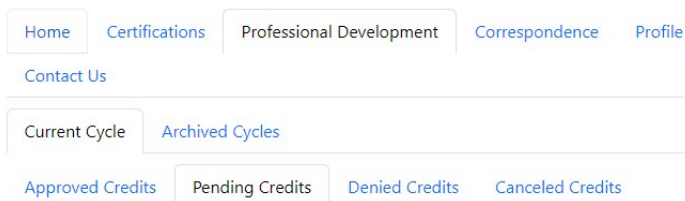
CEH Pre-Approval Request

- Everything not listed above requires pre-approval from UIP. Are you attending a leadership event? Attending an interpreting event that doesn't have Utah CEH or RID CEU? Maybe you're attending a conference targeted to spoken language interpreting. Submit your pre-approval

request in your UIP account. In the Professional Development tab, after clicking on CEH Pre-Approval Request, select Non-RID Approved Workshop.



- **IMPORTANT: This must happen at least two weeks before the event starts.** Requests that don't meet this timeline will be automatically denied regardless of the content of the event.
- Fill out the required information and upload needed documentation
 - ← Name of workshop
 - ← Start and end dates
 - ← Description
 - This must contain detailed information about the course content, number of contact hours, presenter, company, website, etc., to determine if the event should be awarded CEH, and if so, what type.
- The documentation submitted will be reviewed.
- If everything looks good, you will receive pre-approval with a request to upload proof of completion when the activity is complete.
- Once you've completed the learning opportunity, you will navigate to the Professional Development section of your account and select the "Pending Credits" section. There, you will select your original request, attach proof of successful completion (probably a certificate), and then resubmit the request.





What doesn't count

- We recognize that nearly everything you learn can help you become a better interpreter. Your experience, knowledge and expertise can be applied in many situations. However, there are some events that don't count for CEH even though they may be wonderful learning opportunities. These include:
 - ← Board/committee activities
 - ← Professional service delivery including interpreting, teaching and mentoring
 - ← Receiving mentoring
 - ← Lunch, dinner, socials or entertainment
 - ← Activities that are part of routine job responsibilities (i.e., in-service or work-related training meetings)
 - ← Independent study
- One last thing to note about CEH: Any CEH earned over the 80 hours required does not carry over to the next cycle. You must earn at least 80 CEH each four-year cycle.

Finding Professional Development Opportunities

There are many places you can find workshops and RID CEU approved learning. A quick online search will pull up companies that offer virtual training with RID CEU. Other resources include:

- [UIP Facebook Group](#) where workshops and other opportunities are regularly posted.
- The UIP email list. Sign up here: [Subscribe to UIP Email Blast](#)
- Professional organizations such as UTRID and RID.
- Make sure you verify whether or not a workshop offers Utah CEH or RID CEU. If not, you'll need to get pre-approval at least two weeks in advance.



Mentoring

While you cannot earn CEH from being mentored, seeking out and working with a mentor can help you improve your skill and decision-making ability. A trained and qualified mentor can give you individualized feedback that you typically can't receive at a workshop or online event. There are many mentoring resources available to you. An online search can connect you with companies across the country that offer mentoring. You can also seek out mentoring from peers, former or current teachers or professional organizations. UIP offers mentoring as we have resources available. Contact UIPMentoring@utah.gov if you want to check availability. Here are some additional considerations for hiring or working with a mentor:

- What are their credentials?
- How much mentoring experience do they have?
- What is their approach to mentoring?
- Where did they receive their training to become a mentor?
- Do they have recommendations/testimonials from successful clients?
- What is their intake process?
- Do they specialize in topics that would benefit you?
- What is the cost and is it per hour, per session, or is there a bundle?
- Do they have a mentoring agreement that clearly outlines their responsibility and your responsibility?
- Does their availability match yours?

Renewing your Certification

You will need to renew your certification every year. UIP will send reminders to the email address on your UIP account before your renewal is due. Make sure you keep your email address up to date and that you check your email regularly. It is important that you know the requirements and meet them every year before your renewal date.

Renew Certification / Recognition



Your renewal is due soon. To perform the renewal you will need to:

1. Select which certificates / recognitions you wish to apply for and:
 1. provide documentation
 2. be approved by the UIP Administrative staff.
2. Complete any requirements (such as Professional Development).
3. Pay your renewal fee.
4. Receive email indicating renewal is complete.

[Advance to Next Step](#)

- **Earn 80 approved CEH:** At the end of your four-year cycle, you must have completed at least 80 approved CEH.
- **Request Renewal:** Before your renewal date, you must request a renewal in your interpreter account. Please note that if you send in your renewal request on a Friday, we may not be able to review it until the next work day. Please plan accordingly so you can avoid late fees.
- **UIP Reviews Your Request:** We will check the status of your certification, grievances/or determinations related to grievances, and CEH if needed. If everything looks good, we will approve your request and email you notification of your renewal request approval.
- **Pay the Fee:** After your renewal request is approved, you must go into your interpreter account and pay the renewal fee. Once that is done, you won't need to do anything else.
- **UIP Sends Certification Documents:** UIP will send you a confirmation letter indicating that you have renewed your certification as well as a new certification card that is good until your next renewal date.

