

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION  
041 OFFICE OF LICENSING AND REGISTRATION  
INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN  
LANGUAGE AND ENGLISH

Chapter 50: DEFINITIONS

---

**SUMMARY:** This chapter defines certain terms used in these rules. See also the statutory definitions in 32 MRSA §1521.

---

Unless the context otherwise indicates, the following words have the following meanings:

1. **ASL.** “ASL” means American Sign Language.
  2. **Director.** “Director” means the director of the Office of Licensing and Registration within the Department of Professional and Financial Regulation.
  3. **Education and training in the interpreting process.** “Education and training in the interpreting process” means interpreter education, including models of interpretation, professional standards, deaf culture and interpreter ethics, distinct from the learning acquisition of American Sign Language.
  4. **EIPA.** “EIPA” means Educational Interpreter Performance Assessment.
  5. **NAD.** “NAD” means the National Association of the Deaf, Inc.
  6. **Proof of completion.** “Proof of completion” means:
    1. An official, sealed transcript issued by an institution of higher education;
    2. A transcript of continuing education courses issued by RID or NAD; or
    3. A certificate of attendance signed by the instructor of a course given by a high school or other sponsor described in 32 MRSA §§1524(4)(A)(3), 1524(5) and 1524-A(4), as appropriate.
  7. **RID.** “RID” means the Registry of Interpreters for the Deaf, Inc.
- 

STATUTORY AUTHORITY: 32 MRSA. §1522(1)

EFFECTIVE DATE: MAY 9, 2009

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN  
LANGUAGE AND ENGLISH

Chapter 51: REQUIREMENTS FOR INITIAL LICENSURE

---

**SUMMARY:** This chapter sets forth criteria for the initial licensure of Interpreters/Transliterators and describes the application process.

---

1. Available Licenses

Persons may be licensed in any one of the following capacities:

1. Limited Interpreter/Transliterators or Limited Deaf Interpreter
2. Certified Interpreter/Transliterators or Certified Deaf Interpreter

2. General Requirements for Licensure

All applicants shall submit the following materials to the director:

1. A completed application form;
2. Proof of a high school diploma, a GED certificate or their equivalent. An associate or baccalaureate degree shall be deemed proof of a high school diploma;
3. The applicable fees specified in Chapter 10 of the rules of the Office of Licensing and Registration, entitled "Establishment of License Fees"; and
4. A completed disclosure statement that satisfies the requirements of Chapter 54 of the rules of the Office of Licensing and Registration.

3. Additional Requirements for Licensure as a Limited Interpreter/Transliterators

An applicant for licensure as a Limited Interpreter/Transliterators shall submit proof of a qualifying score on the EIPA pursuant to Section 3(1) of this chapter, or proof that the applicant has met the requirements of Section 3(2) and (3) of this chapter relating to ASL and education and training in the interpreting process.

1. EIPA

The applicant qualifies for licensure by submitting proof of a score of 3.5 or higher on the EIPA.

2. ASL

The applicant meets the requirements of paragraph A or paragraph B of this subsection, to wit:

- A. The applicant submits proof of completion of at least 100 clock hours of instruction in ASL conducted by:
- (1) An instructor recognized by the American Sign Language Teachers Association;
  - (2) An interpreter certified by RID;
  - (3) An interpreter certified by NAD with a minimum certification level of 4;
  - (4) An interpreter certified by NAD-RID; or
  - (5) An instructor of courses conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. Clock hours completed in an adult education program will only be recognized if the instructor was recognized by the American Sign Language Teachers Association, was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or can show proof of specific training of at least 100 hours in the instruction of American Sign Language, or if the program followed the VISTA American Sign Language Series – Functional National Approach – Signing Naturally, published by DawnSignPress of San Diego, CA, or an equivalent, nationally-recognized curriculum for the instruction of American Sign Language;

OR

- B. The applicant submits a letter attesting that the applicant's skill level in American Sign Language is equivalent to that of a person who has completed 100 hours of instruction in ASL. The letter must recite that it is based upon a face-to-face meeting or videoconference with the applicant. The letter must be prepared and signed by:
- (1) An instructor recognized by the American Sign Language Teachers Association;

- (2) An interpreter certified by RID;
- (3) An interpreter certified by NAD with a minimum certification level of 4;
- (4) An interpreter certified by NAD-RID; or
- (5) An instructor of courses conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. A letter from an adult education instructor will only be recognized if the instructor was recognized by the American Sign Language Teachers Association, was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or can show proof of specific training of at least 100 hours in the instruction of American Sign Language, or if the program followed the VISTA American Sign Language Series – Functional National Approach – Signing Naturally, published by DawnSignPress of San Diego, CA, or an equivalent, nationally-recognized curriculum for the instruction of American Sign Language.

