

## 2013 Renewal of a Licensed by Examination Sign Language Interpreters and Transliterators License

License Number	
Last Name, First Name	
Address	
City, State, Zip Code	
E-mail address	
Phone 1	
Phone 2	
*SSN	
<p><b>Privacy Act Notice: Disclosure of your Social Security Number on this renewal application is <u>required</u></b> by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18.</p>	

**Step One – The renewal fee is \$120.00. Check or money order must be payable to the Iowa Board of Sign Language Interpreters and Transliterators.**

- You are responsible for submitting a completed, accurate renewal application and renewal fee before the license expiration date of June 30.
- The board office strongly suggests the application and fee be postmarked no later than June 1.
- Your renewal **must** include: (1) the completed renewal application (this form), and (2) the renewal fee.

**Note:** If you are selected for the post renewal audit, you will be required to submit copies of continuing education information as instructed. For auditing purposes, licensees must retain continuing education information for two years after the biennium has ended. Do Not Submit Continuing Education Certificates at this time.

When is the late fee due?

- To avoid the late fee, this completed application **must be** postmarked by the license expiration date of June 30.
- The most recent postmark will determine whether the renewal application is late. This is true even if the application was initially postmarked prior to the license expiration date.
- A \$60.00 late fee plus the \$120.00 renewal fee are required on all applications postmarked in the grace period: “**Grace period**” means the 30-day period following expiration of a license when the license is still considered to be active; July 1 through July 30. In order to renew a license during the grace period, a licensee is required to pay the \$60.00 late fee in addition to the \$120.00 renewal fee
- Renewal applications postmarked after the “**Grace period**” will not be processed. The license will automatically be placed on inactive status. A licensee can’t practice on an inactive status.

Inactive License

- A licensee who fails to renew the license by the end of the “Grace period” has an inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice as a sign language interpreter or transliterator in Iowa until the license is reactivated.
- The ‘Application for Reactivation of an Iowa License’ must be completed and filed to regain active license status: [www.idph.state.ia.us/licensure/SignLanguageInterpretersandTransliterators.aspx?pg=Reactivation](http://www.idph.state.ia.us/licensure/SignLanguageInterpretersandTransliterators.aspx?pg=Reactivation)

Processing

- Allow four weeks to process the paper renewal. Once approved, a new wallet card will be sent to you.
- To receive a paper copy of the current Iowa Law and Administrative Rules include an additional \$5.00. To view the current Iowa Law and Administrative Rules online: [www.idph.state.ia.us/licensure/SignLanguageInterpretersandTransliterators.aspx?pg=Laws](http://www.idph.state.ia.us/licensure/SignLanguageInterpretersandTransliterators.aspx?pg=Laws)

**Step Two - The following six judgment questions must be answered.**

If you answer “Yes” to any question below, (1) attach a signed letter of explanation providing the details of the incident, (2) attach a copy of any court ordered evaluations, showing completion and recommendations, and (3) attach a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record. **SINCE 07/01/2011 HAVE YOU:**

Yes	No	Been convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$500)?
Yes	No	Had any judgments or settlements paid on your behalf as a result of a malpractice suit or claim filed against you?
Yes	No	Been investigated by a licensing, registration, or certification authority or organization? If the investigation or action was instituted by this licensing board you may answer “NO” to this question.
Yes	No	Been disciplined or sanctioned by any other licensing, registration, or certification authority or organization related to your professional practice? If this licensing board took the disciplinary action, you may answer “NO” to this question.
Yes	No	Developed a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? (If you are currently a participant in the Impaired Practitioner Review Committee, you may answer “NO” to this question.)
Yes	No	Been engaged in illegal or improper use of drugs or other chemical mood altering substances? (If you are currently a participant in the Impaired Practitioner Review Committee, you may answer “NO” to this question.)

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### **Step Three** – Continuing Education.

- To review the continuing education rules, go to [www.idph.state.ia.us/licensure/laws.asp?board=ih](http://www.idph.state.ia.us/licensure/laws.asp?board=ih), click on Chapter 362.
- You **must** check the one statement below that applies to you.

	This is my first renewal after initial licensure, continuing education isn't required.
	I have <b>completed</b> the required 40 hours of continuing education, earned 07/01/2011 through 06/30/2013 <b>or</b> I have a current national Interpreter Certification or current Registry of Interpreters for the Deaf Certification. <b>Note:</b> If you are reporting continuing education for the first time, you may report hours earned from the date of your initial licensure.
	I am exempt from the continuing education requirements because I am licensed and reside in another state or district having continuing education requirements for my profession. I have met all continuing education requirements of that state or district for practice.
	I have been granted an extension of time to fulfill the continuing education requirements <b>or</b> I have been granted an exemption by the board (due to a physical or mental disability or illness). My doctor and I have completed the 'Application for Continuing Education Extension/Exemption for Disability or Illness. The application has been mailed to the board office and has been approved by the Board. I have or am in the process of completing the requirements of my exemption.
	I am exempt from the continuing education requirements because I was on active military duty during all or part of this continuing education biennium; 07/01/2011 through 06/30/2013.

**Post-renewal audit:** Proof of completion of the continuing education courses or proof of current national certification must be provided if audited. Such records need to be kept by the licensee until requested by the board because audits of continuing education may occur any time during the following license biennium. If audited, copies of course completion and not the originals are to be sent to the Board when requested.

**Certification:** A licensee who can provide proof of a current National Interpreter Certification issued by an organization recognized by the board (e.g., Registry of Interpreters for the Deaf (RID); National Association of the Deaf (NAD); NAD-RID National Interpreter Certification (NIC)) or current Registry of Interpreters for the Deaf Certification meets continuing education requirements for that biennium renewal cycle.

### **Step Four** - Please Read and Sign.

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my license may be subject to disciplinary action and criminal prosecution.

I also understand that this application is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. Finally, in submitting this application, I consent to any reasonable inquiry, including a post-renewal audit that may be necessary to verify the information I have provided on, or in conjunction with, this application.

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Licensee sign here

Date