

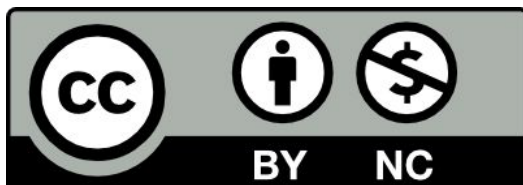


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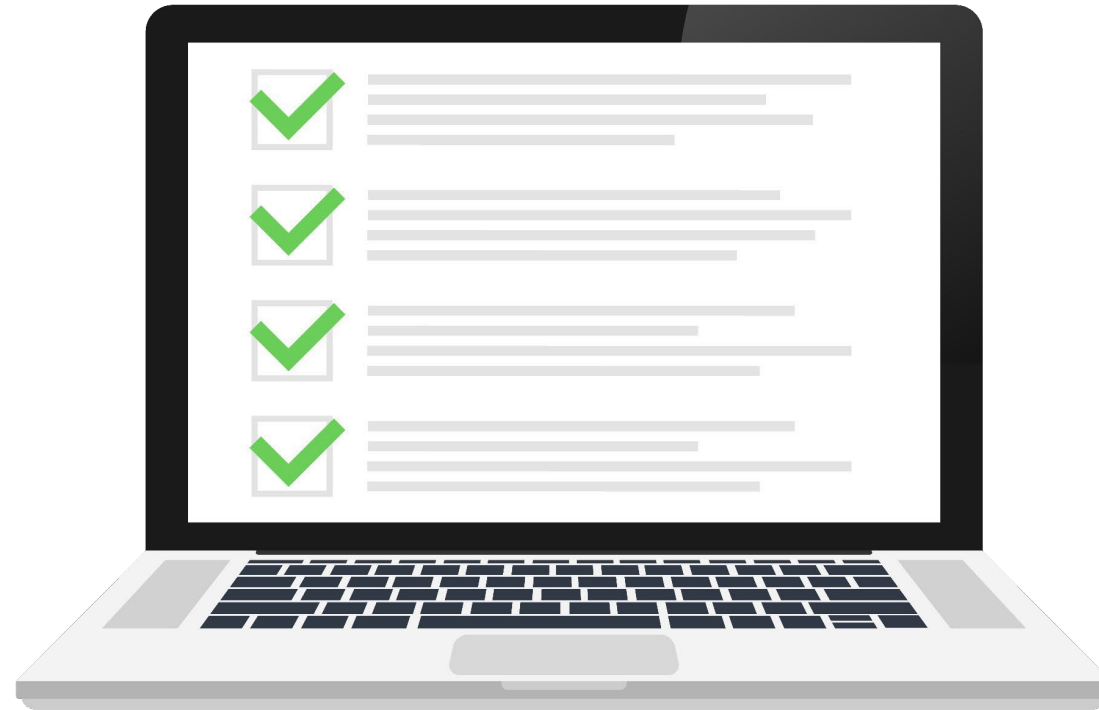
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# Module 4: Submitting the Educational Equivalency Application



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

# Overview & Objectives

**Overview:** This module finalizes the APP process and guides the submission of the Educational Equivalency Application.

## Learning Outcomes and Objectives

**Upon Completion of this module participants will be able to:**

1. Prepare collected documentation for electronic submission.
2. Complete the Educational Equivalency Application.
3. Compile all needed documentation including the application.
4. Submit documentation.



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# Introduction

The last step in the APP process is to submit your Educational Equivalency Application to RID. Throughout this program you've been diligently collecting all the needed documentation to verify your: (1) completed coursework, (2) interpreting work experience, and (3) professional development. Now it is time to put it all together and submit your application!

To have your Educational Equivalency Application approved you will need to have **120 experience credits**. If you have met this threshold, these next few pages will outline the process for submitting the application and what to expect going forward.

If you have not met the 120 credit threshold, that's ok, you've put in a tremendous amount of work to prepare for this application. Continue to document and archive your interpreting experiences, professional development, and coursework. Once you've reached the 120 credits you will be prepared to submit the application. IRIS recommends that you download the slide deck available for this module so you have step-by-step guidance on how to submit the application after this course closes.



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# Preparing the Application

The Educational Equivalency Application (EEA) is what you will submit to RID by the end of this module that summarizes all of your interpreting work, educational, and personal development experiences. A complete application submission includes the EEA form as well as all supporting documentation for all experience credits that you plan to claim.

1. **Step 1:** If you haven't already, download the application from the [RID website](#).
2. **Step 2:** Review the application and then fill in each section. You've already done the calculations for what experience credits you are expecting to claim during Modules 1, 2, and 3. If you need a refresher on what your calculated credits are go back to these modules to find the following assignments that you submitted only to your facilitator:
  - a. Canvas Submission: Coursework Verification
  - b. Canvas Submission: Interpreting Experience Verification
  - c. Canvas Submission: Professional Development Verification
3. **Step 3:** Prepare to submit your documents. RID requires that all of your documents be submitted electronically. The RID Certification Department is now paperless and no longer accepts mailed documents. Any materials mailed to the RID headquarters office will not be reviewed and processed and will be shredded. You must submit your documents in one email to the Certification Department [certification@rid.org](mailto:certification@rid.org). The email needs to include the following attachments:
  - a. Application form
  - b. Official college transcript(s)
  - c. Letter(s) of verification indicating interpreting work
  - d. Professional development verification documents



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# Preparing Electronic Documents

When emailing your documentation to RID a variety of file types are permissible as long as they are viewable and downloadable by the Certification Department. Popular file types include PDFs, Word documents, and .jpeg images. The exact file type(s) you submit will be up to you.

