

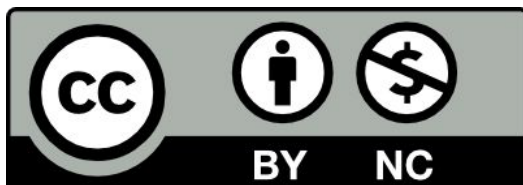


Improving Rural Interpreter Skills

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Module 2: Identifying Work Experience



Module content developed by Kelly Decker
[ASL lecture](#) by Joshua Beckman

Overview & Objectives

Overview: This module outlines the necessary documentation needed and strategies to obtain verification for the work experience portion of the APP.

Learning Outcomes and Objectives

Upon Completion of this module participants will be able to:

1. Relate APP work experience requirements to one's own.
2. Research avenues for obtaining verification of work experiences.
3. Implement requests for verification.
4. Produce evidence of verified work experiences.



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Introduction

The second step of the APP process is to collect documentation that verifies your interpreting work experiences. These work experiences include; (1) employment as an interpreter (i.e. at an organization, school, etc...), (2) freelance work experiences (i.e. self employed), and/or (3) any volunteer interpreting (i.e. via internships or community-based venues).

There is **no time limit** on how far back your work experiences can go. For example, if you've been working full time for a school for the past 15 years, then all 15 years count *or* if you started to work as a freelance interpreter in 2005 until 2010 but took time off until 2020 and have been working until 2024, that counts as 9 years of experience.

Begin to think now about all the various interpreting work you have and if it has been part time or full time. During this module, you will be gathering documentation to verify your interpreting work experience. This module will guide you through the steps needed to do this.

Let's get started . . .



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What you Need in a Nutshell

NOTE: You may or may not have work experience in all three categories above. You will determine what experiences you have, and obtain the necessary documentation from the categories above. These next few pages will guide you to your next steps.



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Getting Organized, Part I

In the Interpreting Experience portion of the Educational Equivalency Application, you are **limited to only 15 experience credits per year**. As you progress through this module it is suggested as a very first step, you review the information in this module about the three types of interpreting experiences that count towards experience credits. After reviewing that information start this process by mapping out all of your interpreting work chronologically. Embedded in Canvas is an example of a document to help you get organized. You may use this or create your own.

After you list out all of your interpreting work next, look for any overlaps. Were you working two (or more) of these jobs simultaneously for any period(s) of time? If so, map out the periods of time worked, the duration of each period, as well as the total number of hours worked per week on average. For example, for a time period where only one job was worked the whole time, make one row with the duration next to it, the note the weekly average hours worked. If there was a period of time where more than one job was worked simultaneously, make one row with the duration next to it and make a note of the total number of hours worked during that time period, adding up the weekly averages for each job worked.





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Getting Organized, Part II

Now, determine if the work was from a Single Employer or Multiple Employers/Freelance:

- where only one job was worked during the whole time period, this will likely be Single Employer
- where more than one job was worked simultaneously, this will likely be Multiple Employers/Freelance

At this point, you will be able to calculate your experience credits for each period of time. Pay attention to the weekly average minimums for both part time (10+ hours) and full time (20+ hours for Multiple Employer/Freelance and 32+ hours for a Single Employer).

Paying careful attention to each of these steps should ensure you don't accidentally claim over the maximum 15 experience credits per calendar year, and also that you are maximizing your experience credits per period of time worked.

Again, think about time/energy saving potential as you do the calculations. For example, if you worked both a full-time job and a part-time job during the same (exact) time frame, you do not need to submit documentation for both. You cannot claim more than the max experience credits per year/month, and you would already presumably be at the maximum experience credits with the full-time job, and the part-time job is not adding experience credits to your count.



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Employer Based Documentation

If you have ever been a staff interpreter for a single employer, where you worked a minimum average of 10 hours per week, you will need to obtain documentation directly from the employer. This documentation must be a dated letter on company letterhead including the following three things:

1. that you worked as an interpreter
2. start and end date you worked (minimum: 6 months per employer)
3. average number of hours worked per week (minimum: average of 10 hours per week per employer)

You may have worked more than one single employer job during your time as an interpreter. If so, you will need to obtain a letter from each employer.

Embedded in Canvas is an example of a draft email request to an employer for this letter. You may use this or create your own.