### 3. Education and Training in the Interpreting Process

The applicant submits proof of completion of at least 100 clock hours of education and training in the interpreting process, conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. Clock hours completed in an adult education program will only be recognized if the instructor was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID, or if the program is recognized by RID's Certification Maintenance Program for Continuing Education Units, RID's Associate's Continuing Education Tracking Program for ACET Credits, Northeastern University's Interpreter Education Project, or the Conference of Interpreter Trainers. Credit may not be given for interpreting process clock hours that were completed prior to 5 years from the date of application.

### 4. Additional Requirements for Licensure as a Limited Deaf Interpreter

An applicant for licensure as a Limited Deaf Interpreter shall submit proof of a qualifying score on the EIPA pursuant to Section 4(1) of this chapter, or proof that the applicant has met the requirements of Section 4(2) and (3) of this chapter relating to ASL and education and training in the interpreting process.

#### 1. EIPA

The applicant qualifies for licensure by submitting proof of a score of 3.5 or higher on the EIPA.

2. ASL

A letter attesting that the applicant's skill level in American Sign Language is equivalent to that of a person who has completed 100 hours of instruction in American Sign Language. The letter must recite that it is based upon a face-to-face meeting or videoconference with the applicant. The letter must be prepared and signed by:

- A. An instructor recognized by the American Sign Language Teachers Association;
- B. An interpreter certified by RID;
- C. An interpreter certified by NAD with a minimum certification level of 4;
- D. An interpreter certified by NAD-RID; or
- E. An instructor of courses conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. A letter from an adult education instructor will only be recognized if the instructor was recognized by the American Sign Language Teachers Association, was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or can show proof of specific training of at least 100 hours in the instruction of American Sign Language, or if the program followed the VISTA American Sign Language Series – Functional National Approach – Signing Naturally, published by DawnSignPress of San Diego, CA, or an equivalent, nationally-recognized curriculum for the instruction of American Sign Language.

3. Education and Training in the Interpreting Process

The applicant submits proof of completion of at least 100 clock hours of education and training in the interpreting process, conducted through an accredited college, accredited university or accredited or approved high school or conducted by certification maintenance course sponsors approved by RID or NAD. Clock hours completed in an adult education program will only be recognized if the instructor was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or if the program is recognized by RID's Certification Maintenance Program for Continuing Education Units, RID's Associate's Continuing Education Tracking Program for ACET Credits, Northeastern University's Interpreter Education Project, or the Conference of Interpreter Trainers. Credit may not be given for interpreting

process clock hours that were completed prior to 5 years from the date of application.

5. Additional Requirements for Licensure as a Certified Interpreter/Transliterater or Certified Deaf Interpreter

An applicant for licensure as a Certified Interpreter/Transliterater or Certified Deaf Interpreter shall submit the following additional materials to the director:

1. Proof of Certification

- A. A current membership card issued by RID which shows certification by that organization;
- B. Documented proof of a minimum certification level of 4 from NAD; or
- C. Documented proof of National Interpreter Certification by NAD-RID.

2. Notarized Affidavit

A notarized affidavit that the applicant has read, understands and agrees to abide by the Code of Professional Conduct adopted by RID and NAD effective July 1, 2005.

6. License Term

Licenses issued pursuant to this chapter shall expire annually on June 30 of each year.

---

STATUTORY AUTHORITY: 32 MRSA. §1522(1)

EFFECTIVE DATE: MAY 9, 2009

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN  
LANGUAGE AND ENGLISH

Chapter 52: LICENSE RENEWAL AND CONTINUING EDUCATION

---

**SUMMARY:** This chapter describes the license renewal process and sets forth continuing education requirements.

---

1. General

All renewal applicants shall submit the following materials to the director:

1. A completed renewal application form;
2. The applicable fee specified in Chapter 10 of the rules of the Office of Licensing and Registration (“Establishment of License Fees”); and
3. A completed disclosure statement only if required by Chapter 54, Section 1 of the rules of the Office of Licensing and Registration.

2. Continuing Education for Limited Interpreters/Transliterators and Limited Deaf Interpreters

1. Continuing Education Required for Annual Renewal

Applicants for renewal of the limited interpreter/transliterator or limited deaf interpreter license shall certify to completion of at least 20 clock hours of continuing education in ASL or education and training in the interpreting process during the twelve months preceding expiration of the license sought to be renewed. This certification is subject to audit pursuant to Chapter 13 of the rules of the Office of Licensing and Registration, entitled “Uniform Rule for the Substantiation of Continuing Education Requirements.”

