Colorado Department of Education
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TEMPORARY EDUCATIONAL INTERPRETER (TEI) FOR FISCAL YEAR 2013-14

TO BE COMPLETED BY
ADMINISTRATIVE UNITS
FACILITY SCHOOLS
STATE OPERATED PROGRAMS

Includes Instructions to complete the following:

- TEI Checklist – Year One
- TEI Checklist – Year Two
- TEI Checklist – Year Three
- TEI Application Addendum
- Supporting Documentation
- Application Process

INSTRUCTIONS FOR COMPLETING TEMPORARY EDUCATIONAL INTERPRETER (TEI) FOR FISCAL YEAR 2013-14

Due Date: TEI Application Addendum

- Upon employment

Supporting Documentation

- Signature of BOTH the special education director and the educational interpreter required.
- A copy of the interpreter's AA or higher degree

Documentation of minimum skill

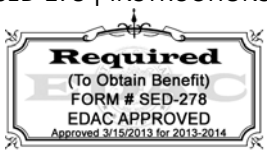
- EIPA Written
- EIPA Performance

Completed by: Special education director and the educational interpreter

Content:

- certification by the director of special education that a fully qualified educational interpreter is unavailable for the assignment;
- certification by the interpreter that he/she will meet all requirements for Temporary Educational Interpreter (TEI); and
- certification by the administrative unit/ facility school/ state operated program that the interpreter for whom TEI has been requested has provided the required documentation indicating his/her efforts to become fully qualified.

Purpose: If the administrative unit/ facility school/ state operated program is unable to employ a fully qualified educational interpreter, it may apply to the Department of Education for TEI approval status.



REQUIREMENTS

ADMINISTRATIVE UNIT/ FACILITY SCHOOL/ STATE OPERATED PROGRAM

The director of special education must certify that, after reasonable effort to hire an acceptable, fully qualified educational interpreter, none was found. The signature of the director on the TEI Application Addendum form constitutes certification that a reasonable search for a qualified interpreter was made and documentation of this search, i.e., copies of vacancy announcements and a distribution list must be maintained.

EDUCATIONAL INTERPRETER

By signing the TEI Application Addendum in Section A, the educational interpreter:

- indicates his/her intention to work in, and to remain working in, the specified area;
- agrees to meet the provisions outlined in the Supporting Documentation; and
- assures that he/she will become fully qualified by obtaining the *Authorization: Educational Interpreter* in the specified area.

Required
(To Obtain Benefit)
FORM # SED-278
EDAC APPROVED
Approved 3/15/2013 for 2013-2014

INSTRUCTIONS - CHECKLIST

TO BE COMPLETED BY THE EDUCATIONAL INTERPRETER

CHECKLIST for TEMPORARY EDUCATIONAL INTERPRETER – ***YEAR ONE***

Complete the **TEI CHECKLIST – *YEAR ONE*** if this is the first year of TEI employment at an administrative unit/ facility school/ state operated program.

CHECKLIST for TEMPORARY EDUCATIONAL INTERPRETER – ***YEAR TWO***

Complete the **TEI CHECKLIST – *YEAR TWO*** if this is the second year of TEI employment at an administrative unit/ facility school/ state operated program.

CHECKLIST for TEMPORARY EDUCATIONAL INTERPRETER – ***YEAR THREE***

Complete the **TEI CHECKLIST – *YEAR THREE*** if this is the third year of TEI employment at an administrative unit/ facility school/ state operated program.

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INSTRUCTIONS – APPLICATION ADDENDUM

TEMPORARY EDUCATIONAL INTERPRETER (TEI) APPLICATION ADDENDUM

SECTION A

TO BE COMPLETED BY THE EDUCATIONAL INTERPRETER

- Name of administrative unit/ facility school/ state operated program

  Enter the name of the employing administrative unit/ facility school/ state operated program.

- Name

  Enter the name of the individual for whom TEI is requested. It is important that the full name be given, along with any maiden or previous name.

- Social Security Number

  Enter the individual's social security number. This information is necessary to verify licensure records.

- Signature of the Educational Interpreter

  The educational interpreter must sign this form to certify that he/she understands all requirements for TEI and agrees to complete all requirements within the approval cycle identified, but **not to exceed THREE school years**. This signature must be dated.

