



# Now You're a **Utah Certified Novice Interpreter**



*Congratulations on passing the  
Utah Certified Novice Interpreter Exam process!*



Nov 2024



**Congratulations on passing the UCNi exam.** You have demonstrated knowledge and skills sufficient to begin interpreting at an entry level and we are excited to have you as a member of the Utah Interpreting Community. The service you will provide as an interpreter is important and life changing. Here at UIP, we want to provide you with the information you need to make effective decisions, continue your education, advance your skills, and renew your certification.

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## Interpreting in Utah

Interpreting in Utah is governed by two guiding pieces of information. One is Utah law and the other is the Policies Governing the Certification of ASL Interpreters. We suggest that you read and understand both of them.

- The law gives the highest overview of information. You can find it here: [Interpreter Services for the Deaf and Hard of Hearing Act](#)
- The Policies Governing the Certification of ASL Interpreters gives a much more detailed view of the rules interpreters, and UIP, must follow. You can find it here: [Policies Governing the Certification of ASL Interpreters](#)

### Your Interpreter Account



We can't emphasize enough that it is your responsibility to keep your interpreter account up to date. This includes your name, your mailing address, and email address. We also recommend using a personal email account (one that you will actually check) rather than a work or school account. Often people who use work or school accounts lose access and don't receive the information they need to stay certified. Take a moment now to check the accuracy of your account and make any needed changes.

## Working as an Interpreter

The RID Code of Professional Conduct (CPC) instructs interpreters to "possess the professional skills and knowledge required for the specific interpreting situation." However, no interpreter is a 100% match for every setting or every situation. As an interpreter, you will earn more respect for your willingness to say "no" to a situation that is outside the scope of your ability, than by saying "yes" to everything that comes your way. As a novice interpreter, making decisions about what appointments/jobs to accept can be challenging, and we certainly understand the fear of saying "No, I'm not ready for that yet." Rest assured, as you gain more experience, you will learn more about your own limitations, and as you work in settings that match your ability and seek out professional development, your ability will steadily increase. The following pages have some things you should consider as you look for and are offered interpreting work.



## **Demands and Controls Available**

What are the demands and available controls for the situation? Would it be appropriate to stop and ask for additional information/clarification? In some situations, the interpreter has more flexibility with demands that are placed on them. For example, in a platform interpreting situation, asking for clarification may not be appropriate, but in a 1:1 job coaching situation, it would likely be acceptable.

As a UCNI, you should focus on assignments that will allow you to implement a wider variety of controls such as asking for and receiving clarifying information.

## **Sensitivity of the Situation**

What kind of impact will the interpreted interaction have on the participants? Some situations are common place and will have limited impact should something go askew in the interpretation. Other situations are more critical and could have serious or long-term impacts. For example, interpreting in a situation where someone is giving or receiving a disciplinary action at work is highly sensitive and could have significant ramifications for the participants. Interpreting a tour of a college campus is far less sensitive and likely will not have a lifelong or serious impact on the participants.

Additionally, a situation could be particularly sensitive to you as the interpreter. The CPC reminds us that we should “decline assignments... when not competent due to physical, mental, or emotional factors.” If a situation will cause you distress so that you are not able to accurately or effectively interpret, or if it will cause you mental or emotional harm, this would be considered a highly sensitive situation.



**As a UCNI, you should focus on assignments that have a low level of sensitivity for both the participants and for you.**

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## **Complexity of the Subject Matter**

How familiar are you with the subject? Each of us come to this profession with our own experiences and knowledge base. Your experience and knowledge will impact the quality of service you can provide – that will be the case for your entire career. What may seem very complex to another interpreter may be something very familiar to you. For you, it is not very complex. The reverse can also be true. If you have an intimate knowledge of a subject, you may be able to interpret effectively about that subject even though the situation allows the interpreter minimal controls or it is a more sensitive situation.

Take the time to consider the subject matter and give an honest assessment of your own experience and knowledge of that subject. As a UCNI you should focus on assignments that, for you, have a low level of complexity. Use that, in combination with demands/controls and sensitivity, to help you determine if you are ready to interpret in that context. To help you prepare for more complex topics, you may be able to team or shadow another interpreter.



## Going Beyond Your Abilities

There will be times when all the information needed to make a good decision about whether to accept a job or not wasn't shared with you. There are a myriad of reasons why this happens. There may even be times when you had a lot of information and believed you made a good decision only to find out too late that it was not the best decision. When this happens, do what you can in the moment to remedy the situation with any and all controls available to you (options could include making sure participants know you will need extra time to ensure an accurate interpretation, calling team interpreter – perhaps a CDI, rescheduling the appointment, etc.) and work with your supervisor/interpreting agency so that all parties learn from the situation.

