



Office of Deaf and Hard of Hearing Services (DHHS)
Multiple-Certificate Five-Year Recertification

HHS DHHS will use the information provided in this form to obtain criminal records.

Certificate Holder Information

Certificate Holder's Name:		Birth Date:	Maiden Name:	
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

Daytime Phone No.:	Cell Phone No.:	Video Phone No.:
Email Address:	Publish information in HHS DHHS BEI registry? <input type="radio"/> Yes <input type="radio"/> No	

Annual Renewal Fee

Recertification fee if paid before the expiration date. **Enclose \$100 fee.**

Recertification fee if paid 1 to 90 days after the expiration date. **Enclose \$150 fee.**

Recertification fee if paid 91 to 364 days after the expiration date. **Enclose \$200 fee.**

Qualifying Question

Have you ever received a disciplinary action or had an interpreter certification or license suspended, revoked, or denied?

Yes No If yes, explain:

Required Attachments and Submittal Instructions

- Complete and sign the form.
- Enclose a check, cashier's check, or money order payable to HHS DHHS for the appropriate fee listed above.
- When recertifying using CEUs, attach copies of workshop certificates of attendance, RID CMP, or official college transcript.
- Mail this form (and Form 3901-2, Code of Ethics and Professional Responsibility of Certified Court Interpreters, if you are court certified), any necessary documentation, and the fee to:

HHS DHHS
P.O. Box 12306
Austin, TX 78711
- Allow 30 days for processing.

For HHS DHHS Use Only

QTR CEUs ETH CRT

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