Obtaining this documentation may take some time, as employers have various priorities, and getting this letter to you may not be one of them. Plan your own time accordingly to follow up as needed. For example, once sending the request, if you do not receive any acknowledgment from the employer within 48 business hours, follow up.



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Freelance Based Documentation

If you plan to claim experience credits for work you completed as a freelance interpreter (i.e. hired directly by a company on an as-needed basis, or worked as an independent contractor for an interpreting agency) and you worked an average of 10 hours per week minimum (the sum of hours from all jobs worked simultaneously), you will need to provide documentation of your interpreting work. Since this documentation is generated by you, RID requires that this documentation be formally notarized.

Embedded in Canvas is an example of a letter that you can send to RID that lists all of your freelance interpreting experience. After you have compiled a list of your experiences, print out the letter and bring it to a local notary. You likely can get documents notarized at your local bank for free. You may want to call the bank to ensure the notary on staff will be in when you can get to the bank. You will need a valid government-issued ID (i.e. driver's license) with you to show the notary to verify your identity. If your bank (or another local bank) does not provide notary services you can get this done at your local [UPS store](#) or via [remote online notarization](#), however, there will likely be a minimal charge.

Putting together this documentation may take some time, as you will need to double-check your records as to where you worked and for how long. Plan your own time accordingly to complete the letter and get it notarized. After the letter is notarized you will need to either scan or take a photo of the document, upload it to your computer, and file it with your other APP-related materials.



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Volunteer Interpreting Documentation

If you plan to claim experience credits for work you completed as a volunteer interpreter *and* you volunteered an average of 10 hours per week minimum, you will need to obtain documentation directly from that organization. This documentation must be dated letter on company letterhead including the following three things:

1. that you worked as an interpreter
2. start date and end date for each organization (minimum: 6 months per organization)
3. average number of hours volunteered per week (minimum: average of 10 hours per week per organization)

You may have volunteered for multiple organizations during your time as an interpreter. If so, you will need to obtain letters from each organization separately.

Embedded in Canvas is an example of a draft email request to an organization for this letter. You may use this, or create your own.

Obtaining this documentation may take some time, as organizations have various priorities, and getting this letter to you may not be one of them. Plan your own time accordingly to follow up as needed. For example, once sending the request, if you do not receive any acknowledgment from the organization within 48 business hours, follow up.



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Note about internships . . .

Experience credits via internships will only be able to be counted toward one of the experience categories, but not more than one. Where possible, when indicated on the official transcript that internship credits were a part of the applicant's earned college coursework credits, that is the category under which those experience credits should be claimed (i.e. College Coursework). On the other hand, if an internship was completed separately from school work and meets all the requirements for interpreting work, then it should be claimed under the Work Experience category instead.

Canvas Discussion: Gathering Documentation



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

Create an original post responding to the following three prompts:

1. Describe the steps you are taking to obtain/create your documentation for work experiences.
2. Have you experienced any barriers in collecting this documentation? If so, what were they?
3. Do you have any further questions about *this* portion of the APP process?

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 Interpreting Experience Credits for the APP

Now that you have your interpreting experience documentation you need to figure out how many APP experience credits you will receive. Let's get started . . .

1. **Step 1:** Identify if your interpreting experience is part or full-time for each category (e.g. employer based, multiple employers/freelance based, and volunteer).
2. **Step 2:** Calculate your interpreting experiences towards the APP equivalency credit.
 - a. **Single Employer Based**
 - i. Full-time (at least 32 hours/week)
 1. 1 year = 15 credits
 2. 1 month = 1.25 credits
 - ii. Part-time (at least 10 hours/week)
 1. 1 year = 7 credits
 2. 1 month = 0.583 credits
 - a. **Multiple Employers/Freelance Based**
 - i. Full-time (at least 20 hours/week)
 1. 1 year = 15 credits
 2. 1 month = 1.25 credits
 - ii. Part-time (10-20 hours/week)
 1. 1 year = 7 credits
 2. 1 month = 0.583 credits
 - b. **Volunteer**
 - i. 1 month full-time (at least 20 hours/week) = .5 credits
 - ii. 1 month part-time (10-20 hours/week) = .25



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Canvas Submission: Interpreting Experience Verification



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

In Canvas, using the text box write in the number of interpreting experience credits you believe you will be receiving on the Educational Equivalency Application **for each category**; (1) employer based, (2) freelance based, and (3) volunteer. Remember to consider what is determined as part/full time.

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



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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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