## Other Considerations

The CPC summarizes this best: "Interpreters accept assignments using discretion with regard to skill, communication mode, setting, and consumer needs." With careful consideration, practice and self-reflection, you will grow in confidence with your decision-making ability and the types of work you can accept following the CPC will increase.

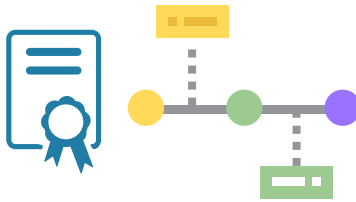
## Common Places to Find Work

It can be intimidating to begin looking for work as an interpreter. Maybe you already know the type of interpreting you want to focus on, or maybe you don't. Once you have your resume/ portfolio ready, there are many options for you to pursue:

- Interpreting agencies
- School districts
- Colleges and universities
- Private business such as VRS, VRI, and Hospitals
- Setting up your own interpreting business

If you are wondering if a location has positions available, check their website, give their office a call, ask someone who works there. You can also find a list of interpreting agencies that provide service in Utah on the UIP Website: <https://jobs.utah.gov/usor/uip/directory.html>. Where ever you go to find work, remember to accept work following our professional standards.

You may also wonder if your UCNI is accepted in other states. That is a good question! Because laws frequently change, we aren't able to say what other states will or won't accept your UCNI. If you are wondering about a specific state, try reaching out to that state's RID chapter(s) about what certifications are required and/or accepted in that state.



## Certification Advancement Timeline

You have four years to become an advanced-level interpreter. Advanced certifications include Utah Certified Professional Interpreter (UCPI), RID certifications, and EIPA 4.0+. Here at UIP, we suggest that you begin work on advancing your certification today. There are several ways you can do this.

There will be many professional development opportunities available to you; however, some will benefit you more than others at this early stage of your career. We recommend pursuing professional development opportunities that focus on skill development. Seek out opportunities that give hands up and voice on practice. In-person opportunities with time built in to practice and apply strategies will provide the biggest boost to your ability.

Seek out opportunities to interact with members of the Deaf Community outside of interpreting. Having a depth and breadth of experience with a variety of signing styles, ages, topics, and backgrounds can help you prepare for advanced-level testing. It also allows you to become more connected to this amazing community.

Ply your trade! You are an interpreter, and one of the best ways to improve your skill is to do the work. Professional musicians practice every day. Professional athletes practice their sport every day. Lawyers practice presenting their cases. Set aside time every week (if not every day) to practice. Use this time to push yourself outside of your abilities. The time to practice is not during an interpreting appointment – the time to practice is before. If you can, record yourself and do a self-assessment of your work – or even better, seek out feedback from others. Most importantly – do what other professions do – practice, practice, practice.

## Professional Development

One of the tenets of the CPC is “Interpreters engage in professional development.” The field of interpreting is ever changing, the people we serve require interpreters to be knowledgeable in new/unique content areas, laws regarding interpreting and access continue to change, and the cultures we work with continue to evolve. Even the languages we use change over time.

Your professional development will continue over the course of your entire career, but it is never more important to take advantage of every opportunity you can than when you are a UCNI.





**You are required to earn 20 hours of Continuing Education Hours (CEH) each year.**

## Requirements

You are required to earn 20 hours of Continuing Education Hours (CEH) each year. Don't wait to start earning your CEH until your renewal is due – start earning them now. You may see workshops advertised that are approved for RID CEU – those are Continuing Education Units (10 hours = 1 unit). Good news, RID CEU are already approved for Utah CEH.

## Types of CEH

There are two basic types of CEH:

- **Professional Studies:** these are learning opportunities that are specific to interpreting, language, and culture.
- **General Studies:** these are learning opportunities that are not specific to interpreting, but will benefit you as an interpreter. Up to 10% (2 hrs.) of your CEH can be general studies.

When a workshop is approved by UIP, you will see a badge on the advertisement indicating what type of CEH you will receive. When a workshop is approved by RID, the type of CEH will be in the text of the advertisement.



General Studies



Professional Studies

## Earning CEH

**UIP Sponsored Workshops:** You'll know if a workshop is sponsored by UIP because you will see a UIP CEH badge on the advertisement. To get credit for these workshops, you need to use the UIP QR code that will be shown toward the end of the workshop. You'll fill out the information and submit your request. If you do not do this, you will not get credit.