2. Qualified Continuing Education Activities; Qualified Instructors

Clock hours will not be recognized for courses or activities that do not pertain to ASL or the interpreting process, are not instructional in nature, or are taught by unqualified instructors. Courses and activities in ASL or the interpreting process offered or sponsored by the following organizations and entities are presumed to meet the requirements of this section:

- A. An accredited college or university;
- B. The Northeastern University Interpreter Education Project;
- C. The Conference of Interpreter Trainers;
- D. An accredited or approved high school;
- E. An adult education program, provided that the instructor was certified by RID, was certified by NAD with a minimum certification level of 4, or was certified by NAD-RID; or the program is recognized by RID's Certification Maintenance Program for Continuing Education Units, RID's Associate's Continuing Education Tracking Program for ACET Credits, Northeastern University's Interpreter Education Project, or the Conference of Interpreter Trainers;
- F. The American Sign Language Teachers Association; and
- G. NAD or RID, including the RID Certification Maintenance Program.

### 3. Hardship

A licensee may request a deferment of continuing education from the director due to health reasons, military service or other unforeseeable circumstances of genuine hardship. A licensee who receives a deferment shall make up the deferred continuing education according to a schedule determined by the director in consultation with the licensee.

Deferred continuing education, once completed by a licensee, may not also be used to satisfy the continuing education requirement for a license year other than the year for which the deferment was granted.

### 3. Certification Maintenance for Certified Interpreters/Transliterators and Certified Deaf Interpreters

Applicants for renewal of the Certified Interpreter/Transliterator or Certified Deaf Interpreter license shall certify at time of renewal to continued certification by RID, NAD or NAD-RID and shall supply their certification number. This certification is subject to audit pursuant to Chapter 13 of the rules of the Office of Licensing and Registration, entitled "Uniform Rule for the Substantiation of Continuing Education Requirements."

### 4. Time for Submission; Late Renewal

To avoid a lapse in licensure, a licensee must submit a complete renewal application to the director no later than June 30 of each year. A license not renewed by June 30 automatically expires. Disposition of a late renewal application submitted within 90 days after the expiration date is governed by Chapter 11 of the rules of the Office of Licensing and Registration, entitled "Late Renewals." A person who submits an application for

renewal more than 90 days after the license expiration date is subject to all requirements governing new applicants.

---

STATUTORY AUTHORITY: 32 M.R.S.A. §1522(1)

EFFECTIVE DATE: MAY 9, 2009

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN  
LANGUAGE AND ENGLISH

Chapter 54: DISCLOSURE STATEMENT

---

**SUMMARY:** This chapter describes the statutory disclosure to be furnished by interpreters and transliterators to consumers and clients. The form of disclosure statement to be used is attached to and made a part of this chapter.

---

1. Submission of Disclosure Statement to Director

1. Initial Licensure

An applicant for initial licensure shall submit a written disclosure statement to the director as part of the license application. The disclosure statement must contain all information described in this chapter other than the license number and year of initial licensure.

2. Updated Disclosure Statement

Once licensed, an interpreter shall submit a written disclosure statement to the director only if the interpreter needs to change any information on the disclosure statement. An updated disclosure statement may be submitted at any time. The updated disclosure statement must contain all information described in this chapter except that if the interpreter is applying for a change in license category, the license number must be left blank.

2. Contents of Disclosure Statement

Each applicant and licensee shall prepare a written disclosure statement that contains the following information:

1. Name and license number.
2. An indication of whether the licensee is a deaf or a hearing individual.
3. A recent photograph or clear photocopy.
4. The year of initial licensure or registration.

5. The category of license held, i.e., Limited Interpreter/Transliterater, Limited Deaf Interpreter, Certified Interpreter/Transliterater, or Certified Deaf Interpreter.
6. For each postsecondary academic degree held, the name of the degree, the name of the issuing institution, the academic major or program in which the degree was awarded, and the year in which the degree was conferred.
7. The following notice, prominently displayed at the end of the disclosure statement:

“Contact the Office of Licensing and Registration with any questions about the licensure status of this interpreter/transliterater or the contents of this disclosure statement.”
8. In the case of Limited Interpreters/Transliteraters and Deaf Interpreters, a statement that the interpreter:
  - A. Qualified for licensure by earning a score of 3.5 or higher on the EIPA; or
  - B. Qualified for licensure on the basis of 100 hours of ASL, or its equivalent, and 100 hours of training in the interpreting process.
9. In the case of Certified Interpreters/Transliteraters and Certified Deaf Interpreters, a designation as to whether the certification was issued by RID, NAD or NAD-RID and the year in which the certification was first issued.

### 3. Form of Disclosure Statement

The disclosure statement described in this chapter shall be made in writing on a form prepared by the director. This form is attached to and made a part of these rules.

### 4. Review of Disclosure Statement by Director

The director will review for accuracy Part 1 of the disclosure statement submitted by the applicant pursuant to Section 1 of this chapter. The applicant may not provide copies of the disclosure statement as required by Section 5 of this chapter until the statement has been returned to the applicant or licensee with the director's approval noted thereon.

