

CDI Candidate Handbook 2014

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FOREWORD

This handbook describes the certification process from application through examination for the Certified Deaf Interpreter (CDI) by the Registry of Interpreters for the Deaf, Inc. (RID). This handbook replaces all candidate information published in previous editions of the CDI Candidate Bulletin and other related documents. Since not every situation and every applicable rule can be cited in a document like this, other RID policies, procedures, and instructions may also apply.

The contents of this handbook are the property of RID. Copyright ©2013 Registry of Interpreters for the Deaf, Inc. All Rights Reserved. No part of this document may be copied, reproduced, published or otherwise distributed without the express written permission of RID.

The policies, procedures, eligibility standards, and any aspect of the test administration process, fees and guidelines may be modified, amended or cancelled by RID at any time, with or without notice.

PLEASE READ AND ENSURE YOU UNDERSTAND THE ENTIRE HANDBOOK, INCLUDING ALL POLICIES, PROCEDURES AND CONSEQUENCES

CHECK THE RID WEBSITE FOR THE CURRENT EDITION OF THIS DOCUMENT

You are advised to periodically check both the CDI examination page on the RID Web site at www.rid.org for notification of any changes to RID policies, procedures, eligibility requirements, or forms that may be made after this handbook is published. Although RID attempts to give as much advance notice as possible when there are changes to the certification program, **it is your responsibility to ensure you are fully informed about the current requirements and policies.**

If you have any questions, comments, or concerns, contact the RID Certification Department at:

Phone: (703) 838-0030

Email: certification@rid.org

Normal Business Hours: 9:00 AM to 5:00 PM Eastern Time

INTRODUCTION

ABOUT RID

The Registry of Interpreters for the Deaf, Inc. (RID), a national membership organization, plays a leading role in advocating for excellence in the delivery of interpretation and transliteration services between people who use sign language and people who use spoken language. In collaboration with the Deaf community, RID supports our members and encourages the growth of the profession through the establishment of a national standard for qualified sign language interpreters and transliterators, ongoing professional development and adherence to a code of professional conduct.

The mission and values of RID are encompassed in our strategic plan, reflected in the statements below and incorporated into the actions and activities of all RID initiatives:

Mission – What We Do:
The Registry of Interpreters for the Deaf, Inc. promotes excellence in the delivery of interpreting services among diverse users of signed and spoken languages through professional development, networking, advocacy, and standards.

Vision – Our Desired Future:
By honoring its past and building a dynamic future, RID envisions a world where

- Linguistic rights are recognized as human rights;
- The Deaf Community and the Deaf-Heart are vital and visible in every aspect of RID, the interpreting profession as a whole and among individual interpreters;
- Interpreted interactions between and among individuals who used signed and spoken languages are as rich as direct communication;
- The interpreting profession is formally recognized and is advanced by robust professional development, standards of conduct, and credentials.

Diversity Statement:

- The Registry of Interpreters for the Deaf (RID) understands the necessity of multicultural awareness and sensitivity. Therefore, as an organization, we are committed to diversity both within the organization and within the profession of sign language interpreting.
- Our commitment to diversity reflects and stems from our understanding of present and future needs of both our organization and the profession. We recognize that in order to provide the best service as the national certifying body among signed and spoken language interpreters, we must draw from the widest variety of society with regards to diversity in order to provide support, equality of treatment, and respect among interpreters within the RID organization.
- Therefore, RID defines diversity as differences which are appreciated, sought, and shaped in the form of the following categories: gender identity or expression, racial identity, religious affiliation, sexual orientation, socioeconomic status, deaf or hard of hearing status, disability status, age, geographic locale (rural vs. urban), sign language interpreting experience, certification status and

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level, and language bases (e.g. those who are native to or have acquired ASL and English, those who utilize a signed system, among those using spoken or signed languages) within both the profession of sign language interpreting and the RID organization.

- To that end, we strive for diversity in every area of RID and its Headquarters. We know that the differences that exist among people represent a 21st century population and provide for innumerable resources within the sign language interpreting field.

STATEMENT OF NON-DISCRIMINATION

RID does not discriminate against any person on the basis of gender, age, sexual orientation, ethnicity, national origin, religion, disability, or marital status as defined and prohibited by law.

CERTIFICATION EXAM METHODOLOGY

Developing and maintaining credible and relevant certification programs requires a significant investment of resources. RID is fully committed to ensuring that our certification programs remain the most respected designations in the field of interpreting. Certification exams are the result of a multi-step process that includes the following steps:

- Conduct a Job Task Analysis (JTA). A JTA is a survey of interpreting experts to evaluate their level of knowledge and skills necessary for competent performance;
- Develop the exam using the JTA findings and create exam questions;
- Re-validate the exam. Review the content of each exam frequently to ensure that questions remain relevant as the profession evolves; and
- Conduct performance and fairness reviews. Subject Matter Experts (SMEs) and psychometricians review all questions extensively and update or remove outdated questions to stay in line with the natural flux of this industry.

THE VALUE OF CDI CERTIFICATION

- Marketable credential to prospective employers and clients
- National certification is required to legally interpret in some states
- Listed on RID's Web site registry of certified interpreters
- Shows growth and advancement within the profession
- Pride at being a part of an organization that supports the profession
- Certificate recognizes your accomplishment
- Listed in *VIEWS*
- Possible on-the-job recognition
- Enhances your career and reputation
- Distinguishes you from others in the field
- Certification maintenance requirements necessitate your continuing professional development and ensure that you stay current with industry trends and changes

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WHO SHOULD APPLY FOR CDI CERTIFICATION?

The CDI examinations are open to interpreting professionals who:

- are deaf or hard-of-hearing;
- have the knowledge and skills to pass rigorous knowledge and performance examinations at the level expected of a nationally-certified interpreter;
- meet RID's current training requirements;
- meet RID's current educational requirement; and
- agree to abide by the NAD-RID Code of Professional Conduct.

FOUNDATIONAL COMPETENCIES AS DEAF INTERPRETERS

The CDI Task Force emphasis that having foundational competencies as delineated in the National Consortium of Interpreters Education Center's (NCIEC) Deaf Interpreter Competencies is key to performing services as Deaf Interpreters. It is critical that applicants possess the following foundational competencies prior to applying for the CDI Knowledge Exam:

- Exposure to American Sign Language and/or another signed language and a wide variety of other communication forms used by Deaf people through life-long interactions with Deaf family members and friends, Deaf peers within the education system, and Deaf people in the community
- Early experiences interpreting for family, friends, and peers
- Experiences of personal challenges in comprehending situations, interpreters, and various communication styles
- Personal experiences of discrimination, oppression, and frustration with lack of access to communication and information

CANDIDATE CONFIDENTIALITY AND EXAM SECURITY

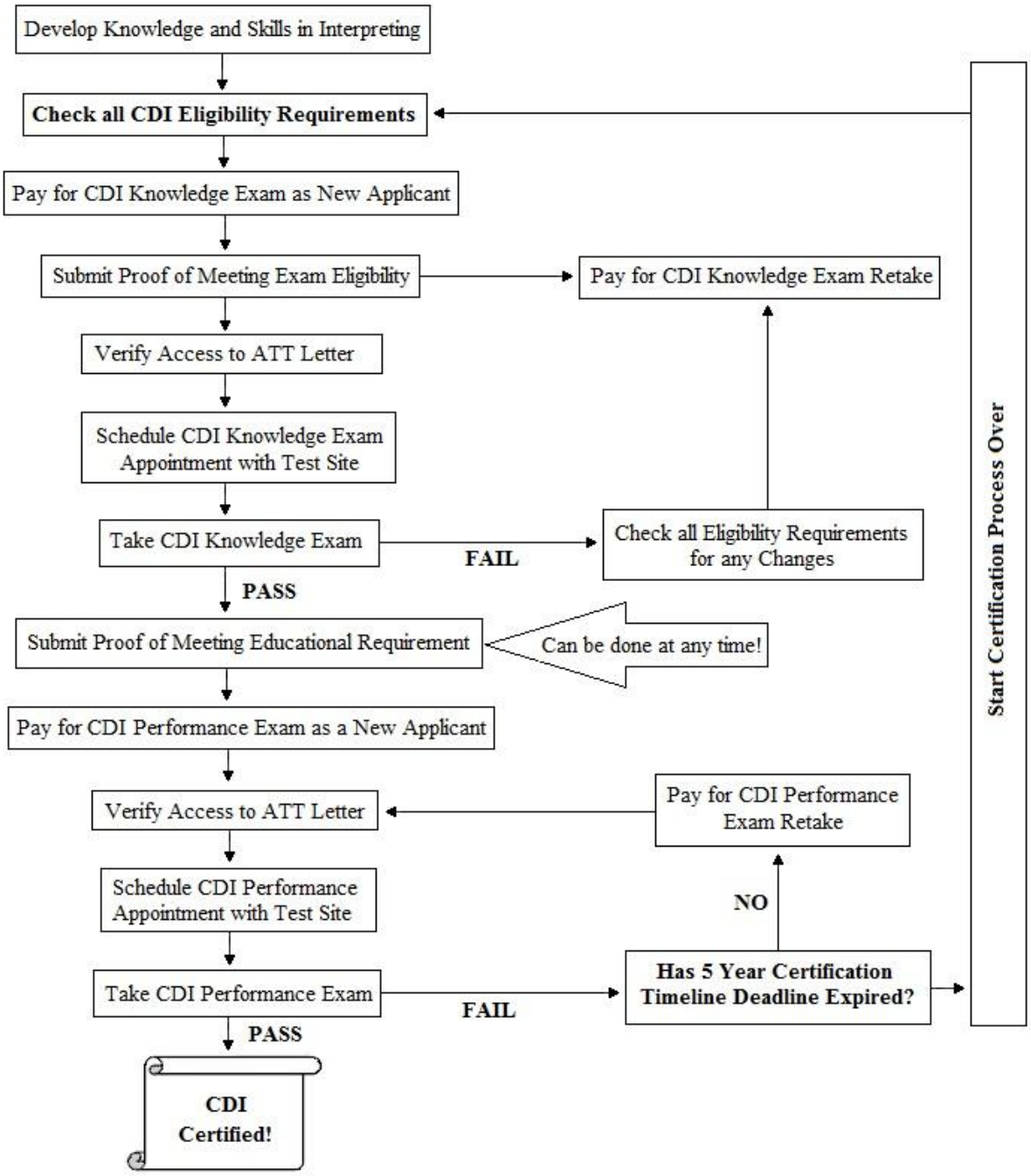
To prevent the possibility of identity theft, only the RID candidate number is used, not the candidate's social security number, to identify the candidate. Every candidate who takes a CDI examination is required to sign a form acknowledging that they understand and agree to the following:

