Procedures to Request an Extension for an Interpreter of the Deaf/Hard of Hearing

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 (http://education.state.mn.us/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

**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:
   o Request letters in a timely fashion, 2-4 weeks in advance.
   o 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.

E. Interpreters are to submit the Coversheet and Checklist with Form A.

F. 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