**RID Approved Workshops:** You'll know if a workshop is approved by RID because you will see the RID and ACET logos on workshop advertisements. They will be advertised in CEU (10 hrs = 1 CEU). There are typically two ways you can get credit from RID workshops:

- If the workshop is sponsored by UTRID, you can use the UIP QR code shown at the workshop if available, or you can upload your certificate of completion.
- If you are taking a workshop offered by another provider, they will often ask for an RID number during the registration process. If you have one, enter it in. If you don't, there is no



need to worry about it. Providers ask for this number so they can award RID credit to attendees. Once you have completed the workshop, you will receive a certificate of completion that you will use to get Utah CEH (more about that in "Uploading your certificates").

### Uploading your certificates: [Upload Proof of Attendance](#)

- When you go to a workshop that has RID CEU, but doesn't have Utah CEH, you'll need to upload your proof of completion and evidence that the workshop had RID CEU. To do that, in your interpreter account, go to the Professional Development tab and select the "Upload Proof of Attendance."
- You'll fill in some basic information about the workshop, upload your workshop certificate, and if everything looks good, we will award the CEH. If your certificate doesn't include the RID logo, we will need extra verification that the workshop was approved for RID CEH.
- Upload your workshop documentation as you complete workshops - don't wait until the day before (or even the week before) your renewal is due. You'll have a lot less stress and won't have to worry about whether or not something will be approved. It will also help ensure you don't have to pay a late fee on your renewal!

### Academic Coursework [CEH Pre-Approval Request](#)



**If you take a course from an institution accredited by the Council of Higher Education, you may be able to earn CEH for those courses.**

- Currently, our account website lists Academic Coursework in the Pre-Approval section **even though pre-approval is no longer required.** We hope to update this soon. Please submit your Academic Coursework through the pre-approval section. To do this, under Professional Development, select CEH Pre-Approval Request in your account, and select Academic Coursework

[Home](#) [Certifications](#) | [Professional Development](#) | [Correspondence](#) [Profile](#)

[Contact Us](#)

[Current Cycle](#) [Archived Cycles](#)

## CEH Pre-Approval Request

**NOTE:** Request must be submitted at least two weeks before event.

Activity Type:

Academic Coursework

Academic Coursework





- You will upload your course syllabus or other documentaton that shows you were enrolled, the course content, and the number of credit hours for the course. We need to know the course content to determine what type of CEH to award. You will also attach proof of successful completion (C- or better).
- If approved, you will receive 15 CEH for each semester credit hour or 10 CEH for each quarter credit hour. The type of CEH (Professional or General) will depend on the course content. Credit is awarded based on the date the course is completed.

## Pre-approval

CEH Pre-Approval Request

- Everything not listed above requires pre-approval from UIP. Are you attending a leadership event? Attending an interpreting event that doesn't have Utah CEH or RID CEU? Maybe you're attending a conference targeted to spoken language interpreters. Submit your pre-approval request in your UIP account. In the Professional Development Tab, after clicking on CEH Pre-Approval Request, select Non-RID Approved Workshop

Current Cycle Archived Cycles

### CEH Pre-Approval Request

**NOTE:** Request must be submitted at least two weeks before event.

Activity Type:

Non-Rid Approved Workshop

Academic Coursework

Independent Study Plan

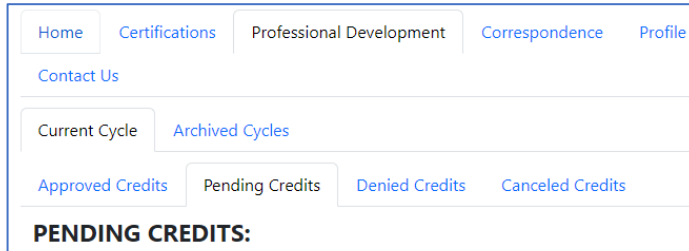
Non-Rid Approved Workshop



- **IMPORTANT: This must happen at least 2 weeks before the event starts.** Requests that don't meet this timeline will be automatically denied regardless of the content of the event.
- Fill out the required information and upload needed documentation
- We will review the documentation you submit (we'll need to know about the content, the number of hours, the dates, the presenter, provider, etc. so that we can decide if the event should be awarded CEH and if so, what type).
- If everything looks good, we'll send your pre-approval back to you with a request to upload proof of completion when the activity is complete.



- Once you've completed the learning opportunity, you will navigate to the Professional Development section of your account and select the "Pending Credits" section. There, you will select your original request, attach proof of successful completion (probably a certificate) and then resubmit the request.
- If approved, the CEH will be awarded.



