

INTERPRETER ORIENTATION CHECKLIST

Contractors must conduct a mandatory orientation to all interpreters representing their agency before providing services for DSHS clients/employees. During that orientation, interpreters are to review the following information related to the DSHS Sign Language Interpreter Services contract. This review must include accurate completion and submission of the forms listed below. A signed copy of this checklist must be placed in the interpreter's personnel file to confirm the interpreter's participation in the orientation.

- NAD-RID Code of Professional Conduct
- Sign Language Interpreter Registration (DSHS Form 17-155)
- Sign Language Interpreter Renewal (DSHS Form 17-155A)
- Background Authorization (DSHS Form 09-653)
- Background Check Identification Verification (DSHS Form 02-573)
- Request for Sign Language Interpreter (DSHS Form 17-123A)
- Base Rate, Hourly Rate, Mileage
- No Show/Cancellation Policy
- Report of Outside Employment (DSHS Form 03-023) (if applicable)

FOR NON-CERTIFIED INTERPRETERS:

- Requirement to become certified within 5 years of initial registration with DSHS (if non-certified)
- Reference letter requirements for non-certified interpreters

I certify that I have reviewed, understand, and have submitted each of the above items as they relate to the DSHS Sign Language Interpreter Services contract.

Interpreter Signature (in blue or black ink)

Date

Printed Name