- RID CDI examinations, test questions, and answers are the exclusive property of RID, Inc.
- RID CDI examinations and the items (questions and answers) are protected by copyright law. RID examinations may not be copied or reproduced, in part or in whole, by any means whatsoever, including memorization.
- Future discussion or disclosure of the content of RID examinations, visually, in writing, or by any other means is prohibited.
- Any theft or attempted theft of exam items is a punishable offense in a court of law.
- Candidates who cheat or attempt to cheat on the examination, or who otherwise breach RID's security policies and procedures, will have their exam scores cancelled, will forfeit all related fees, may be barred from reapplying to take any RID examinations, will be subject to all examination and fee requirements in place at the time they may choose to reapply, and may be subject to legal action.

- Any candidate's or test administrator's participation in any irregularity during the examination, including, but not limited to, giving or obtaining unauthorized aid, as evidenced by observation during the exam or by subsequent analysis, may result in invalidation of exam results, inactivation of test administrator, revocation of certification, civil liability, criminal prosecution, or other appropriate sanctions.

THE CDI CERTIFICATION PROCESS

CDI CERTIFICATION PROCESS FLOWCHART



CDI EXAMINATION PAYMENT

Member Exam Discount

You do not need be a member of RID to apply and pay for the exam; however one of the benefits of RID membership is lower exam fees. **In order to receive the discounted rate, you must have a completely approved Associate, Student, or Certified RID Membership BEFORE applying for an exam**, and you must include your RID member number on your exam application. Candidates who apply for a CDI exam and RID membership at the same time are not eligible for discounted exam fees. For more information on how to become an RID member, contact the Member Services Department at (703) 838-0030 x3.

CDI Examination Fees (as of July 1, 2013)

Member Examination Fees	**New Applicant**	**Retake**
CDI Knowledge	$200	$140
CDI Performance	$285	$255
Non-Member Examination Fees	**New Applicant**	**Retake**
CDI Knowledge	$255	$165
CDI Performance	$370	$340

All exam fees include a non-refundable $40 processing fee. RID retains the right to change exam fees at any time.

Group Exam Payment

In order to receive a group discount on exam payment for either the *CDI Knowledge Exam* or the *CDI Performance Exam*, the appropriate CDI applications must be submitted together from a single individual or organization/company.

The exam fees must be submitted as a single payment for the entire amount minus the applicable discount. **Please ensure that all candidates applying meet the eligibility requirements for the exam and have submitted all necessary documentation.**

Group Discount Rates

Number of Candidates	**Exam Discount**
1-15 candidates	0% discount
16-25 candidates	10% discount
26 or more candidates	20% discount

CDI Examination Eligibility Requirements

Candidates must meet the following requirements in order to be eligible for CDI certification:

CDI Knowledge Exam Eligibility Requirements**		
Type of Eligibility	**Description of Requirement**	**Documentation Required**
Hearing Status	The CDI examinations were designed to evaluate deaf interpreters.	An official letter from a physician or audiologist providing verification of hearing loss.
Interpreter Training	Total of 40 hours/4.0 CEUs. • 8 hours/0.8 CEUs required on the NAD-RID Code of Professional Conduct. • 8 hours/0.8 CEUs required on the Introduction to Interpreting. • 8 hours/0.8 CEUs required on the Process of Interpretation. • 16 hours/1.6 CEUs required on the elective(s) of your choice.	Documentation must indicate date(s), location(s), and duration of training. Applicant must send a copy of training documentation to RID Headquarters in the form of an official academic transcript, RID CEU Transcript, letter(s) of verification signed by the person teaching the training session(s), certificate(s)/letter(s) of completion.

CDI Performance Exam Eligibility Requirements**		
Type of Eligibility	**Description of Requirement**	**Documentation Required**
Education (as of July 1, 2012)	A minimum of an associates degree, in any field of study, recorded in the candidate's RID account BEFORE TESTING. This applies to ALL CDI Performance Exam candidates, including those who already hold RID certification. **OR** An approved Educational Equivalency Application recorded in the candidate's RID account BEFORE TESTING. This applies to ALL CDI Performance Exam candidates, including those who already hold RID certification.	Original or photocopy of your official college transcript, showing your full name, the name of the college, the degree earned, and the date the degree was conferred. **OR** Qualifying, fully documented Educational Equivalency Application. (Information about the Alternative Pathway is available on the RID Educational Requirements page)
Certification Timeline	Candidates must pass CDI Knowledge Exam before taking the CDI Performance Exam. Both exams must be passed within a five (5) year period. If both exams are not passed within a five (5) year period, the CDI Certification process must be started over**.**	No documentation required. You can see previous test dates in your RID account by clicking on "track Tests."

Submitting *CDI Knowledge Exam* Eligibility Documentation

If you have not previously submitted the required documentation for the CDI Knowledge Exam, please do so by sending the documentation via e-mail to certification@rid.org or via postal mail to RID, Attn: Cert Dept, 333 Commerce Street, Alexandria, VA 22314.

Submitting a College Transcript

If you have a college degree and would like to submit proof to RID that you meet the educational requirement, send an original or photocopy of your official college transcript showing 1) your full name, 2) the name of the college, 3) the degree earned, and 4) the date the degree was conferred to RID, Attn: Cert Dept, 333 Commerce Street, Alexandria, VA 22314.
Please notify the Certification Department at certification@rid.org or 703-838-0030 if the name on the college transcript does not match the information in the RID database.

Submitting an Educational Equivalency Application

If you do not have a college degree that meets the educational requirement, the Alternative Pathway to Eligibility may be an option for you. Details on the Alternative Pathway's Educational Equivalency Application are available on the Educational Requirements page in the "Education and Certification" section of the RID Web site at www.rid.org.

CDI Hard-copy Application Checklist

- ✓ Read the entire CDI Candidate Handbook carefully before applying to take a CDI exam. It is important that you properly follow the directions and provide all of the information necessary to successfully process your application.
- ✓ Confirm that the CDI application you are submitting is the MOST CURRENT version. Outdated applications will not be processed.
- ✓ Print clearly in ink or type in your information.
- ✓ Attach any necessary supporting documentation (i.e., college transcript).
- ✓ Remember to include the correct application fee. The application will not be processed without it.
- ✓ If you are unsure of your RID membership status or RID account number, contact RID at (703) 838-0030.
- ✓ Remember to sign and date the application. It will not be processed without a signature and date.

Part I – The *CDI Knowledge Examination*

Applying for the *CDI Knowledge Exam*

You can apply and pay for the *CDI Knowledge Exam* in one of two ways:

- Apply online:
  - Log on to your RID account (or create an account if you do not already have one) and click on "Apply for CDI Certification" in the orange tile titled "Apply for Certification." Follow the instructions and upload the training documentation.
  - RID Staff will review training documentation within 10 business days.

- After approval of eligibility, click the "Register for the CDI Knowledge Exam" link in the yellow tile on your RID account. Follow the instructions to make payment of the registration fee. Payment can be made with a MasterCard or VISA

Or;

- Complete and send a hard-copy application form with payment of appropriate fees to RID Headquarters. Exam applications can be found on the RID website.

It is recommended that you apply at least six to eight (6-8) weeks in advance of when you would like to take the exam to allow plenty of time for the application and registration process. It is your responsibility to ensure that RID receives all required documentation. Processing may be delayed if you submit an application that is outdated or incomplete. Certification Department staff will call or email you, as a courtesy, to inform you of any documentation that is needed to complete your application.

ELIGIBILITY REQUIREMENTS FOR THE *CDI KNOWLEDGE EXAM*

Applicants for the CDI Knowledge Exam must provide all appropriate documentation satisfying eligibility. Candidates are not considered registered until all eligibility documentation and fees have been processed by the RID Certification Department.

Submitting Proof of Eligibility

The CDI examinations were designed to evaluate Deaf Interpreters.

Documentation Required: An audiogram or official letter from a physician or audiologist, providing verification of hearing loss.

Submitting 40 Hours/4.0 CEUs of Interpreter Training

1) 8 hours/0.8 CEUs required on the NAD-RID Code of Professional Conduct
   Recommended topics include: Ethical Decision Making and Ethics in Interpreting
2) 8 hours/0.8 CEUs required on the Introduction to Interpreting
   Recommended topics include: Interpreting 101
3) 8 hours/0.8 CEUs required on the Process of Interpretation
   Recommended topics include: The Deaf Interpreter at Work, Deaf/Hearing Team Interpreting, Deaf/Deaf Team Interpreting, Interpreting for Deaf Blind consumers, Deaf Interpreting Processes, Deaf Interpreting Theory and Practice, Consecutive Interpreting, Simultaneous Interpreting, Sight/Test Translation, Visual Gestural Communication, and Platform Interpreting
4) 16 hours/1.6 CEUs required on the elective(s) of your choice
   Recommended topics include: ASL Linguistics, Mentorship Programs, and Interpreting Practicum, Additional training in any of the required content areas above

Please note: For a semester class, the number of CEUs equals 1.5 semester credits (i.e., a 3 credit course = 4.5 CEUs). For a quarter class, the number of CEUs equals 1 quarter credit (i.e., a 3 credit course = 3 CEUs).