- EIPA Performance Test Area

  Check the appropriate box for the EIPA Performance area the interpreter has tested in.

- Previous Temporary Educational Interpreter (TEI)

  If the educational interpreter held a previous TEI, enter the name of the administrative unit/ facility school/ state operated program and the employment period.

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SECTION B

TO BE COMPLETED BY THE ADMINISTRATIVE UNIT/ FACILITY SCHOOL/ STATE OPERATED PROGRAM DIRECTOR OF SPECIAL EDUCATION TO CERTIFY THE ACCURACY OF THE INFORMATION

- Print Name of Director

  In order to verify the authorized signature, the director of special education must also provide their printed name.

- Signature of Director of Special Education

  The director of special education must sign this form to certify that a fully qualified interpreter was not available for the position. This signature must be dated.

SECTION C

FOR CDE USE ONLY - TO BE COMPLETED BY THE EXCEPTIONAL STUDENT SERVICES UNIT, STUDENT SUPPORT SERVICES

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DOCUMENTATION OF SKILL AND WRITTEN KNOWLEDGE TEST COMPONENTS

- Refer to the Supporting Documentation form for specific requirements.

SUPPORTING DOCUMENTATION

- Name of administrative unit/ facility school/ state operated program

  Enter the name of the employing administrative unit/ facility school/ state operated program.

- Name

  Enter the name of the individual for whom TEI is requested. It is important that the full name be given, along with any maiden or previous name.

- Social Security Number

  Enter the individual's social security number. This information is necessary to verify licensure records.

- Signature of the Educational Interpreter

  The educational interpreter must sign this form certifying that the requirements outlined in the Supporting Documentation are being implemented. This signature must be dated.

- Print Name of Director

  In order to verify the authorized signature, the director of special education must also provide their printed name.

- Signature of Director of Special Education

  The director of special education must sign this form certifying that the requirements outlined in the Supporting Documentation are being implemented. This signature must be dated.

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APPLICATION PROCESS

APPLICATION PROCESS FOR *(fully authorized)* EDUCATIONAL INTERPRETER AUTHORIZATION

Interpreters who meet the requirements for the ***Educational Interpreter Authorization*** should apply by accessing this application in the Educator Licensing online system.

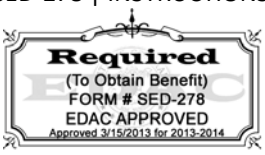
Effective July 1, 2006: To be issued an ***Educational Interpreter Authorization***, the candidate shall provide documented evidence - under Rule 4.14(1) (c) - of holding an associate's or higher degree.

Interpreters, who currently hold the ***Educational Interpreter Authorization***, but who **do not hold** an associate's or higher degree, will be allowed to continue employment without the associate's degree, **as long as their current authorization does not lapse**.

Interpreters who ***do not meet*** the requirements for ***Educational Interpreter Authorization*** should follow the process outlined to obtain the Temporary Educational Interpreter Authorization (TEI).

APPLICATION PROCESS FOR EDUCATIONAL INTERPRETER TEMPORARY AUTHORIZATION (TEI)

Interpreters who have basic skills, but who have not met all criteria for the *Educational Interpreter Authorization,* must apply through Educator Licensing at CDE for temporary status by accessing and submitting the Educational Interpreter Temporary Authorization (TEI) in the Educator Licensing online system. This Temporary Authorization will serve as your Authorization for the current school year. The following information is required in the online system for Year One Initial, and Continuing Years 2 and 3.



YEAR ONE – Available if the interpreter has not completed all requirements necessary to obtain the *Educational Interpreter Authorization*. The Educational Interpreter Temporary Authorization (TEI) requires the following:

- Checklist for Temporary Educational Interpreter (TEI) Year One

- Temporary Educational Interpreter (TEI) Application Addendum

- Temporary Educational Interpreter (TEI) Supporting Documentation

  - ✓ Upload your conferred AA or higher degree transcript in the transcript section
    - **NOTE:** if the interpreter is currently completing an associate's or higher degree granting program, upload your current transcript verifying completed **coursework toward AA or higher degree *and* upload evidence of enrollment** in current classes toward completion of degree