### What Doesn't Count

We recognize that nearly everything you learn can help you become a better interpreter. Your experience, knowledge and expertise can be applied in many situations. However, there are some events that don't count for CEH even though they may be wonderful learning opportunities:

- Board/committee activities
- Professional service delivery including interpreting and mentoring
- Receiving mentoring
- Lunch, dinner, socials, networking, or entertainment
- Activities that are part of routine job responsibilities (i.e., in-service or work-related training meetings)
- Independent study

One last thing to note about CEH: While we don't want to dissuade you from earning all the CEH you can, any CEH earned over the 20 hours required does not carry over to the next year. You must earn at least 20 CEH each cycle year.

## Finding Professional Development Opportunities

- There are many places you can find workshops and RID CEU approved learning. A quick online search will pull up companies that offer virtual training with RID CEU. Other resources include:
- [UIP Facebook Group](#) where we regularly post workshops and other opportunities.
- The UIP email list. Sign up here: [Subscribe to UIP Email Blast](#)
- Professional organizations such as UTRID and RID.
- Make sure you verify whether or not a workshop offers Utah CEH or RID CEU. If not, you'll need to get pre-approval at least two weeks in advance.

### Mentoring

While you cannot earn CEH from being mentored, seeking out and working with a mentor can help you improve your skill and decision-making ability. A trained and qualified mentor can give you individualized feedback that you typically can't receive at a workshop or online event. There are many mentoring resources available to you. An online search can connect you with companies across the country that offer mentoring. You can also seek out mentoring from peers, former or current teachers or professional organizations. UIP offers mentoring as we have resources available. Contact us at [UIP@utah.org](mailto:UIP@utah.org) if you want to check availability. Here are some additional considerations for hiring and/or working with a mentor:

- What are their credentials?
- How much mentoring experience do they have?
- What is their approach to mentoring?
- Where did they receive their training to become a mentor?
- Do they have recommendations/testimonials from successful clients?
- What is their intake process?
- Do they specialize in topics that would benefit you?
- What is the cost and is it per hour, per session, or is there a bundle?
- Do they have a mentoring agreement that clearly outlines their responsibility and your responsibility?
- Does their availability match yours?



## Renewing your Certification

You are going to renew your certification every year - that will be the case even after you receive an advanced certification. UIP will send reminders to the email address on your UIP account before your renewal is due (make sure you keep your email address up to date and that you check your email regularly). It is important that you know the requirements and meet them every year before your renewal date.

- Earn 20 approved CEH: As a UCNI, you must meet this requirement each year
- Request Renewal: Before your renewal date, you must request a renewal in your interpreter account. Please note that if you send in your renewal request on a Friday, we may not be able to review it until Monday (or Tuesday if there is a holiday). Please plan accordingly so you can avoid late fees.
- UIP Reviews Your Request: We will check the status of your certification, grievances/or determinations related to grievances, and CEH. If everything looks good, we will approve your request and email you notification that your renewal request was approved.
- Pay the Fee: After your renewal request is approved you must go into your interpreter account and pay the renewal fee. Once that is done, you won't need to do anything else.
- UIP Sends Certification Documents: UIP will send you a confirmation letter indicating that you have renewed your certification as well as a new certification card that is good until your next renewal date.



### Renew Certification / Recognition



Your renewal is due soon. To perform the renewal you will need to:

1. Select which certificates / recognitions you wish to apply for and:
  1. provide documentation
  2. be approved by the UIP Administrative staff.
2. Complete any requirements (such as Professional Development).
3. Pay your renewal fee.
4. Receive email indicating renewal is complete.

[Advance to Next Step](#)

## Other Resources

There are many people and organizations that are cheering for you and want to support you on your journey.

### Utah Certified Professional Interpreter Examination Packet

We strongly recommend that you begin working toward advanced certification soon after earning your UCNI. Review the Utah Certified Professional Interpreter Examination Packet. It can guide you through the process of earning your UCPI. If you have not received this packet, you can find it on the UIP website: [UCPI Examination Packet](#)

### Professional Organizations

You may wish to join the professional organizations of ASL/English interpreters or other interpreting related professional organizations. The following professional organizations offer education, leadership opportunities, and other resources for interpreters.

- Registry of Interpreters for the Deaf
- Utah Registry of Interpreters for the Deaf
- National Association of Interpreters in Education
- Utah Translators and Interpreters Association
- Educational Interpreter Performance Assessment at Boys Town

Many people are unsure about the differences between UIP and UTRID. While both organizations support interpreters, each has their own role in our community. UIP and UTRID collaborated on a chart to help our community understand our unique roles. You'll find that chart in Appendix A.

