UNIVERSITY OF NORTHERN COLORADO | IRIS Improving Rural Interpreter Skills

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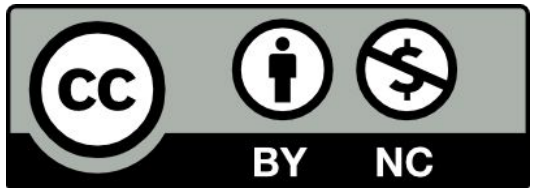

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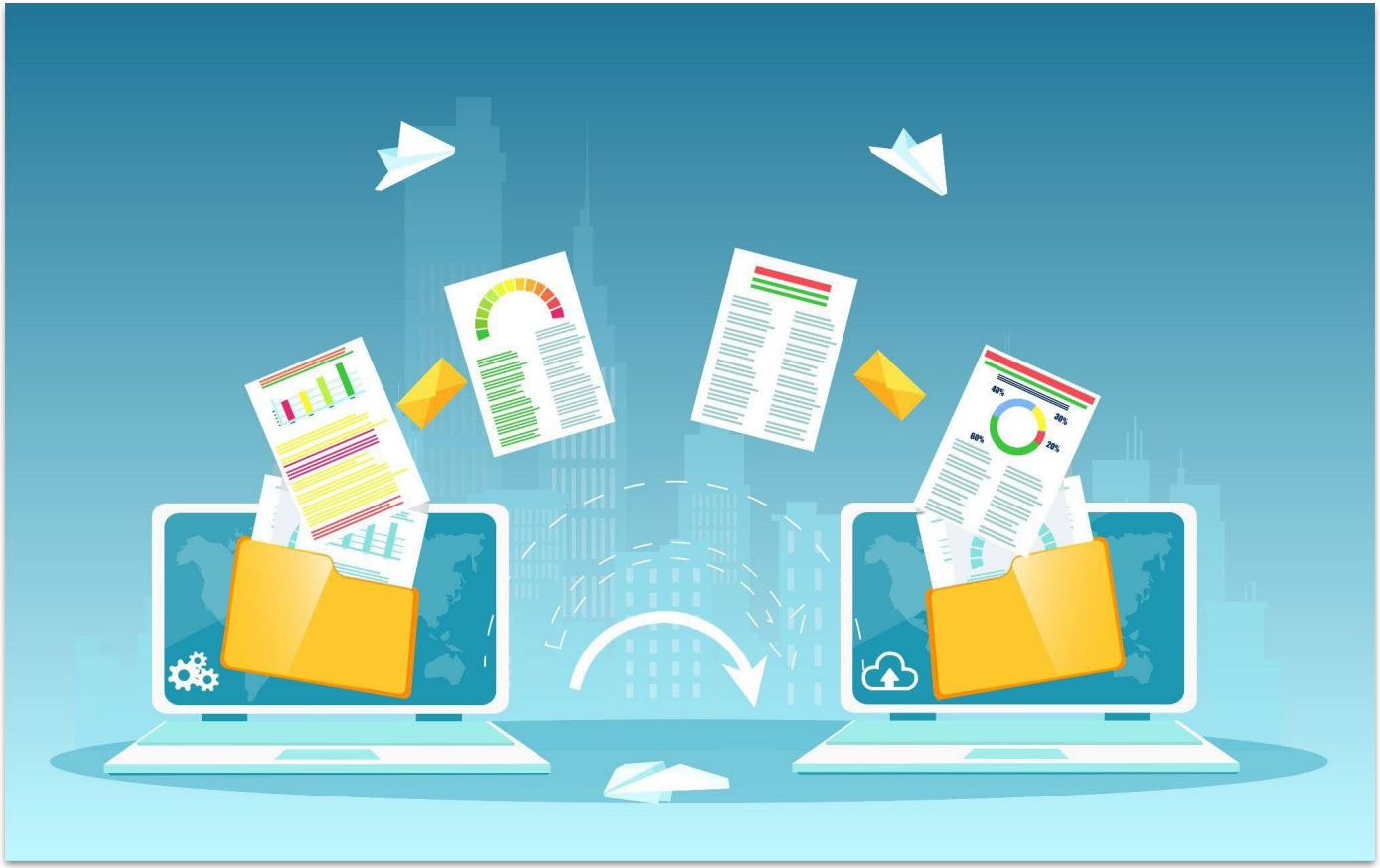
Module 1: Identifying Completed Coursework



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Overview & Objectives

Overview: This module outlines the necessary documentation needed and strategies to obtain verification for the credit-bearing coursework portion of the APP.

Learning Outcomes and Objectives

Upon Completion of this module participants will be able to:

1. Relate APP coursework requirements to one's completed coursework.
2. Research avenues for obtaining transcripts.
3. Implement requests for transcripts.
4. Produce evidence of verified credit-bearing coursework.

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Introduction

The first step in the APP process is to collect documentation of your college educational experiences. These can be any accredited college classes you have taken after high school, and there is no time limit as to how far back these classes were. For example, if you took a college class in the year 2000 and then took some more college classes in 2010, all of those classes count towards the APP.

These **college courses count the most** on the RID Educational Equivalency Application. You will want to be sure that you document each course at each institution for this portion of the application.

Begin to think now about all the college courses you have taken and at which institution. During this module, you will be contacting each institution to obtain a transcript in order to verify your coursework experience. This module will guide you through what you need and how to obtain your transcript(s).

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What do you need?