## **Not sure how to make a PDF?**

We've found a few resources that'll make this a breeze, depending on what type of device you have and what type of filing system you use. Need more help? Contact your facilitator for support.

1. [How to Convert Google Drive Files To PDFs—in SECONDS](#)
2. [How to Convert Word to PDF](#)
3. [How to export Pages documents to PDF on Mac, iPad and iPhone](#)



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# Application Fee

The IRIS Project will cover the \$50 application fee for IRIS: APP participants as long as the application is submitted by **December 1, 2025**. The IRIS Project will not pay for applications submitted after this date.

To ensure payment when applying, CC: [IRISProject@unco.edu](mailto:IRISProject@unco.edu) on your initial correspondence with RID. The RID Certification Department and IRIS will be tracking which IRIS participants have applied. IRIS will make payment to RID on or around December 1, 2025.

Once payment is received, the RID Certification Department will review your application.



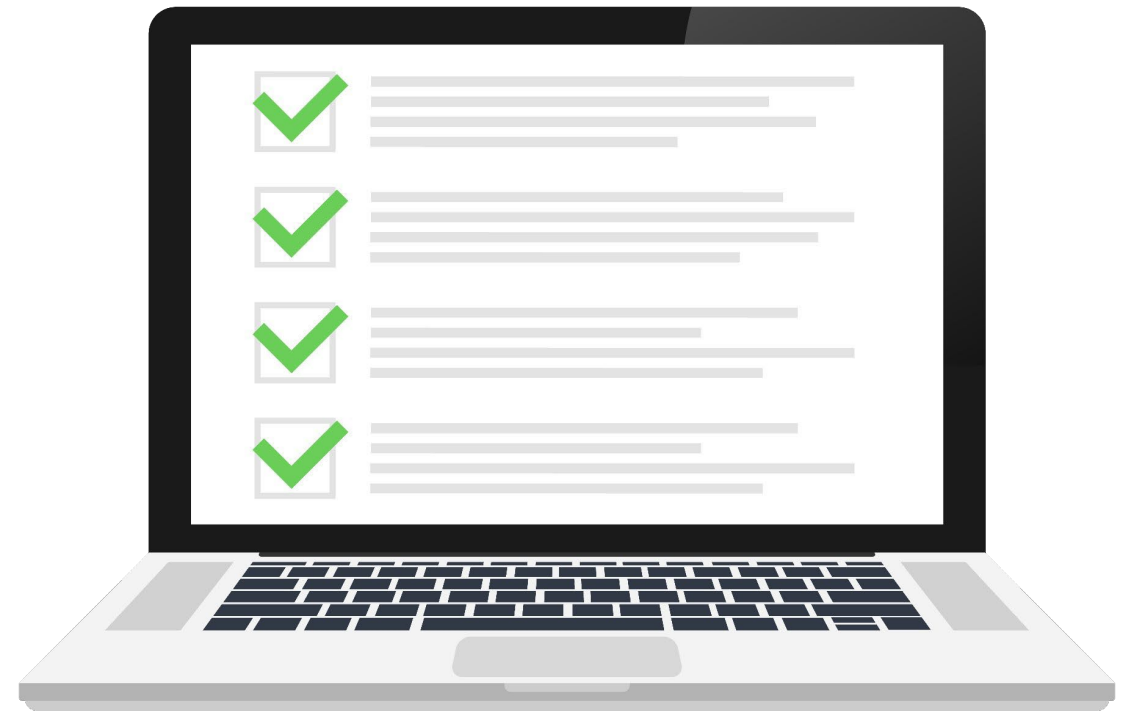
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# Ready to submit?

If you've documented at least 120 experience credits, completed the Educational Equivalency Application, and created electronic copies of all of your documentation - you are ready to submit! Here are your next steps:

- **Step 1:** Draft an email to [certification@rid.org](mailto:certification@rid.org), copying [IRISProject@unco.edu](mailto:IRISProject@unco.edu), stating that you are submitting your Educational Equivalency Application and supporting documentation.
- **Step 2:** Attach all application-related files to the email (application form plus all supporting documentation).
- **Step 3:** Send.







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# Now what?

Once the \$50 application fee has been paid, RID will review the application. The standard processing time for RID is 7 - 10 business days. Keep a close eye on your email inbox associated with your RID account. RID may have questions about your documentation or need further information.

If RID sends you a feedback email explaining your application has not yet been approved, no worries. They will also include information outlining which experience credits have been confirmed and which documentation is still incomplete.

If your application is not yet approved, you will be able to make another submission(s). You'll have another 60 days to gather additional documentation and make an additional submission(s) of the entire application. If you are unable to provide RID with the required documentation to meet 120 experience credits within 60 days, you will need to pay another \$50 fee for a new application. Please keep in mind that you will need to pay the second application fee out of pocket.

Once you've received an email notification from RID that your application is approved - congratulations! Your RID educational requirement will be marked as satisfied, which means you will be able to schedule the CASLI Generalist Performance Exam once you reach that step in the testing process.



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# Now what?, Pro Tip

## **Don't miss email correspondence from RID!**

Add all email addresses with an RID domain (@rid.org) to your contact list, if you haven't done so already.

Also peek in your spam/junk folder regularly. Sometimes emails are delivered there instead of in your inbox.

# Canvas Submission: Completed Application



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

In Canvas, upload your completed *two-page* Educational Equivalency Application. An example of this is in Canvas.

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

**Note:** If you are not applying right now type “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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