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Documentation Required: Documentation must indicate date(s), location(s), and duration of training. (Applicant must send a copy of training documentation to RID Headquarters in the form of official academic transcripts, RID CEU Transcript, letter(s) of verification signed by the person teaching the training session(s), certificate(s)/letter(s) of completion.

SPECIAL ACCOMMODATIONS FOR THE *CDI KNOWLEDGE EXAM*

RID complies with the Americans with Disabilities Act of 1990 (ADA) and will accommodate requests from qualified candidates with a diagnosed disability for accommodations if the request is reasonable, properly documented and does not fundamentally alter the examination or jeopardize exam security.

Those requesting accommodations must send a hard-copy application, with supporting documentation attached, at least 30 days in advance of the scheduled exam date.

TEST SITES AND DATES FOR THE *CDI KNOWLEDGE EXAM*

RID test sites are located around the country. Each test site has a test administrator who is responsible for the logistics of the testing room facilities and equipment. A list of RID test sites is available on the CDI examination page on the RID website at www.rid.org.

SCHEDULING A *CDI KNOWLEDGE EXAM*

ALL CANDIDATES MUST HAVE THEIR AUTHORIZATION TO TEST LETTER IN ORDER TO SCHEDULE AN APPOINTMENT.

Once you have access to your Authorization to Test (ATT) Letter, your next step is to contact the RID test site of your choice to schedule your exam appointment. When you contact the test site, the test administrator will confirm your appointment date and time and provide you with information on reaching the testing location.

RESCHEDULING A *CDI KNOWLEDGE EXAM*

All exam appointment rescheduling is handled by the test administrator.

There may be a rescheduling fee if a candidate changes a testing appointment. **The *CDI Knowledge Exam* cannot be rescheduled within three (3) business days of the scheduled exam appointment.** If the candidate does not reschedule at least three (3) business days prior to the exam appointment and does not show up for the exam, it will be considered a missed appointment. This forfeits the candidate's exam and all related exam fees. The candidate would then need to register and pay for the exam again in order to sit for it. Please note the only exception to this rescheduling policy is a documented, excusable emergency situation as described in the "Cancellations and Missed Appointments" section.

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INCLEMENT WEATHER CONDITIONS FOR A *CDI KNOWLEDGE EXAM*

Test sites may be closed or may experience delays during severe weather, natural disasters, or other emergencies. Exam appointments that the test site cancels under such circumstances may be rescheduled at no cost. Contact the test administrator at the test site for rescheduling information. If the test site is open and you do not arrive on time for your appointment, it will be considered a missed appointment, which forfeits your exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

CDI KNOWLEDGE EXAM CANCELLATIONS AND MISSED APPOINTMENTS

Candidates who miss their scheduled exam appointment or need to cancel their exam appointment after the deadline due to an excusable emergency situation should notify the test site immediately and then **must contact the Certification Department** at certification@rid.org or (703) 838-0030 **with notification within 3 business days following the documented emergency** (or the first available opportunity if the nature of the emergency prevents them from contacting RID) to be considered for a cost-free rescheduled exam appointment.

Excusable emergency situations include:

- The death of an immediate family member
- Accident, illness, or hospitalization of self or an immediate family member (verified by a doctor)
- A natural disaster

Documentation of the emergency must be submitted by the candidate to the RID Certification Department by postal mail to: RID, Attn: Cert Dept, 333 Commerce Street, Alexandria, VA 22314 or by email to certification@rid.org. If RID verifies that the emergency qualifies, the candidate may reschedule an exam appointment, cost-free, within one year of the approval.

If the candidate cancels the scheduled exam appointment after the deadline or misses the scheduled exam appointment **for any reason other than an excusable emergency situation that is approved by RID**, it will be considered a missed appointment, which forfeits the exam and all related fees. The candidate would then be required to register and pay for the exam again in order to sit for it in the future.

CDI KNOWLEDGE EXAM REFUNDS

If you have paid for but have not yet scheduled an appointment for the *CDI Knowledge Exam* and decide you no longer wish to take the exam, RID either refund your payment or credit the exam fee to your RID account, minus the $40 non-refundable application processing fee, within two (2) years of the paid date. After two (2) years, the exam fee cannot be refunded but can be credited to your account (minus the $40 non-refundable application processing fee) so it can be applied to other RID products and services. Please submit your request in writing by email to certification@rid.org or by postal mail to: RID, Attn: Cert Dept, 333 Commerce Street, Alexandria, VA 22314. Note: Refunds will be processed in the same manner the original payment was made (i.e. if you originally paid by check then you will be refunded by check).

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CDI KNOWLEDGE EXAM FORMAT

The *CDI Knowledge Exam* is administered in both English, using a paper exam booklet, and ASL, using two DVDs. All answers must be recorded on a Scantron sheet. The exam assesses whether a candidate has the knowledge required to achieve national certification. This exam consists of 100 multiple-choice questions covering the four domains listed on the following page. Candidates have up to three (3) hours to complete the exam.

The expanded outline for the four domains can be found in Appendix D.

1. Professional Role and Responsibilities
2. Preparation for Service Delivery
3. Provision of Service
4. Post-Service Closure

ON THE DAY OF YOUR *CDI KNOWLEDGE EXAMINATION*

Candidates must complete the following steps in order to take the *CDI Knowledge Exam*.

Step 1: Wear Appropriate Attire

You should wear professional attire, which is appropriately color-contrasted to skin tone. However, you should not wear whites or reds, as these colors may cause problems for color video recording equipment.

Step 2: Arrive at the Test Site Early

Your test administrator will provide you with the location of your test site. Plan your travel carefully so that you arrive at the test site at least 20 minutes before your scheduled appointment time. If you arrive at the test site less than 10 minutes before your scheduled appointment, you may be denied access to the test site, and it will be considered a missed appointment.

You may not be admitted to the exam if you arrive after your scheduled starting time.

A missed appointment forfeits the exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

Step 3: Bring Your Entire Authorization to Test (ATT) Letter

You must bring a hard copy of your entire Authorization to Test Letter.

You can access your ATT Letter by logging into your account and clicking on "Download ATT Letter" in the yellow tile titled "Certification Application Status." Your ATT Letter is your proof of eligibility to take the exam.

Step 4: Present Acceptable Personal Identification

RID employs very strict testing security measures. One level of security involves your identification. You must bring at least one form of identification that meets the following requirements:

Your identification (ID) must:

- Display your **name** exactly as it appears on your Authorization to Test Letter
- Have a permanently-affixed **photograph** of your face
- Be **current** — expired IDs will not be accepted
- Be an **original** document — no photocopies will be accepted

Acceptable forms of identification are:

- Government-issued driver's license
- State ID card
- Passport
- Military ID (except those with chips)
- Permanent resident visa or green card

Unacceptable forms of identification include:

- Employee identification or work badge
- University/college identification

If you do not present acceptable identification, you will not be allowed to take your exam and it will be considered a missed appointment, even though you appeared at the test site. A missed appointment forfeits the exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

Step 5: Check-In for Your Exam

The test administrator at each test site has been trained in the procedures specific to RID exams. The test administrator will guide you through the steps that have been developed by RID. The following is what you can expect when you arrive at the test site:

1. Personal items **will not** be allowed in the testing room.

You **may not** bring any personal items with you to the test site, other than your personal identification and your ATT Letter. (This includes purses, wallets, watches, jewelry, cell phones, calculators, etc.) If you do bring personal items to the test site, the test administrator will show you where to store them. Neither test administrators nor RID will be responsible for lost or stolen items.

2. You must provide one form of acceptable identification.

The test administrator will verify that the name on your government-issued identification card matches the name on the ATT Letter, that the photo is of you, and that your RID number is correctly displayed on the Candidate/Vignette Indicator Card. You must keep this identification with you at all times during the exam.

3. You will be provided with all the exam materials: exam booklet, Scantron answer sheet, pencil, and scratch paper, if needed.

Candidates cannot mark in the exam booklet. If they do, they will be assessed a fee which must be paid to RID prior to their exam results being released.

4. You will not be allowed to bring any food or drink into the testing room.

5. You will be escorted into the testing room by the test administrator.

The test administrator will show you where to sit.

6. You must complete the RID Candidate Agreement form, indicating agreement to abide by the policies and procedures of the RID testing process and to maintain confidentiality in regard to RID exam materials.

If you do not sign this form, you will not be allowed to take the exam, and it will be considered a missed appointment, even though you appeared at the test site. A missed appointment forfeits the exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

7. The test administrator will start the exam DVD.

Step 6: Take the exam

Here are the general instructions for taking the exam:

- You must remain seated during the entire exam.
- You will be given three (3) hours to complete this exam.
- Exam instructions will be interpreted on videotape for the English version and DVD for the ASL version.
- You are allowed to skip between questions
- You should not leave the testing room until the exam is complete. Only in cases of a significant irregularity should you leave the testing room to contact the test administrator once the exam has started.
- You may make notes if you wish; however, all notes will be collected at the end of the testing session.

Reporting Exam Administration Irregularities or Concerns

Report problems when they happen. If you experience problems with any part of the exam administration process, including issues with exam materials, the facility, or other difficulties, tell the test administrator immediately. You must allow the test administrator at least 30 minutes to correct any problems. If the problem continues for more than 30 minutes, you have the choice to stay until the problem is corrected or to have your appointment rescheduled.

RID cannot help to resolve a problem that has not been reported to the test administrator at the time it occurs. Any significant incidents occurring during the exam administration process should be recorded on the Candidate Post Test Reporting Form **before the candidate leaves the test site**.

The test administrator is not able to respond to questions about the exam content or testing process (other than the exam administration). If you have questions, comments, or concerns regarding your testing experience or with the exam vignettes, contact the Certification Department at certification@rid.org or (703) 838-0300. Please note that while RID will review all comments provided regarding an administered exam, RID will not re-evaluate or otherwise change a candidate's scores or results based on these comments.