Other Resources

There are many people and organizations that are cheering for you and want to support you on your journey.

Professional Organizations

You may wish to join the professional organizations of ASL/English interpreters or other interpreting related professional organizations. The following professional organizations offer education, leadership opportunities and other resources for interpreters.

- Registry of Interpreters for the Deaf
- Utah Registry of Interpreters for the Deaf
- National Association of Interpreters in Education
- Utah Translators and Interpreters Association
- Educational Interpreter Performance Assessment at Boys Town

Many people are unsure about the differences between UIP and UTRID. While both organizations support interpreters, each has their own role in our community. UIP and UTRID collaborated on a chart to help our community understand each organization's unique roles. (Appendix A).

Peers

The interpreting community has a wealth of knowledge and experience. As you interpret, attend workshops and interact with the community; please help us foster a supportive and positive community. Take every opportunity to ask questions and learn from other interpreters and community members.

UIP

UIP offers many resources that can aid in advancing your career; from books and videos, mentors, supportive staff, [Facebook group](#), and certification packets and the [Policies Governing the Certification of ASL Interpreters](#), we can provide you with the information and resources you need. To access these resources, contact UIP@utah.gov.

In Summary

You've taken a huge step in your professional career. Make sure you celebrate this accomplishment! And we are here to support you in taking the next steps. No matter what certification you hold, we hope you will always:

- Work toward fostering connection with the Deaf Community
- Support the success of your peers
- Provide a great experience for those you interpret for
- Keep learning and improving



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

Appendix A

As an interpreter in Utah, when do I go to UTRID or UIP? Well, that depends, what do you want to do?

"I WANT TO..."

UTRID <small>Utah Registry of Interpreters for the Deaf (an affiliate chapter of RID run by volunteers)</small>	Both	UIP <small>Utah Interpreter Program (a government entity run by state employees)</small>
<p>JOIN MY PROFESSIONAL ORGANIZATION</p> <p>UTRID is the local affiliate chapter of RID. There are opportunities to serve and give back to the Deaf and Interpreting Communities.</p> <p>CONTRIBUTE: TEACH, LEAD, GROW!</p> <p>Give back to the professional community by teaching a workshop, joining a committee, or joining the board.</p> <p>ATTEND PROFESSIONAL DEVELOPMENT EVENTS</p> <p>UTRID offers workshops, Silent Weekend, and annual conferences for interpreters.</p> <p>GET RID CEU</p> <p>UTRID is a CMP sponsor - that means UTRID authorizes credit for RID CEUs. This includes processing PINRA forms.</p> <p>LEARN ABOUT RID HQ</p> <p>UTRID can share info about RID, including the RID process for filing a grievance about an RID certified interpreter. (UTRID cannot process grievances.)</p> <p>FIND MORE INFO ABOUT UTRID AT... utrid.com</p>	<p>GET CERTIFIED</p> <p>UIP offers the Utah Interpreter Certification Test. There are tests for Novice, Professional, and Deaf Interpreters.</p> <p>While UTRID doesn't provide or coordinate testing, they offer scholarships and can provide information on becoming certified through RID.</p> <p>FIND INFORMATION ON SOCIAL MEDIA</p> <p>facebook.com/UTAHRID Instagram @utrid</p> <p>UIP facebook group: facebook.com/groups/dsdhh.uip</p> <p>OFFER A WORKSHOP</p> <p>Both UTRID and UIP can help you in different ways when you want to offer a workshop. Go to UIP if you want your workshop to carry Utah CEH, go to UTRID if you want your workshop to carry RID CEU.</p> <p>If you want to offer both, go to both!</p>	<p>INTERPRET IN UTAH</p> <p>UIP must either award a certification or officially recognize your certification before you can legally interpret in the state. Certification must be maintained annually.</p> <p>GET UTAH CEH</p> <p>UIP authorizes learning opportunities for Utah CEH.</p> <p>GET UTAH CEH FOR MY RID CEU</p> <p>For workshops that carry CEU, but not CEH, UIP can authorize Utah CEH.</p> <p>FILE A GRIEVANCE</p> <p>UIP and the Interpreter Certification Board handle grievances about about Utah Certified Interpreters, EIPA recognized interpreters, and people working as interpreters who are not certified.</p> <p>FIND AN AGENCY/INTERPRETER</p> <p>UIP's Interpreter Directory can help you find a interpreter or referral service in Utah.</p> <p>FIND MORE INFO ABOUT UIP AT... jobs.utah.gov/usor/uiip</p>