



# Missouri Department of Mental Health

## Office of Deaf Services

### Interpreter Exchange Program

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The Interpreter Exchange Program is designed to assist interpreters with completing the Department of Mental Health's (DMH) Introduction to Mental Health Interpreting (MHI) training course. The MHI course consists of approximately 30 hours of online, self-directed study plus 10 hours of online, interactive instruction with Robyn Dean, PhD, from the Deaf Wellness Center at the University of Rochester. The course costs \$400, which includes tuition, fees, books, and 4.0 CEUs. The Interpreter Exchange Program offsets this cost for participating interpreters by allowing them to provide no-cost interpreting services in exchange for DMH's paying the cost of the training.

#### Eligible Interpreters

- To be eligible, an interpreter must hold a current MO-BEI or RID certification level that permits interpreting in clinical mental health settings under Missouri Regulations (5 CSR 100-200) and current licensure as an interpreter in the State of Missouri. Eligibility of interpreters with a disciplined license will be determined on a case-by-case basis.
- Interested interpreters should submit an Interpreter Exchange Program application to the Office of Deaf Services. **Applications must be received or postmarked no later than Friday, December 11, 2015, to be considered for 2016 participation.** Eligible interpreters will be selected for participation based on the competitiveness of their application and the need for trained mental health interpreters in their part of the state.

#### Participation

- Participating interpreters must complete eight hours of interpreting time within 12 months of the start date of the MHI course. For 2016, the start date is January 1<sup>st</sup>, and the completion deadline is December 31<sup>st</sup>. The MHI course does not need to be completed before interpreting hours are provided. Required hours may be completed at any DMH-operated facility or office, or at any DMH-contracted agency as approved by the Office of Deaf Services.
- Participating interpreters will receive credit based on the actual length of interpreting assignments regardless of the amount of time scheduled. If an assignment lasts less than one hour, the interpreter will receive credit for one hour. If an interpreting assignment lasts more than one hour, the interpreter will receive credit for the amount of interpreting time actually provided rounded to the nearest half-hour.
- If a scheduled interpreting assignment is cancelled with less than 24-hours' notice, the interpreter will receive credit for the time scheduled rounded to the nearest half-hour. No credit will be given for assignments cancelled with at least 24-hours' notice.
- Participating interpreters are responsible for tracking their interpreting hours and ensuring completion of the required eight hours within one year. Completed hours must be tracked on DMH's Verification of Hours form with each completed assignment verified by signature from the receiving facility or agency. For creditable cancellations, provide the name and phone number of the person cancelling. Once all eight hours are completed, a participating interpreter must submit the form to the Office of Deaf Services to verify completion of their Interpreter Exchange Program obligation.
- If all eight hours are not completed within 12 months, the participating interpreter must reimburse the full \$400 cost of the training to the Department of Mental Health.
- A participating interpreter may voluntarily withdraw from the program at any time by reimbursing DMH for the full \$400 cost of the training. If an interpreter withdraws voluntarily, no credit will be given for hours already completed.
- The Interpreter Exchange Program is limited to ten participants for the 2016 MHI course.

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Forms available at [dmh.mo.gov/deafsvcs/training.html](http://dmh.mo.gov/deafsvcs/training.html)