Grounds for Candidate Dismissal from Test Site

Any candidate who engages in any form of misconduct or does not comply with the test administrator's warnings to discontinue inappropriate behavior may be immediately dismissed from the test site. Some examples of misconduct are:

- Creating a disturbance, using abusive language, or being uncooperative or disrespectful
- Attempting to take the examination for someone else
- Using any prohibited aids that would provide an advantage while taking the exam
- Tampering with exam stimulus materials
- Giving or receiving assistance of any kind

Dismissal from a test site due to misconduct forfeits the exam and all related fees. The candidate would then be required to register and pay for the exam again in order to sit for it in the future, as long as RID determined that the candidate's behavior did not warrant a permanent ban from taking the exam.

CDI Knowledge Exam Scoring

The test consists of 100 multiple-choice questions. All questions are of equal weight, and you will receive one point for each correct answer. Incorrect and unanswered questions receive no points. You are encouraged to answer all questions since there is no penalty for incorrect answers. You must receive a score of 72 or better to pass the exam.

If you receive a passing score, you may proceed to apply for Part II - the *CDI Performance Examination* after your scores have been uploaded to your RID account.

CDI Knowledge Exam Score Reporting

RID will endeavor to score the *CDI Knowledge Examination* and to report scores to candidates within 2-4 weeks. Following the examination scoring process, the Certification Department will send you an email to the email address listed in your RID account. Please keep your contact information in your account up-to-date to prevent notification delays.

All candidates, regardless of their results, will receive their exact score and the score analysis, the score received on each domain of the exam answered correctly.

You can access your exam results by logging into your RID account and clicking on the purple tile titled, "View Your Exam History." Next to the exam you would like to see your results for, please click on "Download Score Report." This PDF document will automatically downloaded to your computer.

CDI Knowledge Exam Retakes

If you fail the *CDI Knowledge Exam*, you may apply and pay for a *CDI Knowledge Exam* retake after a six (6)-month waiting period. There is a reduced price for exam retakes. If it has been longer than five (5)

years since the date on the results letter of your most recent passing of the *CDI Knowledge Exam*, you must start the certification process over and pay the New Applicant *CDI Knowledge Exam* fee.

CDI KNOWLEDGE EXAM REQUEST FOR HAND-SCORING

Candidates may file a written request for hand-scoring of their test within 30 days of the date of notification of results. Written requests must be sent via certified mail to RID Headquarters, accompanied with a check for $15. RID will not be held responsible for letters sent to RID Headquarters unless sent via certified mail. RID reviews requests for hand-scoring, re-scores the examination and reports findings to the candidate within 30 days of receipt of request.

CDI KNOWLEDGE EXAM APPEALS

The RID Certification Department will review appeals related to exam administration only, such as RID testing policy or procedure violations, testing equipment or materials malfunction, or environmental problems. Exam appeals will not be considered on the basis of rater judgment (Motion 96.03). Appeals can be considered on the basis of:

A. Misinformation regarding testing arrangements (e.g. test taker given wrong location, time, etc.)
B. Test administrator error (e.g. misinformation given to test taker, changing site information without informing test taker, unprofessional conduct, failure to follow guidelines in test administration manual, etc.)
C. Equipment malfunction (e.g. equipment failure, inappropriate equipment, etc.)
D. Environmental factors (e.g. unbearable temperature in test room; excessive, distracting loud noises, power outage, etc.)
E. Damaged exam materials
F. Unavoidable catastrophic events (e.g. death of an immediate family member; doctor's verification of accident, illness or hospitalization, etc.)
G. Natural disaster (e.g. earthquake, fire, snowstorm, etc.)

Exam appeals must be sent by postal mail to: RID, Attn: Director of Certification, 333 Commerce Street, Alexandria, VA 22314 or by email to certification@rid.org. **You are eligible to submit an appeal once your exam results have been released. Appeals must be submitted within 90 days from the Results Sent date.**

Outcome results will be sent by postal mail. Appeals can take up to 120 days for processing.

If an appeal is approved, the exam retake must be completed within one year of the date of notification (RID Board Motion 94.47). If the exam retake is not completed within the year, the candidate will be responsible for the reapplication process and fees.

PART II – THE *CDI PERFORMANCE EXAMINATION*

APPLYING FOR THE *CDI PERFORMANCE EXAM*

You can apply and pay for the *CDI Performance Exam* in one of two ways:

- Apply online by logging on to your RID account (or creating an account if you do not already have one) and clicking on "Purchase NIC Performance Exam" in the yellow tile titled "Certification Application Status." Payment can be made with a MasterCard or VISA; or
- Complete and send a hard-copy application form with payment of appropriate fees and any necessary documentation to RID Headquarters. Exam applications can be found on the RID website.

*Your RID account must show that you have passed the *CDI Knowledge Exam* and meet RID's educational requirement before you are able to register and make payment for the exam.

ELIGIBILITY REQUIREMENTS FOR THE *CDI PERFORMANCE EXAM*

Educational Requirement as of July 1, 2012
The educational requirement for taking the *CDI Performance Exam* is a minimum of an associate's degree in any field or an approved updated/2012 Alternative Pathway to Eligibility application must be recorded in the candidate's RID account BEFORE you schedule an exam. This applies to ALL exam candidates, including those who already hold RID certification. (For more information about the updated/2012 Alternative Pathway, please visit the Educational Requirement page on the RID Web site at www.rid.org.)

Educational Requirement after July 1, 2016
The educational requirement for taking the *CDI Performance Exam* is a minimum of bachelor degree in any field or an approved updated/2012 Alternative Pathway to Eligibility application must be recorded in the candidate's RID account BEFORE you schedule an exam. This applies to ALL exam candidates, including those who already hold RID certification. (For more information about the updated/2012 Alternative Pathway, please visit the Educational Requirement page on the RID Web site at www.rid.org.)

It is recommended that you apply at least six to eight (6-8) weeks prior to the date you would like to take the exam, to allow plenty of time for the application, registration, and eligibility approval process. Processing may be delayed if you submit an application that is outdated, incomplete, or if you have not submitted proof of meeting the educational requirement, as the Certification Department staff will need to contact you by email or phone to request corrections.

Submitting a College Transcript
If you have a college degree and would like to submit proof to RID that you meet the educational requirement, send an original or photocopy of your official college transcript showing 1) your full name, 2) the name of the college, 3) the degree earned, and 4) the date the degree was conferred. You may submit this documentation by logging into your RID account and clicking on "Upload Degree Document." You are also welcome to submit this documentation to: RID, Attn: Certification Dept, 333 Commerce Street, Alexandria, VA 22314.

Please notify the Certification Department at certification@rid.org or 703-838-0030 if the name on the college transcript does not match the information in the RID database.

Submitting an Alternative Pathway Application

If you do not have a college degree that meets the educational requirement, the Alternative Pathway to Eligibility may be an option for you. Details on the Alternative Pathway to Eligibility are available on the Educational Requirement page of the RID Web site at www.rid.org.

Certification Process Timeline Deadline

Candidates must pass *the CDI Knowledge Exam* before taking the *CDI Performance Exam*. The *CDI Performance Exam* must be passed within five years of the most recent passing *CDI Knowledge Exam* Results Sent date. If both exams are not passed within a five (5) year period, the CDI certification process must be started over.

Special Accommodations for the *CDI Performance Exam*

RID complies with the Americans with Disabilities Act of 1990 (ADA) and will accommodate requests from qualified candidates with a diagnosed disability for accommodations if the request is reasonable, properly documented, and does not fundamentally alter the examination or jeopardize exam security.

Those requesting accommodations must send a hard-copy application, with supporting documentation attached, at least 30 days in advance of the scheduled exam date.

CDI Performance Exam Authorization to Test Letter (ATT) Letter

Once your application is completely processed, your Authorization to Test (ATT) Letter will be sent to your e-mail address on file and activated in your RID account. You will have access to it by logging into your account and clicking on "Download ATT Letter" in the yellow tile titled "Certification Application Status." Your ATT Letter is your proof of eligibility to take the exam. **You must have access to your ATT Letter before making an exam appointment.**

Test Sites and Dates for the *CDI Performance Exam*

RID test sites are located around the country. Each test site has a test administrator who is responsible for the logistics of the testing room facilities and equipment. A list of RID test sites is available on the CDI examination page on the RID website at www.rid.org.

Scheduling a *CDI Performance Exam*

ALL CANDIDATES MUST HAVE THEIR AUTHORIZATION TO TEST LETTER IN ORDER TO SCHEDULE AN APPOINTMENT.

Once you have access to your Authorization to Test (ATT) Letter, your next step is to contact the RID test site of your choice to schedule your exam appointment. When you contact the test site, the test administrator will confirm your appointment date and time and provide you with information on reaching the testing location.

Rescheduling a *CDI Performance Exam*

All exam appointment rescheduling is handled by the test administrator.

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There may be a rescheduling fee if a candidate changes a testing appointment. **The *CDI Performance Exam* cannot be rescheduled within three (3) business days of the scheduled exam appointment.** If the candidate does not reschedule at least three (3) business days prior to the exam appointment and does not show up for the exam, it will be considered a missed appointment. This forfeits the candidate's exam and all related exam fees. The candidate would then need to register and pay for the exam again in order to sit for it in the future. Please note the only exception to this rescheduling policy is a documented, excusable emergency situation as described in the "Cancellations and Missed Appointments" section.

INCLEMENT WEATHER CONDITIONS FOR A *CDI PERFORMANCE EXAM*

Test sites may be closed or may experience delays during severe weather, natural disasters, or other emergencies. Exam appointments that the test site cancels under such circumstances may be rescheduled at no cost. Contact the test administrator at the test site for rescheduling information. If the test site is open and you do not arrive on time for your appointment, it will be considered a missed appointment which forfeits your exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

CDI PERFORMANCE EXAM CANCELLATIONS AND MISSED APPOINTMENTS

Candidates who miss their scheduled exam appointment or need to cancel their exam appointment after the deadline due to an excusable emergency situation should notify the test site immediately and then **must contact the Certification Department** at certification@rid.org or (703) 838-0030 **with notification within three (3) business days following the documented emergency** (or the first available opportunity if the nature of the emergency prevents them from contacting RID) to be considered for a cost-free rescheduled exam appointment.

