



Procedures to Request an Extension for an Interpreter of the Deaf/Hard of Hearing (D/HH)

Directions for Filling Out Form 1 Contact Information, A and B

In reference to Minnesota Statutes, section 122A.31, the Minnesota Department of Education (MDE) has created a process and a review committee from which interpreters who had been granted a provisional license may request one time-limited extension.

[Forms are available on the MDE website](https://education.mn.gov/MDE/dse/sped/cat/dhh/) (<https://education.mn.gov/MDE/dse/sped/cat/dhh/>).

Criteria for issuance. In order to consider a request for one time-limited extension, the interpreter must follow the procedures below.

- A. Interpreter must complete and send Forms A and B, due June 3, to the Minnesota Department of Education: Deaf and Hard of Hearing.
- B. Form A:
 - The interpreter is required to list four (4) specific contacts that must submit a letter of support for the interpreter.
 - The interpreter must write a detailed explanation of the reason needed for the extension and a detailed plan of how they propose to accomplish this along with evidence of a testing date.
 - It is the Interpreter's responsibility to ensure letters of support have been sent to:
 1. Interpreter's mentor.
 2. Parent of a pupil the interpreter serves.
 3. The special education director where the interpreter is employed
 4. A representative from Deaf and Hard of Hearing Services.

You are responsible to ensure that your file is complete.

Form B:

- Each person writing the letter of support (Form B) must forward their letter of support to the Minnesota Department of Education: Deaf and Hard of Hearing. Using this form people should consider things such as:
 - The person's formal education.
 - Training.
 - Experience.
 - Progress on the interpreter's education plan.
 - Written rationale for an extension.

- Detailed proposed solution with timelines.
 - A. Interpreters requesting letters of support should:
 - Request letters in a timely fashion, 2-4 weeks in advance.
 - Provide writers with their resume, background, classes taken and other information. This could be the same information that you send to the Minnesota Department of Education: Deaf and Hard of Hearing.
 - B. Letters will be considered confidential and will not be mailed to the interpreter.
 - C. There will be at least one representative from the following organizations on the extension committee:
 - 1. The Minnesota Registry of Interpreters for the Deaf.
 - 2. The Minnesota Association of Deaf Citizens.
 - 3. The Minnesota Department of Education: Deaf and Hard of Hearing.
 - 4. Others, as appropriate.
 - D. Interpreters are to submit the Coversheet and Checklist with Form A.
 - E. As a condition for receiving an extension, the interpreter must comply with a plan outlined by the appeal committee and deadlines for meeting the requirements of this subdivision.

Please note:

It is the sole responsibility of the interpreter to follow Instructions for an extension. The educational interpreter and school district can implement the process by submitting General Information Form 1 by May 13.

If you have any questions please contact:

Mary Cashman-Bakken
Minnesota Department of Education
State Specialist: D/HH
1500 Highway 36 West
Roseville, MN 55113-4266
Email: mary.cashman-bakken@state.mn.us
Video phone: 507-412-5214
Fax: 651-582-8729