

# **INTERPRETER LICENSURE BOARD APPLICATION PROCESS**

## **What is the Interpreter Licensure Board?**

The Interpreter Licensure Board is created by the Interpreter for the Deaf Licensure Act of 2007 and responsible for making recommendations to the IDHHC Director establishing guidelines for policies and procedures under the Act. The Interpreter Licensure Board consists of seven (7) voting members composed of four (4) interpreters, three (3) deaf or hard of hearing consumers and the Interpreter Coordinator who shall serve as a non-voting member.

## **What is the application process?**

The IDHHC Director is responsible for making appointments to the Board. As reappointments are not automatic, all applicants are required to submit a letter of interest and a completed application to the IDHHC Director. The application can be downloaded from the IDHHC's webpage under Interpreter Licensure Board, <http://www2.illinois.gov/idhhc/Pages/licensureboard.aspx>. All application materials should be sent to:

Illinois Deaf and Hard of Hearing Commission  
Attn: IDHHC Director  
528 South 5<sup>th</sup> Street, Suite 209  
Springfield, IL 62701  
DHH.ContactUs@illinois.gov

## **Do I need letters of recommendation?**

Letters of recommendation are not necessary, but any letters of recommendation will be considered along with the required application materials. The Director shall consider recommendations by consumer and professional groups related to the interpreting profession and the deaf and hard of hearing community. Letters of recommendation should be forwarded to our office with the required application materials.

## **What are the qualifications for being appointed to the Interpreter Licensure Board?**

In making appointments, the Director shall attempt to ensure that various ethnic and geographic regions of the State are properly represented. The membership of the Board shall reflect the differences in certification, experience, education and background and knowledge of interpreting for the deaf and hard of hearing. All interpreter members appointed must qualify and obtain licensure under the Act on or before July 1, 2009.

### **How often does the Interpreter Licensure Board meet?**

The Interpreter Licensure Board is required to meet a minimum of two (2) times a year. Meetings are held in Springfield, Illinois at the Illinois Deaf and Hard of Hearing Commission Office.

### **Are Board members compensated?**

All Board members are voluntary. Board members are reimbursed for all authorized legitimate and necessary expenses which include travel expenses such as mileage and hotel incurred in attending the meetings of the Board.

### **How will I know if I am appointed?**

The IDHHC Director will contact you regarding the status of your appointment. In addition, all appointees will receive a letter of appointment and additional paperwork to complete including an "Oath of Office". Please note that various IDHHC staff may contact you with requests for further information, or to discuss various aspects of the appointment with you before a final decision is made.

### **Are the appointments publicly announced?**

After the appointments are completed, IDHHC will post an announcement of the appointment on its website ([www.idhhc.illinois.gov](http://www.idhhc.illinois.gov)) and send an E-Mail Alert.