  - ✓ Upload your EIPA Written Test

    Or

  - ✓ Upload your registration for the EIPA Written Test ***(test MUST BE TAKEN by the end of Year One TEI)***

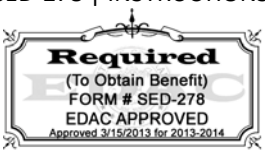
  - ✓ Upload your EIPA Performance 2.9 or higher (minimum score of 2.9 required for TEI approval)

    Or

  - ✓ Upload your Pre Hire Screening Report ***with an acceptable scoring***

- Annual online Licensing fee required

- TEI approval is granted for **ONE school year.**



YEAR TWO– Available if the interpreter *still* has not completed all requirements necessary to obtain the fully authorized *Educational Interpreter Authorization*. The Educational Interpreter Temporary Authorization (TEI) requires the following:

- Checklist for Temporary Educational Interpreter (TEI) Year Two
- Temporary Educational Interpreter (TEI) Application Addendum
- Temporary Educational Interpreter (TEI) Supporting Documentation
  - ✓ Upload your conferred AA or higher degree transcript in the transcript section
    - **NOTE:** if the interpreter is currently completing a degree granting program, upload your current transcript verifying completed coursework toward AA or higher degree ***and*** upload evidence of enrollment in current classes toward completion of degree
  - ✓ Upload your EIPA Written Test
  - ✓ Upload your **CURRENT/IMPROVED** EIPA Performance at 3.5 or higher (minimum score of 2.9 required for TEI approval)

    And
  - ✓ if you have **NOT** passed the EIPA Performance at 3.5 or higher you **MUST** enroll in an approved CDE Mentoring Activity (see list on CDE website) **AND** upload evidence of Mentoring enrollment
- Annual online Licensing fee required
- TEI approval is granted for **SECOND school year.**

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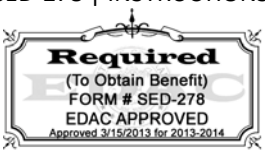
YEAR THREE– Available if the interpreter *still* has not completed all requirements necessary to obtain the fully authorized *Educational Interpreter Authorization*. The Educational Interpreter Temporary Authorization (TEI) requires the following:

- Checklist for Temporary Educational Interpreter (TEI) Year Three
- Temporary Educational Interpreter (TEI) Application Addendum
- Temporary Educational Interpreter (TEI) Supporting Documentation
  - ✓ Upload your conferred AA or higher degree transcript in the transcript section
    - **NOTE:** if the interpreter is currently completing a degree granting program, upload your current transcript verifying completed coursework toward AA or higher degree ***and*** upload evidence of enrollment in current classes toward completion of degree **Program MUST be completed by the end of Year Three TEI**
  - ✓ Upload your EIPA Written Test
  - ✓ Upload your **CURRENT/IMPROVED** EIPA Performance at 3.5 or higher (minimum score of 2.9 required for TEI approval)

    <u>And</u>
  - ✓ if you have **NOT** passed the EIPA Performance at 3.5 or higher you **MUST** enroll in an approved CDE Mentoring Activity (see list on CDE website) **AND** upload evidence of Mentoring enrollment
    - **EIPA Performance MUST be taken no later than March of Year Three TEI**
- Annual online Licensing fee required
- TEI approval is granted for **THIRD and FINAL school year.**



REQUIREMENTS AND PROCEDURES FOR TEMPORARY STATUS

1. Administrative units/ facility schools/ state operated programs should make every effort to hire fully qualified interpreters each year. However, existing human resource policies related to the continued employment of persons who are not fully qualified should be followed.

2. If an interpreter who holds Educational Interpreter Temporary Authorization (TEI) is displaced during the current school year, he/she may continue the temporary status in another district where a fully qualified interpreter is not available for the remainder of the year.

SUBSTITUTE INTERPRETERS

Substitute interpreters should meet the same criteria as non-substitute interpreters by holding either the *Educational Interpreter Authorization* ***or*** by holding the Educational Interpreter Temporary Authorization (TEI).

For substitute interpreters who are not employed by an administrative unit/ facility school/ state operated program, the Colorado School for the Deaf and the Blind (CSDB) will be the "designated agency" for signature authority on the TEI.

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