



**Division for Rehabilitation Services
Office for Deaf and Hard of Hearing Services
Five-Year Certificate Renewal**

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

Certificate Holder Information

Certificate holder:		Birth date:	Maiden name:		
BEI certification number:		Certification level:			
Address:	City:	State:	ZIP code:	County:	
Do you have a felony conviction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what is the conviction date?		

Contact Information

Daytime phone number:	Email address:	
Cell phone number (optional):	Video phone number:	
Publish information in DHHS registry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Renewal Method

Select one:	Enclose fee:
<input type="checkbox"/> Certificate Renewal: CEUs: Required before five-year expiration date printed on certificate card. Attach copies of workshop certificates of attendance, RID CMP, or official college transcript.	\$50
<input type="checkbox"/> Certificate Renewal: Retesting Due to Insufficient CEU Documentation: Complete the renewal application and submit it with applicable fee before the five-year expiration date printed on the certificate card.	\$50

Have you taken the Test of English Proficiency? Yes No

If no, also complete DARS3908, Test of English Proficiency, and submit it with the fee.

Performance Test: (Enter the level for which you are applying):

Preferred Testing Site

Preferred Testing Site: A list of testing sites and dates is available at www.dars.state.tx.us/dhhs or by contacting the DHHS office.

First preference:	Second preference:
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Submittal Instructions

1. Enclose check or money order payable to **DARS DHHS** for the appropriate fee listed on the previous page.
2. If renewing using CEUs, attach copies of workshop certificates of attendance, RID CMP, or official college transcripts.
3. Mail this form, any necessary documentation, and fee to
DARS DHHS
PO Box 12306
Austin, Texas 78711

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 DHHS office or the RID-NAD Web site at www.rid.org.

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.

X

Certificate holder's signature:

Date (mm/dd/yy):

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

Office for Deaf and Hard of Hearing Services

4900 North Lamar, Suite 2169, Austin, Texas 78751
PO Box 12306, Austin, Texas 78711
(512) 407-3250 Voice or (512) 407-3251 TTY
www.dars.state.tx.us/dhhs