Transcript of American Sign Language Video

This video will provide information about the State of New Hampshire Interpreter Licensure Board.

New Hampshire began requiring a license for individuals working and being paid as interpreters in 2003.

To be licensed in NH an interpreter needs to have either RID certification or the NH or MA State screening.

Exemptions:
There are exemptions where a license or waiver is not needed. The five exemptions include:

1. Religious settings- Church, Temple, Catholic, Lutheran, Islam, Baptist, etc.
2. Educational interpreting (K-12th grade)
3. Interpreting students- those who have not yet graduated, who are in school related to interpreting, as well as working with a mentor in the field.
4. Interpreters and Certified Deaf Interpreters (CDIs) from out of state can be hired to work in the court- they must have a legal certification, experience, and training.
5. Emergency Situations- For example, a life or death situation like a heart attack. If a family member or friend who knows sign is there, they can interpret until the licensed interpreter arrives and can take over. VRI is an option as well. If the situation is not severe, typical wait times in an emergency waiting room can vary from a few minutes to a couple of hours. Due to the lower degree of severity, the patient may wait until the licensed interpreter arrives or can use VRI services.

Waiver:

A waiver is required when a deaf or HOH person wants someone to interpret who is not licensed.

- The waiver form must be filled out with the name of the interpreter and the reason why they are wanted
- It’s important the waiver form is submitted before the unlicensed person interprets
- The waiver form needs to be filled out and submitted each and every time an unlicensed interpreter is used
- The waiver form is required whether the interpreter is volunteering or being paid

If the interpreter misinterprets something or the person acting as the interpreter makes an error, the Licensure Board cannot be held responsible and cannot be sued as per the licensure law.

The Waiver form can be found at https://www.education.nh.gov/career/vocational/deaf_hh_interp_lic_bd.htm. On the bottom right of the screen is a link “Waiver Form”. Click the link to download, print and fill it out.
Submit the waiver form to waiver@doe.nh.gov
Board Authority:

The Board is made up of 9 members. 4 interpreters, 1 hearing member who is not an interpreter, and 4 deaf members including one who is oral/does not sign.

The board meets every two months. Meetings are open to the public. From time to time, there will be a closed session due to the nature of private information, such as an investigation or legal discussion. To find information regarding when and where the meetings are held you can go to https://www.education.nh.gov/career/vocational/deaf_hh_interp_lic_bd.htm.

The Board has authority to do 4 things:

1. Licensing Responsibility- The board can grant license, oversee license renewals (every 3 years), and suspend or revoke licenses.
2. Code of Professional Conduct (CPC) Compliance- the Board ensures that all interpreters comply with the CPC, some examples being: maintaining confidentiality, keeping the interpretation neutral- not interjecting their own opinion while working, and punctuality.
3. Oversight of interpreters- the Board has an updated directory of all of the licensed interpreters in the state on NH. This can be found at https://www.education.nh.gov/career/vocational/deaf_hh_interp_lic_bd.htm. On the bottom left of the screen there is a link titled “Interp Guide”. Also, the Board partners with NHRID, NHAD, the Office of Deaf and HOH, VR, and various interpreter agency services within the area.
4. Grievance Process-The Board must have a grievance process in place and ensure proper steps are taken, and followed, when processing a grievance or complaint.

The requirements needed to get a license are:

- MA or NH state screening or RID National Certification. Documentation of the certification.
- Oral interpreter- The Board must approve the training program.
- Out of State License- If an interpreter from another state moves to NH, the Board will review their license application then decide whether or not the application is approved.

Other requirements:

- Must be 18 years or older
- Pay the licensing fee
- Fill out the licensing application
- Be professional and adhere to the CPC.
- If the interpreter has had any violations in the past, the Board must be notified.

When all the licensure paperwork is signed by the interpreter, they are agreeing to adhere to the Licensure Board rules.

The Code of Professional Conduct (CPC):
The CPC is a set of rules all interpreters must follow. The Board adheres to the CPC, as well as oversees interpreters, and ensures compliance. You can read through the document and find which code best matches your situation. It is also accessible online through the RID Vlog. You can find it here [https://rid.org/ethics/code-of-professional-conduct/](https://rid.org/ethics/code-of-professional-conduct/).

If any person believes a licensed interpreter violated the CPC they may file a complaint with the board.

When the board receives a complaint, 1-2 members will review the details of the complaint. Depending on the situation, the Board can decide what action needs to occur. This action could include giving the interpreter a warning, recommending a class or additional training, or even revocation of the interpreter’s license.

**Filing a Grievance or Complaint:**

A grievance or complaint can be filed by:
- Typing or writing a letter
- Having someone assist in typing or writing the letter *requires the signatures of the person filing the complaint AND the person assisting in typing or writing the letter
- Recorded video of the complaint or grievance in sign language *providing a first and last name at the end of the video is equivalent to a signature

Information needed in the grievance or complaint:
1. Name and address of the person filing the grievance or complaint
2. Name of the interpreter
3. The business name, address and phone number if you know it
4. A brief explanation about what happened
5. A signature *2 signatures if someone is assisting in doing a letter, or providing a first and last name at the end of the video

The letter or video can be emailed or mailed directly to the Board at:

[licensureboard@doe.nh.gov](mailto:licensureboard@doe.nh.gov)

State of New Hampshire  
Board of Licensure of Interpreters  
for the Deaf and Hard of Hearing  
21 South Fruit Street, Suite 20  
Concord, NH 03301

**Interpreting without a license:**

The licensure law requires that all working interpreters must be licensed. If an interpreter gets caught interpreting without a license they can be fined $250 a day or up to $2000.
Questions
If you want more information or have any questions or concerns, you can contact the board.

New Hampshire Interpreter Licensure Board
State of New Hampshire
Department of Education
Vocational Rehabilitation
Program for the Deaf and Hard of Hearing
21 South Fruit Street, Suite 20
Concord, NH 03301

Licensureboard@doe.nh.gov
603-463-0728 (VP)
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