### 5. Provision of the Disclosure Statement

1. The licensee shall provide a copy of the disclosure statement at no cost to:
  - A. A deaf individual (or in the case of a minor or mentally-impaired individual, the parent of a deaf child or the guardian of a deaf ward) to whom, or on whose behalf, services are being provided directly;

- B. A hospital, medical practice, legal practice, social service agency, mental health agency, court, governmental agency or other provider at whose request services are being provided to, or on behalf of, a deaf individual. The licensee shall provide the statement to the appropriate central administrative office of the office or institution *and* to a person responsible for placing the disclosure in the particular chart, file or other record of services provided to the deaf individual;
  - C. Any other person or institution engaging the interpreter's services, if not included in Section 5(1)(A) or (B) of this chapter; and
  - D. The director, as described in Section 1 of this chapter, or upon request.
2. The licensee is responsible for providing the disclosure statement whether the assignment is received through an agency referral or is arranged directly by the interpreter. Subject to Section 3 of this chapter, the disclosure statement shall be provided upon or prior to commencement of services.
  3. The licensee need only provide the disclosure statement once to an individual, provider or institution until such time as the contents of the disclosure statement change.

---

STATUTORY AUTHORITY: 32 MRSA §§1522(1), 1531

EFFECTIVE DATE: MAY 9, 2009

**Department of Professional and Financial Regulation  
Office of Licensing and Registration**

Mailing Address:  
35 State House Station  
Augusta, Maine 04333-0035

Phone (voice): (207) 624-8624  
TTY / Hearing-Impaired: 1-888-577-6690  
Fax: (207) 624-8637  
Web site:  
<http://www.maine.gov/pfr/professionallicensing/professions/interpreters/>

**DISCLOSURE STATEMENT: INTERPRETERS / TRANSLITERATORS FOR THE DEAF AND HARD-OF-HEARING**

**PART 1**

**PLACE RECENT  
PHOTO HERE**

(A clear, first-generation  
photocopy is acceptable.)

Interpreter/Transliterater Name: \_\_\_\_\_

Check one:       Deaf                                       Hearing

---

License #: \_\_\_\_\_

---

First year licensee was registered or licensed: \_\_\_\_\_

**LICENSE CATEGORY** (Please check appropriate boxes.)

- Certified Interpreter/Transliterater** — Specific certification(s) held: \_\_\_\_\_
- Registry of Interpreters for the Deaf ..... Year First Issued: \_\_\_\_\_
  - National Association of the Deaf (Level 4 or 5).....Year First Issued: \_\_\_\_\_
  - NAD – RID..... Year First Issued: \_\_\_\_\_
- Limited Interpreter/Transliterater** —
- Has earned a of a score of 3.5 or higher on the Educational Interpreter Performance Assessment ("EIPA"). Year Passed: \_\_\_\_\_
  - Has completed: (1) 100 or more hours of education in American Sign Language and (2) 100 or more hours of education in the interpretive process, or has: (1) documented skill level equivalent to 100 or more hours of education in American Sign Language and (2) completed 100 or more hours of education in the interpretive process.

**PART 2**

Post Secondary Academic Degree(s)			
Degree	Year	Institution	Major or Program

**False statements on this form are punishable according to law.**

Interpreter/Transliterater Signature: _____	Date: _____
---	-------------

**Contact the Office of Licensing & Registration with any questions about the licensure status of this Interpreter/Transliterater or the contents of this Disclosure Statement (TTY: 1-888-577-6690; e-mail: [Marlene.M.McFadden@Maine.gov](mailto:Marlene.M.McFadden@Maine.gov); Phone: 207/624-8624).**

Part 1 of this Disclosure Statement Verified by OLR:	
Signature: _____	Date: _____
Printed Name: _____	

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

041 OFFICE OF LICENSING AND REGISTRATION

INTERPRETERS AND TRANSLITERATORS OF AMERICAN SIGN  
LANGUAGE AND ENGLISH

Chapter 55: COMPLAINTS AND INVESTIGATIONS

---

**SUMMARY:** This chapter sets forth the right of an applicant or licensee to appeal certain regulatory actions and identifies the enforcement and disciplinary procedure used by the director.

---

1. Appeal of License Denial

Any license denial or refusal to renew a license may be appealed to the director. The applicant or licensee must file the appeal in writing with the director within 30 days after receipt of notice of the action being appealed. The director will schedule an adjudicatory hearing upon receipt of a timely appeal. Non-timely appeals will be denied without hearing.

2. Disciplinary Procedures

The director will follow the procedures for investigating and processing complaints contained in the Administrative Complaint Procedures used by the professional and occupational licensing boards within the the Department of Professional and Financial Regulation, Office of Licensing and Registration. All references in the Administrative Complaint Procedures to “the board” shall be deemed to refer to the director.

---

**STATUTORY AUTHORITY:** 32 MRSA §1522(1)

**EFFECTIVE DATE:** MAY 9, 2009