



Office of Deaf and Hard of Hearing Services (DHHS)
Multiple-Certificate Annual Renewal

HHS DHHS will use the information provided in this form to obtain criminal records. Allow 30 days for processing.

Certificate Holder Information				
Certificate Holder's Name:		Previous Name(s):		Birth Date:
BEI Certification No.:		Certification Levels:		
Street Address:	City:	State:	ZIP Code:	County:
Do you have a conviction? <input type="radio"/> Yes <input type="radio"/> No	If yes, what is the conviction date?		Conviction Type:	

Contact Information	
Primary Phone No.:	<input type="radio"/> Voice <input type="radio"/> Videophone <input type="radio"/> Text Only
Email address:	Publish information in HHS DHHS BEI registry? <input type="radio"/> Yes <input type="radio"/> No

Annual Renewal Fee
<input type="radio"/> Recertification fee if paid before the expiration date. Enclose \$105 fee.
<input type="radio"/> Recertification fee if paid 1 to 90 days after the expiration date. Enclose \$157.50 fee.
<input type="radio"/> Recertification fee if paid 91 to 364 days after the expiration date. Enclose \$210 fee.

Qualifying Question
Have you ever received a disciplinary action or had an interpreter certification or license suspended, revoked, or denied?
<input type="radio"/> Yes <input type="radio"/> No If yes, explain:

Fee and Submittal Instructions
1. Enclose a check, cashier's check, or money order payable to HHS DHHS for the applicable and nonrefundable fee listed above.
2. Mail this form and the fee to: HHS DHHS P.O. Box 12306 Austin, TX 78711
3. Allow 30 days for processing.

Code of Professional Conduct

Tenets

1. Interpreters adhere to standards of confidential communication.
2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

The full version of the Code of Professional Conduct may be obtained from the HHS DHHS office or the Registry of Interpreters for the Deaf, Inc. website at www.rid.org.

Signature

I attest that all information provided in this application is accurate and true and agree to abide by the Code of Professional Conduct. I understand that my certificate is subject to suspension, revocation or cancellation.

Certificate Holder's Signature:

Date:

The application is incomplete without the certificate holder's signature.

HHS, Office of Deaf and Hard of Hearing Services

P.O. Box 12306, Austin, Texas 78711
512 438-4880 Voice or 512 410-1386 VP