### Peers

Our interpreting community has a wealth of knowledge and experience. As you interpret, attend workshops, and interact with our community, please help us foster a supportive and positive community. Take every opportunity to ask questions and learn from other interpreters and community members.



**We strongly recommend that you begin working toward advanced certification soon after earning your UCNI.**

## UIP

UIP offers many resources that can aid you in advancing your career; from books and videos, mentors, supportive staff, [Facebook group](#), all the way to our certification packets and the Policies Governing the Certification of ASL Interpreters, we want to provide you with the information and resources you need. You can reach out to us at [UIP@utah.gov](mailto:UIP@utah.gov) if you would like to access any of these resources.

### In Summary

You've taken a huge step in your professional career. Make sure you celebrate this accomplishment! And we are here to support you in taking the next step, and the step after that, and so on and so forth. Here at UIP, we hope that no matter what certification you hold, you will always

- Work toward fostering connection with the Deaf Community
- Support the success of your peers
- Provide a great experience for those you interpret for
- And no matter what – keep learning and improving

If you have any questions about interpreting in Utah, contact us at [UIP@utah.gov](mailto:UIP@utah.gov).



**Questions or comments?**  
Contact us at [UIP@utah.gov](mailto:UIP@utah.gov)

# Appendix A

## As an interpreter in Utah, when do I go to UTRID or UIP?

Well, that depends, what do you want to do?

"I WANT TO..."

<b>UTRID</b> <small>Utah Registry of Interpreters for the Deaf (an affiliate chapter of RID run by volunteers)</small>	<b>Both</b>	<b>UIP</b> <small>Utah Interpreter Program (a government entity run by state employees)</small>
<p><b>JOIN MY PROFESSIONAL ORGANIZATION</b></p> <p>UTRID is the local affiliate chapter of RID. There are opportunities to serve and give back to the Deaf and Interpreting Communities.</p>	<p><b>GET CERTIFIED</b></p> <p>UIP offers the Utah Interpreter Certification Test. There are tests for Novice, Professional, and Deaf Interpreters.</p>	<p><b>INTERPRET IN UTAH</b></p> <p>UIP must either award a certification or officially recognize your certification before you can legally interpret in the state. Certification must be maintained annually.</p>
<p><b>CONTRIBUTE: TEACH, LEAD, GROW!</b></p> <p>Give back to the professional community by teaching a workshop, joining a committee, or joining the board.</p>	<p>While UTRID doesn't provide or coordinate testing, they offer scholarships and can provide information on becoming certified through RID.</p>	<p><b>GET UTAH CEH</b></p> <p>UIP authorizes learning opportunities for Utah CEH.</p>
<p><b>ATTEND PROFESSIONAL DEVELOPMENT EVENTS</b></p> <p>UTRID offers workshops, Silent Weekend, and annual conferences for interpreters.</p>	<p><b>FIND INFORMATION ON SOCIAL MEDIA</b></p> <p>facebook.com/UTAHRID Instagram @utrid</p> <p>UIP facebook group: facebook.com/groups/dsdhh.uip</p>	<p><b>GET UTAH CEH FOR MY RID CEU</b></p> <p>For workshops that carry CEU, but not CEH, UIP can authorize Utah CEH.</p>
<p><b>GET RID CEU</b></p> <p>UTRID is a CMP sponsor - that means UTRID authorizes credit for RID CEUs. This includes processing PINRA forms.</p>	<p><b>OFFER A WORKSHOP</b></p> <p>Both UTRID and UIP can help you in different ways when you want to offer a workshop. Go to UIP if you want your workshop to carry Utah CEH, go to UTRID if you want your workshop to carry RID CEU.</p> <p>If you want to offer both, go to both!</p>	<p><b>FILE A GRIEVANCE</b></p> <p>UIP and the Interpreter Certification Board handle grievances about about Utah Certified Interpreters, EIPA recognized interpreters, and people working as interpreters who are not certified.</p>
<p><b>LEARN ABOUT RID HQ</b></p> <p>UTRID can share info about RID, including the RID process for filing a grievance about an RID certified interpreter. (UTRID cannot process grievances.)</p>		<p><b>FIND AN AGENCY/INTERPRETER</b></p> <p>UIP's Interpreter Directory can help you find an interpreter or referral service in Utah.</p>
<p><b>FIND MORE INFO ABOUT UTRID AT...</b></p> <p><a href="http://utrid.com">utrid.com</a></p>		<p><b>FIND MORE INFO ABOUT UIP AT...</b></p> <p><a href="http://jobs.utah.gov/usor/uiip">jobs.utah.gov/usor/uiip</a></p>