Excusable emergency situations include:

- The death of an immediate family member
- Accident, illness, or hospitalization of self or an immediate family member (verified by a doctor)
- A natural disaster

Documentation of the emergency must be submitted by the candidate to the RID Certification Department by postal mail to: RID, Attn: Cert Dept, 333 Commerce Street, Alexandria, VA 22314 or by email to certification@rid.org. If RID verifies that the emergency qualifies, the candidate may reschedule an exam appointment, cost-free, within one year of the approval.

If the candidate cancels the scheduled exam appointment after the deadline or misses the scheduled exam appointment **for any reason other than an excusable emergency situation that is approved by RID**, it will be considered a missed appointment, which forfeits the exam and all related fees. The candidate would then be required to register and pay for the exam again in order to sit for it in the future.

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CDI Performance Exam Refunds

If you have paid for but have not yet scheduled an appointment for the *CDI Performance Exam* and decide you no longer wish to take the exam, RID will either refund your payment or credit the exam fee to your RID account, minus the $40 non-refundable application processing fee, within two (2) years of the paid date.

After two (2) years, the exam fee cannot be refunded but can be credited to your account (minus the $40 non-refundable application processing fee) so it can be applied to other RID products and services. Please submit your request in writing by email to certification@rid.org or by postal mail to: RID, Attn: Cert Dept, 333 Commerce Street, Alexandria, VA 22314. Note: Refunds will be processed in the same manner the original payment was made (i.e. if you originally paid by check then you will be refunded by check).

CDI Performance Exam Format

The *CDI Performance Exam* is approximately an hour and a half performance-based exam designed to assess whether a candidate has the skills required to achieve national certification.

Exam Structure
There are four components to the CDI Performance Exam:

Text to ASL
Candidates will interpret a written text to a Deaf consumer. This text will be provided in the warm-up and in the testing room. This text could include: medical forms, after-care instructions, insurance forms, social security forms, etc.

Consecutive Interpreting
Candidates will provide ASL interpreting to the Deaf consumer while working with a hearing interpreter as a team.

Simultaneous Interpreting
Candidates will provide simultaneous interpretation to consumers who are Deaf-Blind or Deaf-close-vision for a Deaf presenter.

Mirror Interpreting
Candidates will provide mirror interpreting for audience members' comments after a forum.

Test Flow and Timing
CDI Performance Exam candidates are given 75 minutes in the warm-up room, and the test itself will take approximately an hour and a half. A video camera will record the candidate's responses and will be "on" throughout the testing time.

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ON THE DAY OF YOUR *CDI PERFORMANCE EXAMINATION*

Candidates must complete the following steps in order to take the *CDI Performance Exam*.

Step 1: Wear Appropriate Attire
You should wear professional attire, which is appropriately color-contrasted to skin tone. However, you should not wear whites or reds, as these colors may cause problems for color video recording equipment.

Step 2: Arrive at the Test Site Early
Your test administrator will provide you with the location of your test site. Plan your travel carefully so that you arrive at the test site at least 20 minutes before your scheduled appointment time. If you arrive at the test site less than 10 minutes before your scheduled appointment, you may be denied access to the test site, and it will be considered a missed appointment.

You may not be admitted to the exam if you arrive after your scheduled starting time.

A missed appointment forfeits the exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

Step 3: Bring your Entire Authorization to Test (ATT) Letter
You must bring a hard copy of your entire Authorization to Test Letter.

You can access your ATT Letter by logging in to your RID account and clicking on "Track Tests" in the Testing and CEU Information section. Under the "Authorization to Test Letter" heading, click on "View" and print a copy of your ATT letter.

Step 4: Present Acceptable Personal Identification
RID employs very strict testing security measures. One level of security involves your identification. You must bring at least one form of identification that meets the following requirements:

Your identification (ID) must:
• Display your **name** exactly as it appears on your Authorization to Test Letter
• Have a permanently-affixed **photograph** of your face
• Be **current** — expired IDs will not be accepted
• Be an **original** document — no photocopies will be accepted

Acceptable forms of identification are:
• Government-issued driver's license
• State ID card
• Passport
• Military ID (except those with chips)
• Permanent resident visa or green card

Unacceptable forms of identification include:
• Employee identification or work badge
• University/college identification

If you do not present acceptable identification, you will not be allowed to take your exam, and it will be considered a missed appointment, even though you appeared at the test site. A missed appointment forfeits the exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

Step 5: Check-in for your Exam
The test administrator at each test site has been trained in the procedures specific to RID exams. The test administrator will guide you through the steps that have been developed by RID. Here is what to expect when you arrive at the test site:

1. Personal items **will not** be allowed in the testing room.

   You **may not** bring any personal items with you to the test site, other than your personal identification and your ATT Letter. (This includes purses, wallets, watches, jewelry, cell phones, calculators, etc.) If you do bring personal items to the test site, the test administrator will show you where to store them. Neither test administrators nor RID will be responsible for lost or stolen items.

2. You must provide one form of acceptable identification.

   The test administrator will verify that the name on your government-issued identification card matches the name on the ATT Letter, that the photo is of you, and that your RID number is correctly displayed on the Candidate/Vignette Indicator Card. You must keep this identification with you at all times during the exam.

3. You will not be allowed to bring any food or drink into the testing room.

4. You will be escorted into the testing room by the test administrator.

   The test administrator will show you where to sit and will adjust the video camera to ensure that you are being properly recorded.

5. You must complete the RID Candidate Agreement form, indicating agreement to abide by the policies and procedures of the RID testing process and to maintain confidentiality in regard to RID exam materials.

   If you do not sign this form, you will not be allowed to take the exam, and it will be considered a missed appointment, even though you appeared at the test site. A missed appointment forfeits the

exam and all related fees. You would then be required to register and pay for the exam again in order to sit for it in the future.

6. The test administrator will start the exam tapes and the video recorder which will record your responses.

Step 6: Take the Exam
Warm-up Room

- You will be escorted to the warm-up room, and you will be given two *CDI Performance Exam* sheets and scratch paper.
- You will then view an introduction to the testing process and be instructed on how to operate the equipment.
- There will be seven (7) tapes in the warm-up room. Each of the three (3) segments - text to ASL, consecutive interpreting, and simultaneous interpreting – have two options, A and B. Mirror interpreting has only one tape with a variety of consumers presented.
- Each of the warm-up segments will repeat three (3) times, so you will not need to continually rewind the tape.
- During this time, you may write notes and take them with you in the testing room. However, after the exam is complete, they must be given to the RID Test Administrator and destroyed.
- You have 75 minutes in the warm-up room. You are allowed to have up to a 15 minute break between the warm-up and the beginning of the exam.
- At the end of your time in the warm-up room, you must decide whether you would like to be tested on option A or B for the exam and in what order you would like to take the exam.

Testing Room

- You will be escorted to the testing room.
- You may not leave the testing room unless there is a significant irregularity. If there is an irregularity, get the RID Test Administrator immediately;
- The test itself will take approximately an hour and a half. The Text-to-ASL segment is self-paced, and you can take as much time as needed to interpret the text. There will be a 5-minute break between each segment to allow the RID Test Administrator time to set up for the next portion of the exam. Please keep the video equipment and recording on and inform the Test Administrator when you have completed each exam segment.

Reporting Exam Administration Irregularities or Concerns

Report problems when they happen. If you experience problems with any part of the exam administration process, including issues with exam materials, the facility, or other difficulties, tell the RID Test Administrator immediately. You must allow test administrator at least 30 minutes to correct any problems. If the problem continues for more than 30 minutes, you have the choice to stay until the problem is corrected or to have your appointment rescheduled.

RID cannot help to resolve a problem that has not been reported to the test administrator at the time it occurs. Any significant incidents occurring during the exam administration process should be recorded on the Candidate Post Test Reporting Form **before the candidate leaves the test site**.

The test administrator is not able to respond to questions about the exam content or testing process (other than the exam administration). If you have questions, comments, or concerns regarding your testing experience or with the exam vignettes, contact the Certification Department at certification@rid.org or (703) 838-0300. Please note that while RID will review all comments provided regarding an administered exam, RID will not re-evaluate or otherwise change a candidate's scores or results based on these comments.

GROUNDS FOR CANDIDATE DISMISSAL FROM TEST SITE

Any candidate who engages in any form of misconduct or does not comply with the test administrator's warnings to discontinue inappropriate behavior may be immediately dismissed from the test site. Some examples of misconduct are:

- Creating a disturbance, using abusive language, or being uncooperative or disrespectful
- Attempting to take the examination for someone else
- Using any prohibited aids that would provide an advantage while taking the exam
- Tampering with the operation of the exam recording equipment or stimulus materials
- Giving or receiving assistance of any kind

Dismissal from a test site due to misconduct forfeits the exam and all related fees. The candidate would then be required to register and pay for the exam again in order to sit for it in the future, as long as RID determined that the candidate's behavior did not warrant a permanent ban from taking the exam.

CDI PERFORMANCE EXAM SCORES CANCELLED BY RID

RID is responsible for the validity and integrity of CDI examination results. On occasion, computer malfunction, misconduct, or procedure violation by a candidate or other unfortunate occurrences may cause scores to be suspect. RID reserves the right to void or withhold examination results, if, upon investigation, a violation of RID policy or procedure is discovered.

CDI PERFORMANCE EXAM SCORE REPORTING

RID will endeavor to score the *CDI Performance Examination* and to report scores to candidates as quickly as possible. However, it can take up to 120 days for an exam to be fully rated.

Following the examination scoring process, the Certification Department will send you an email to the email address listed in your RID account. Please keep your contact information in your account up-to-date to prevent notification delays.