1. The name(s) of the institution (e.g. college or university) you attended
2. Dates of attendance/graduation
3. Your social security number or your student ID number for each institution
4. Your current address and phone number

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Requesting Official Transcripts

1. **Step 1** Visit the college or university website where you completed coursework.
2. **Step 2** On the website via the search bar type in “transcripts”. This should bring you to your school's Office of the Registrar; they are the department responsible for archiving student transcript information.
3. **Step 3** Follow the instructions there to obtain your official transcript.
    a. There may be a cost associated with getting your official transcript. Be prepared to pay this directly upon request.
    b. When requesting the official transcript ask for it to be sent to you directly and electronically. Note that the actual receipt of the official transcript may take up to 14 business days.
4. **Step 4** Once you receive your official transcript, file it with your APP-related documents described in the Orientation Module.

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Special Circumstances, Part I

What if I already have my official transcript?

You might already have an official transcript. If so, you do not need to request another transcript. However, ensure you have an electronic copy of the official transcript. You can do this by scanning the document/ taking a photo and then uploading it to your computer.

What if my name has changed from the name that is listed on my official transcript?

To avoid delays in the Educational Equivalency Application review process, include a note about the name change when you submit your EEA application to RID. No need to attach documentation showing the proof/reason for the name change, simply note to RID that the names are different.

What if I do not have any coursework?

If you have not taken any courses at a college or university, you will not be requesting any transcripts.

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Special Circumstances, Part II

What if I am unsure that the institution I attended is accredited?

The Educational Equivalency Application requires all eligible college coursework to come from an institution that is accredited by the US Department of Education. If you are unsure if your institution is accredited you can visit the Database of Accredited Postsecondary Institutions and Programs website to verify accreditation status.

What if my coursework was completed at an institution that is outside of the United States?

RID requires that degrees and coursework be evaluated through a credential evaluation service agency to assess and verify that the degree and coursework are U.S. equivalent and share the report with the RID Certification Department. Applicants can find a list of acceptable credential evaluation service agencies that meet the standards for conducting degree evaluation services on the National Association of Credential Evaluation Services (NACES) website. Credential evaluations are not free and candidates are responsible for the selected agency's costs and service. The cost and the time frame to perform the service will vary according to the complexity of the case and the amount of documentation provided. Please note that degrees acquired from institutions in U.S. territories (American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands) are exempt from this policy.

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Canvas Discussion: Obtaining your Official Transcript

NOTE: You have to log into Canvas to complete this assignment

Create an original post responding to the following four prompts:

1. Describe the steps you are taking to obtain your official transcript(s).
2. When do you expect to receive your official transcript(s)?
3. Have you experienced any barriers in collecting your official transcript(s)? If so, what were they?
4. Do you have any further questions about *this* portion of the APP process?

Note: If you do not have any coursework (i.e. transcripts) please respond to this posting by typing "Not Applicable" on the discussion thread.

If you notice a question from a colleague that you can answer, do that by replying to them on this thread.

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Calculating your Coursework Credits for the APP, Part I

Now that you have your official transcript(s) you need to figure out how many APP experience credits you will receive based on your college coursework. Let's get started . . .

Step 1: Identify if your coursework is based on a semester or quarter system.

1. Most college and university schedules are built on either a semester or quarter hour system. You will need to know which type of coursework you completed. If your classes met for 15 weeks, your college was probably based on a semester hour schedule. If your classes met for only 12 weeks, your college was probably based on a quarter hour schedule.
2. How to verify if your coursework was semester or quarter based:
   a. An official transcript will sometimes indicate whether the institution follows a 'semester' or 'quarter' system. This information can typically be found either alongside the course listings or on an additional page that sometimes follows the 'end of transcript' page. This extra page usually provides details about accreditation, course numbering, the calendar system, the grading system, transcript notations, and transfer credits. It's often labeled 'Explanatory Legend,' 'Guide to Transcript Evaluation,' 'Explanation of Transcript Record' or something similar.
   b. A Google search should also provide this information. Google "[institution name] quarter or semester system" and look for it on the institution's website.
   c. Alternatively, you could contact the Office of the Registrar at the the institution directly via email or call to ask.

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Calculating your Coursework Credits for the APP, Part II

Step 2: Calculate your college credit towards the APP experience credit.

1. *Semester hour system*: 1 course credit = 1 experience credit.
    a. For example, if you took 3 classes at 3 credits each you would have 9 experience credits. [3 classes x 3 credits = 9]
2. *Quarter hour system*: 1 course credit = .75 experience credits.
    a. For example, if you took 3 classes at 3 credits each you would have 6.75 experience credits. [3 classes x 3 credits = 9 x .75 = 6.75]

For those who have transfer credits:

- When counting credits from multiple institutions, just count each school's credits once, even if they appear on more than one transcript. College credits are unable to be counted more than once, even if they appear on more than one official transcript (i.e. you took the course once, RID counts it once).
- If one school appears on two (or more) different transcripts and you see different numbers listed for the credits earned at that school, use the numbers on the original transcript for that school (instead of transfer credits listed on a different school's transcript).

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Canvas Submission: Coursework Verification

NOTE: You have to log into Canvas to complete this assignment

In Canvas, in the comment box for this assignment write in the number of experience credits you believe you will be receiving on the Educational Equivalency Application. Remember to factor in whether your credits are based on semester or quarter hours.

This submission is only viewable by your facilitator and IRIS leadership.

Note: If you do not have any coursework (i.e. transcripts) please respond to this assignment by typing "Not Applicable" in the comment box.

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Synchronous Session

This module **requires your attendance** at a synchronous session. Your facilitator will share the exact details of the date and time of this session.

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References

Registry of Interpreters for the Deaf (n.d.) *Alternative pathway program.* Retrieved March 29, 2024, from https://rid.org/certification/alternative-pathway-program/

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