You can access your exam results by logging into your RID account and clicking on the purple tile titled, "View Your Exam History." Next to the exam you would like to see your results for, please click on "Download Score Report." This PDF document will automatically downloaded to your computer.

CDI Performance Exam Retakes

If you fail the *CDI Performance Exam* and are still within the five (5)-year certification process, you may apply for, pay for, and retake the *CDI Performance Exam* after a six (6)-month waiting period. There is a reduced price for exam retakes.

If it has taken longer than five (5) years since your most recent passing of the *CDI Knowledge Exam*, you must start the certification process over and take the *CDI Knowledge Exam* again, paying the New Applicant exam fees.

CDI Performance Exam Appeals

The RID Certification Department will review appeals related to exam administration only, such as RID testing policy or procedure violations, testing equipment or materials malfunction, or environmental problems. Exam appeals will not be considered on the basis of rater judgment (Motion 96.03). Appeals can be considered on the basis of:

- **A.** Misinformation regarding testing arrangements (e.g. test taker given wrong location, time, etc.)
- **B.** Test administrator error (e.g. misinformation given to test taker, changing site information without informing test taker, unprofessional conduct, failure to follow guidelines in test administration manual, etc.)
- **C.** Equipment malfunction (e.g. equipment failure, inappropriate equipment, etc.)
- **D.** Environmental factors (e.g. unbearable temperature in test room, excessive, distracting loud noises, power outage, etc.)
- **E.** Damaged exam materials
- **F.** Unavoidable catastrophic events (e.g. death of an immediate family member; doctor's verification of accident, illness or hospitalization, etc.)
- **G.** Natural disaster (e.g. earthquake, fire, snowstorm, etc.)

Exam appeals must be sent by postal mail to: RID, Attn: Director of Certification, 333 Commerce Street, Alexandria, VA 22314 or by email to certification@rid.org. **You are eligible to submit an appeal once your exam results have been released. Appeals must be submitted within 90 days from the Results Sent date.**

Outcome results will be sent by postal mail. Appeals can take up to 120 days for processing.

If an appeal is approved, the exam retake must be completed within one year of the date of notification (RID Board Motion 94.47). If the exam retake is not completed within the year, the candidate will be responsible for the reapplication process and fees.

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BECOMING CERTIFIED AND RECEIVING YOUR CERTIFICATE

CERTIFICATION CYCLE DATES

Effective April, 1, 1999, a majority vote of the RID voting membership on Motion PDC 98.01 set the current requirements for the Certification Maintenance Program (CMP) cycle time-line. Per this motion, a certificant's newly certified cycle start date is the date that RID initially sent the exam results letter (the Results Sent date) and extends until December 31st of the year indicated by the following:

If the Results Sent date falls between 7/1/2013 and 6/30/2014.....Newly certified cycle ends 12/31/2018
If the Results Sent date falls between 7/1/2014 and 6/30/2015.....Newly certified cycle ends 12/31/2019
If the Results Sent date falls between 7/1/2015 and 6/30/2016.....Newly certified cycle ends 12/31/2020
If the Results Sent date falls between 7/1/2016 and 6/30/2017.....Newly certified cycle ends 12/31/2021

Each successfully-completed certification cycle is followed by a four (4) year CMP certification cycle, running from January 1 of the first year through December 31 of the fourth year.

CYCLE OPTION

As a default, a new cycle is created in the record of all new certificants, regardless of previous certification held, so if you earn a new certification or pass a re-examination of the same certification, a Newly Certified Cycle is automatically added to your record. However, you have the option to continue the cycle timeline from your previous certification. Continuing Education Units (CEUs) from the previous cycle cannot be carried over into a new cycle; however, the CEU requirement would not need to be met in the shortened cycle.

If you would like the new certification cycle, there is no need to notify RID. If you wish to keep your previous certification cycle, please complete the Cycle Option Form enclosed with your Newly Certified Packet or prepare a written request and send to RID within 60 days of your Results Sent date. Submission options are: 1) mail the form to RID, Attn: Professional Development Department, 333 Commerce Street, Alexandria, VA 22314; 2) send a scanned copy of the form to cmp@rid.org, or 3) fax the form to 703-838-0409.

It is important to remember that this is a one-time option that comes with each newly-earned certification. Once your choice has been made and noted in your record, it cannot be changed.

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Newly Certified Packet

You can expect to receive a Newly Certified Packet from RID approximately 6-8 weeks after your passing *CDI Performance Exam* results letter was sent. This packet will include your CDI certificate and a congratulations letter as well as information about the Certification Maintenance Program and earning CEUs.

Note: you may begin earning CEUs for your new certification cycle any time on or after your certification start date. (Your certification start date is the Results Sent date shown on the Track Tests page in your RID account.)

Duplicate Certificates

In the event that your certificate arrives damaged, with incorrect spelling or information, or does not arrive at all (three weeks after being mailed), the certificate will be replaced free of charge. This replacement request should be submitted in writing to RID Headquarters by postal mail to RID, Attn: Certification Dept, 333 Commerce Street, Alexandria, VA 22314; by email to certification@rid.org or by fax to 703-838-0454.

In the event that you lose your certificate, need a replacement certificate, want the name on the certificate updated due to a legal name change, or would like a duplicate certificate, you may purchase one through the RID Store on the RID Web site www.rid.org. Replacement certificates are processed once a month.

Certified Membership

Maintaining current RID membership is a requirement for maintaining RID certification. If you are a current Student or Associate Member at the time you achieve certification, your membership will automatically be converted to a Certified Membership. If you are not a Student, Associate or Certified member at the time you achieve certification, you need to pay Certified Member dues to bring your membership into good standing. For more information, contact the Member Services Department at 703-838-0030. Keep in mind:

- Membership runs from July 1 through June 30 and is paid annually.
- There is no extra charge for holding more than one RID certification or for holding specialty certification.
- Those who hold NAD certification must also keep their NAD certification dues in good standing with RID. (NAD certification dues are paid to RID and hold no connection to NAD membership dues.)

Displaying Your Credential

One of the privileges of achieving CDI certification is the ability to show your CDI credential on your business card, resume, brochures, or other advertisements, etc. Your credentials (also called "post-nomial abbreviations") should be displayed only after your full name (with or without middle initial) in the following order:

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1. Given names (Jr., II, etc.)
2. Academic degrees from highest level to lowest level above a bachelor degree (bachelor degree credentials are not typically displayed)
3. State licensure credentials
4. Professional certifications (such as RID credentials)

Certificants who hold more than one RID certification should display them in the following order: IC, TC, IC/TC, CSC, MCSC, RSC, OIC:V/S, OIC:S/V, OIC:C, CI, CT, CI and CT, CDI, NIC, NIC Advanced, NIC Master, OTC, SC:PA, SC:L, NAD III, NAD IV, NAD V, Ed:K-12. Here are a few examples of displaying the CDI credential:

Jane L. Doe, CDI
John Doe, Jr., M.S., QAST, CDI
Jane Lynn Doe, Ph.D., RSC, CDI

MAINTAINING CERTIFICATION

"Excellence in the delivery of interpreting and transliterating services is contingent upon the pursuit of lifelong learning." (RID Board Motion 96.43)

Maintaining RID certification requires a commitment to life-long learning demonstrated through participation in the RID Certification Maintenance Program (CMP). The CMP documents and monitors the continuing knowledge and skill development of RID certified interpreters to ensure that practitioners not only maintain their knowledge and skill levels, but also keep up with new developments in the field of interpreting.

There are three requirements to maintain RID certification:

- ✓ **Maintain current RID membership** by paying annual RID Certified Member dues (interpreters with NAD III, NAD IV, and NAD V certification must also keep their NAD certification dues in good standing with RID);
- ✓ **Meet the Certification Maintenance Program CEU requirements**; and
- ✓ **Follow the NAD-RID Code of Professional Conduct.**

CMP CEU REQUIREMENT

All RID Certified Members must work with RID Approved CMP Sponsors to successfully complete 8.0 continuing education units (CEUs) by the end of each certification cycle in order to maintian their certification (8.0 CEUs = 80 contact hours). At least 6.0 of these CEUs (60 hours) must be Professional Studies (PS) CEUs. Up to 2.0 General Studies (GS) CEUs may be applied to the CMP requirement. Additionally, those holding the Specialty Certification: Legal (SC:L) certification must earn at least 2.0 of their PS CEUs are in the area of interpreting in the legal setting, and those holding the Specialty Certification: Performing Arts (SC:PA) certification must earn at least 2.0 of their PS CEUs are in the area of performance art interpreting.

There are two categories of RID CEUs: Professional Studies (PS) and General Studies (GS). Professional Studies contain content that directly affects the field of interpreting/ transliterating (i.e. linguistic and cultural studies; theoretical and experiential interpreting/transliterating studies; and specialization studies) and General Studies include topics that enhance the interpreter/transliterator's general knowledge base. Legal and Performing Arts Specialty CEUs are sub categories of Professional Studies CEUs.

EARNING RID CEUS

You may begin earning RID CEUs for your new certification cycle any time on or after your certification start date. (Your certification start date is the Results Sent date shown on the Track Tests page in your RID account.)

RID Approved CMP Sponsors submit continuing education activities to RID Headquarters to be added to your CEU transcript, which you can monitor through your online RID member account. You can access your transcript at any time by logging in to your member account at www.rid.org and clicking on "View Transcripts" in the Testing and CEU Information section. Please note that it can take up to 60 days for CEUs to be added to your transcript. If 60 days have elapsed since your CEU-earning activity and your CEUs from the event are still not posted on your transcript, please email cmp@rid.org or call 703-838-0030 and select the Certification Maintenance Program option.

CERTIFICATION CYCLE EXTENSION REQUESTS

A one-year, once-in-a-lifetime certification cycle extension may be granted to those who submit a Certification Cycle Extension Request form before the end of their certification cycle. Requests will be granted based on the inability to accrue the required number of CEUs for one of the following reasons: a sudden and unforeseeable traumatic, catastrophic, or incapacitating event that disrupts the life of the certified member or an immediate family member for a considerable amount of time. Simple failure to accrue the required number of CEUs is not an appropriate reason to request an extension.

Note: An extension does not delay the end date of the next certification cycle—the extension cuts into the following cycle. Once enough CEUs are earned to complete the extended cycle, the next cycle will begin immediately.

CERTIFIED: INACTIVE AND CERTIFIED: RETIRED STATUS

Certified: Inactive status is for certified members who are not currently interpreting. They are not required to meet the CEU requirements while on Certified: Inactive status. In order to maintain this status, Certified: Inactive dues must be paid annually and the certificant cannot be working as an interpreter.

Certified: Retired status is for certified members, age 55 or older, who are retiring from interpreting work. They are not required to meet the CEU requirements. In order to maintain this status, Certified: Retired dues must be paid annually and the certificant cannot be working as an interpreter.

For more information, contact the Professional Development Department at cmp@rid.org or 703-838-0030, option 7.

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REVOCATION OF CERTIFICATION

RID reserves the right to revoke certification based on any of the following grounds for revocation:

- Divulging exam contents
- Attempting to take the exam for another person
- Cheating on an RID examination
- Violating the NAD-RID Code of Professional Conduct
- Misusing an RID credential
- Pleading guilty nolo contendre or being found guilty of financial offenses, physically violent offenses or offenses involving misrepresentation or fraud
- Failing to meet Certification Maintenance Program (CMP) requirements

APPENDICES

APPENDIX A – DEFINITION OF THE CERTIFIED DEAF INTERPRETER

The Certified Deaf Interpreter (CDI) is an individual who is Deaf or hard of hearing. In addition to proficient communication skill and general interpreter training, the CDI has specialized training and/or experience in the use of gesture, mime, props, drawings, and other tools to enhance communication. The CDI has knowledge and understanding of deafness, the Deaf community, and Deaf culture. The CDI possesses native or near-native fluency in American Sign Language.

APPENDIX B – SAMPLE ITEMS FROM THE CDI KNOWLEDGE EXAM

1) Which of the following is the most accurate statement regarding the role of the Certified Deaf Interpreter?

   a. The Certified Deaf Interpreter should function as a conduit to pass on exactly what is said by both deaf and hearing consumers.
   b. The Certified Deaf Interpreter should consider the needs of the deaf consumer first.
   c. The Certified Deaf Interpreter should consider the needs of the hearing con- sumer first.
   d. The Certified Deaf Interpreter should accommodate both deaf and hearing lin- guistic and cultural norms.

2) A Certified Deaf Interpreter and hearing interpreter are working together in a medical setting. The Certified Deaf Interpreter interprets between the hearing interpreter and the deaf couple. Which type of interpreting is being used?

   a. Mirror interpreting
   b. Team interpreting
   c. Shadow interpreting
   d. Deaf-Blind interpreting

3) Which of the following is the best definition of the relationship between the source language (SL) and the target language (TL)?

   a. The wording of the SL and the TL are the same or similar.
   b. The TL should be a simplified version of the SL.
   c. The understanding of the TL consumer is the same as the understanding of the TL speaker.
   d. The SL and TL consumers share the same understanding.

4) When interpreting for a consumer who has been identified as minimal language skilled, the Certified Deaf Interpreter should

   a. Be asked by the hearing interpreter to act as a monitor.
   b. Refrain from repetitive use of signs.
   c. Minimize the use of time references and tenses.
   d. use gestures, pantomimes, and visual aids.

5) In which of the following settings would consecutive interpreting be LEAST appropriate?

   a. Interpreting in a doctor's office
   b. Interpreting in a play
   c. Interpreting the Miranda Warning
   d. Interpreting the reading of a will

Correct Answers:
B C D D

APPENDIX C – CDI KNOWLEDGE EXAM – SUGGESTED REFERENCE MATERIALS

The following is a list of references that may be helpful in reviewing for the CDI written test. This listing is intended for use as a study aid only. RID does not intend the list to imply endorsement of these specific references, nor are test items necessarily taken directly from these sources.

1. Code of Professional Conduct. 2005 the Registry of Interpreters for the Deaf http://www.rid.org/UserFiles/File/NAD_RID_ETHICS.pdf
2. *Sign Language Interpreting: A Basic Resource Guide.* Sharon Neumann-Solow. Linstock Press.
3. *Interpreting: The Art of Cross Cultural Mediation, Proceedings of the 1985 RID Convention.* Marina McIntire, Editor. RID Publications.
4. *Interpreting for International Conferences.* Danica Seleskovitch. 1994. RID Publications.
5. *Interpretation: A Sociolinguistic Model.* Dennis Cokely. 1992. Linstock Press.
6. *ASL Teacher's Resource Text on Grammar and Culture.* Baker and Cokely. 1980. TJ Publishers.
7. *Guidelines; Practical Tips for Working and Socializing with Deaf-blind People.* Theresa B. Smith. 1994. Sign Media.
8. *Interpretation Skills: English to American Sign Language,* Interpreting Consolidated. Marty Taylor, 1993.
9. *So, You Want to be an Interpreter?* Humphrey and Alcorn. 2007. 4th Edition. H and H Publishers.
10. *Sign Language Interpreting: Exploring its Art and Science.* Stewart, Schein and Cartwright. 1998. Allyn and Bacon.
11. CDI Sample Written Test Package. RID Publications.
12. Toward Effective Practice: Competencies of the Deaf Interpreter, Retrieved 12.12.2010, http://www.diinstitute.org/wp-content/uploads/2012/07/DC_Final_Final.pdf
13. RID Standard Practice Paper: Business Practices, *1996 Registry of Interpreters for the Deaf, Inc. Written by the Professional Standards Committee,1993-1995. REV 8/97, Updated 2007.* http://www.rid.org/UserFiles/File/pdfs/Standard_Practice_Papers/Drafts_June_2006/Business_PracticesHiring-Billing_SPP.pdf
14. RID.org, Mission, http://www.rid.org/aboutRID/mission/index.cfm. Retrieved December 12, 2010.
15. RID Certification Maintenance, http://www.rid.org/education/maintain_certification/index.cfm/AID/98. Retrieved December 12, 2010.
16. RID Standard Practice Paper: Use of a Certified Deaf Interpreter. 1997 the Registry of Interpreters for the Deaf. Written by the Professional Standards Committee, 1995-1997. http://www.rid.org/UserFiles/File/pdfs/Standard_Practice_Papers/CDISPP.pdf. Retrieved 12/12/10.
17. RID Standard Practice Paper: Team Interpreting. 1997 the Registry of Interpreters for the Deaf. Written by the Professional Standards Committee, 1993-1995. REV 8/97, Updated 2007. http://www.rid.org/UserFiles/File/pdfs/Standard_Practice_Papers/Drafts_June_2006/Team_Interpreting_SPP.pdf
18. RID Standard Practice Paper: Mental Health Interpreting. 1997 the Registry of Interpreters for the Deaf. Written by the Professional Standards Committee,1993-1995. REV 8/97, Updated 2007. http://www.rid.org/UserFiles/File/pdfs/Standard_Practice_Papers/Drafts_June_2006/Team_Interpreting_SPP.pdf

APPENDIX D – CDI KNOWLEDGE EXAM OUTLINE

The following is a detailed outline of the four domains of the examination with an indication in parentheses of the approximate percentage of questions devoted to each area.

I. Professional Roles and Responsibilities (33)

a) Support consumers in giving feedback to hiring agent and/or requester
b) Assess whether qualified to accept assignment
c) Assess level of comfort with the assignment (i.e., determine whether personal relationships or uncomfortable topics may affect ability to provide impartial services)
d) Maintain confidentiality so that consumer privacy is safeguarded
e) Maintain currency with literature on interpreting and related fields (e.g., language, communications, social anthropology)
f) Attend workshops and classes on interpreting and related fields
g) Pursue professional interpreting certification(s) and engage in activities necessary to maintain certification(s)
h) Adhere to accepted business practices
i) Allow time to prepare adequately for the assignment prior to commencement of service
j) Abide by the RID Code of Ethics
k) Maintain working knowledge of existing federal, state, and local laws that impact the interpreting profession and Deaf community (e.g., ADA, PL93-112, Vocational Rehabilitation Act – 1973, IDEA)
l) Protect assignment-related information by abstaining from assignment-related discussion with consumers after interpreting assignment has been completed

II. Preparation for Service Delivery (20)

a) Determine the number of consumers expected; names of consumers and team interpreter(s); date, time, and duration of the interpreting assignment; the number of interpreters needed; and the location, setting, and format (e.g., lecture, group discussion)
b) Become familiar through conversation with consumers' style of discourse, including language structure, register, sociolinguistics, regional dialect, and goal of interaction
c) Determine consumers' previous experience and level of comfort with interpreters
d) Confer with consumers on communication and social logistics for the assignment (e.g., How should the interpreter interrupt speaker if clarification is needed?)
e) Become familiar with the nature of material to be communicated during the assignment, including technical terms, code names for projects, or acronyms that may arise
f) Discuss pertinent knowledge of assignment, consumer, setting, etc., with members of the interpreting team
g) Define functions and logistics for members of the interpreting team
h) Recognize physical, psychological, and emotional implications of the assignment
i) Develop agreement with consumers regarding the specifics of compensation

j) Determine, in conjunction with consumers, proper physical placement of interpreter(s) and consumers to assure visual accessibility
k) Evaluate visual factors (e.g., lighting, obstructions) and media that may interfere with communication
l) Discuss effective turn taking strategies
m) Explain the role and function of the interpreter(s) and/or team

III. Provision of Service (37)

a) Inform consumers of any problems with environment and interpreter's efforts to make needed changes
b) Negotiate with consumer(s) to create working conditions that will facilitate the most accurate and comfortable delivery of interpreting services (e.g., changes in the form of the presentation, pauses)
c) Process source message to determine semantic intent
d) Construct equivalent message in target language
e) Convey equivalent message using language that is culturally and linguistically appropriate
f) Maintain message integrity, content, register, and affect
g) Get clarification if necessary
h) Monitor direct and indirect consumer feedback periodically to determine if message is comprehended clearly and fully
i) Perform the agreed upon functions of team interpreting
j) Communicate with team member(s) to assess effectiveness of the interpreting
k) Maintain awareness of boundaries, stamina, and mental clarity
l) Make adjustments as circumstances arise

IV. Post-Service Closure (10)

a) Address consumer's request for further interpreting assignments appropriately
b) Interpret for consumer(s) while giving feedback to hiring agent and/or person who requested the services
c) Answer questions consumers may have about the interpreting process
d) Conduct self-appraisal of interpreting performance
e) Participate in the appraisal of the team interpreting performance
f) Develop strategies for improving performance and approaching future assignments based on self-appraisal and feedback
g) Incorporate factors through feedback from consumer, self-analysis, and team appraisal in future assignments
h) Perform the necessary paperwork to receive payment
i) Reiterate the interpreter's obligations, role, scope of service, and responsibilities

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APPENDIX E – RID CODE OF PROFESSIONAL CONDUCT

CODE OF PROFESSIONAL CONDUCT

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NAD-RID CODE OF PROFESSIONAL CONDUCT

Scope
The National Association of the Deaf (NAD) and the Registry of Interpreters for the Deaf, Inc. (RID) uphold high standards of professionalism and ethical conduct for interpreters. Embodied in this Code of Professional Conduct (formerly known as the Code of Ethics) are seven tenets setting forth guiding principles, followed by illustrative behaviors.

The tenets of this Code of Professional Conduct are to be viewed holistically and as a guide to professional behavior. This document provides assistance in complying with the code. The guiding principles offer the basis upon which the tenets are articulated. The illustrative behaviors are not exhaustive, but are indicative of the conduct that may either conform to or violate a specific tenet or the code as a whole.

When in doubt, the reader should refer to the explicit language of the tenet. If further clarification is needed, questions may be directed to the national office of the Registry of Interpreters for the Deaf, Inc.

This Code of Professional Conduct is sufficient to encompass interpreter roles and responsibilities in every type of situation (e.g., educational, legal, medical). A separate code for each area of interpreting is neither necessary nor advisable.

Philosophy
The American Deaf community represents a cultural and linguistic group having the inalienable right to full and equal communication and to participation in all aspects of society. Members of the American Deaf community have the right to informed choice and the highest quality interpreting services. Recognition of the communication rights of America's women, men, and children who are deaf is the foundation of the tenets, principles, and behaviors set forth in this Code of Professional Conduct.

Voting Protocol
This Code of Professional Conduct was presented through mail referendum to certified interpreters who are members in good standing with the Registry of Interpreters for the Deaf, Inc. and the National Association of the Deaf. The vote was to adopt or to reject.

Adoption of this Code of Professional Conduct
Interpreters who are members in good standing with the Registry of Interpreters for the Deaf, Inc. and the National Association of the Deaf voted to adopt this Code of Professional Conduct, effective July 1, 2005. This Code of Professional Conduct is a working document that is expected to change over time. The aforementioned members may be called upon to vote, as may be needed from time to time, on the tenets of the code.

The guiding principles and the illustrative behaviors may change periodically to meet the needs and requirements of the RID Ethical Practices System. These sections of the Code of Professional Conduct will not require a vote of the members. However, members are encouraged to recommend changes for future updates.

Function of the Guiding Principles
It is the obligation of every interpreter to exercise judgment, employ critical thinking, apply the benefits of practical experience, and reflect on past actions in the practice of their profession. The guiding principles in this document represent the concepts of confidentiality, linguistic and professional competence, impartiality, professional growth and development, ethical business practices, and the rights of participants in interpreted situations to informed choice. The driving force behind the guiding principles is the notion that the interpreter will do no harm.

When applying these principles to their conduct, interpreters remember that their choices are governed by a "reasonable interpreter" standard. This standard represents the hypothetical interpreter who is appropriately educated, informed, capable, aware of professional standards, and fair-minded.

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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.

Applicability

A. This Code of Professional Conduct applies to certified and associate members of the Registry of Interpreters for the Deaf, Inc., Certified members of the National Association of the Deaf, interns, and students of the profession.

B. Federal, state or other statutes or regulations may supersede this Code of Professional Conduct. When there is a conflict between this code and local, state, or federal laws and regulations, the interpreter obeys the rule of law.

C. This Code of Professional Conduct applies to interpreted situations that are performed either face-to-face or remotely.

Definitions

For the purpose of this document, the following terms are used:

Colleagues: Other interpreters.

Conflict of Interest: A conflict between the private interests (personal, financial, or professional) and the official or professional responsibilities of an interpreter in a position of trust, whether actual or perceived, deriving from a specific interpreting situation.

Consumers: Individuals and entities who are part of the interpreted situation. This includes individuals who are deaf, deaf-blind, hard of hearing, and hearing.

1.0 CONFIDENTIALITY

Tenet: Interpreters adhere to standards of confidential communication.

Guiding Principle: Interpreters hold a position of trust in their role as linguistic and cultural facilitators of communication. Confidentiality is highly valued by consumers and is essential to protecting all involved.

Each interpreting situation (e.g., elementary, secondary, and post-secondary education, legal, medical, mental health) has a standard of confidentiality. Under the reasonable interpreter standard, professional interpreters are expected to know the general requirements and applicability of various levels of confidentiality. Exceptions to confidentiality include, for example, federal and state laws requiring mandatory reporting of abuse or threats of suicide, or responding to subpoenas.

Illustrative Behavior - Interpreters:

1.1 Share assignment-related information only on a confidential and "as-needed" basis (e.g., supervisors, interpreter team members, members of the educational team, hiring entities).

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1.2 Manage data, invoices, records, or other situational or consumer-specific information in a manner consistent with maintaining consumer confidentiality (e.g., shredding, locked files).

1.3 Inform consumers when federal or state mandates require disclosure of confidential information.

2.0 PROFESSIONALISM

Tenet: Interpreters possess the professional skills and knowledge required for the specific interpreting situation.

Guiding Principle: Interpreters are expected to stay abreast of evolving language use and trends in the profession of interpreting as well as in the American Deaf community.

Interpreters accept assignments using discretion with regard to skill, communication mode, setting, and consumer needs. Interpreters possess knowledge of American Deaf culture and deafness-related resources.

Illustrative Behavior - Interpreters:

2.1 Provide service delivery regardless of race, color, national origin, gender, religion, age, disability, sexual orientation, or any other factor.

2.2 Assess consumer needs and the interpreting situation before and during the assignment and make adjustments as needed.

2.3 Render the message faithfully by conveying the content and spirit of what is being communicated, using language most readily understood by consumers, and correcting errors discreetly and expeditiously.

2.4 Request support (e.g., certified deaf interpreters, team members, language facilitators) when needed to fully convey the message or to address exceptional communication challenges (e.g. cognitive disabilities, foreign sign language, emerging language ability, or lack of formal instruction or language).

2.5 Refrain from providing counsel, advice, or personal opinions.

2.6 Judiciously provide information or referral regarding available interpreting or community resources without infringing upon consumers' rights.

3.0 CONDUCT

Tenet: Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.

Guiding Principle: Interpreters are expected to present themselves appropriately in demeanor and appearance. They avoid situations that result in conflicting roles or perceived or actual conflicts of interest.

Illustrative Behavior - Interpreters:

3.1 Consult with appropriate persons regarding the interpreting situation to determine issues such as placement and adaptations necessary to interpret effectively.

3.2 Decline assignments or withdraw from the interpreting profession when not competent due to physical, mental, or emotional factors.

3.3 Avoid performing dual or conflicting roles in interdisciplinary (e.g. educational or mental health teams) or other settings.

3.4 Comply with established workplace codes of conduct, notify appropriate personnel if there is a conflict with this Code of Professional Conduct, and actively seek resolution where warranted.

3.5 Conduct and present themselves in an unobtrusive manner and exercise care in choice of attire.

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3.6 Refrain from the use of mind-altering substances before or during the performance of duties.

3.7 Disclose to parties involved any actual or perceived conflicts of interest.

3.8 Avoid actual or perceived conflicts of interest that might cause harm or interfere with the effectiveness of interpreting services.

3.9 Refrain from using confidential interpreted information for personal, monetary, or professional gain.

3.10 Refrain from using confidential interpreted information for the benefit of personal or professional affiliations or entities.

4.0 RESPECT FOR CONSUMERS

Tenet: Interpreters demonstrate respect for consumers.

Guiding Principle: Interpreters are expected to honor consumer preferences in selection of interpreters and interpreting dynamics, while recognizing the realities of qualifications, availability, and situation.

Illustrative Behavior - Interpreters:

4.1 Consider consumer requests or needs regarding language preferences, and render the message accordingly (interpreted or transliterated).

4.2 Approach consumers with a professional demeanor at all times.

4.3 Obtain the consent of consumers before bringing an intern to an assignment.

4.4 Facilitate communication access and equality, and support the full interaction and independence of consumers.

5.0 RESPECT FOR COLLEAGUES

Tenet: Interpreters demonstrate respect for colleagues, interns and students of the profession.

Guiding Principle: Interpreters are expected to collaborate with colleagues to foster the delivery of effective interpreting services. They also understand that the manner in which they relate to colleagues reflects upon the profession in general.

Illustrative Behavior - Interpreters:

5.1 Maintain civility toward colleagues, interns, and students.

5.2 Work cooperatively with team members through consultation before assignments regarding logistics, providing professional and courteous assistance when asked and monitoring the accuracy of the message while functioning in the role of the support interpreter.

5.3 Approach colleagues privately to discuss and resolve breaches of ethical or professional conduct through standard conflict resolution methods; file a formal grievance only after such attempts have been unsuccessful or the breaches are harmful or habitual.

5.4 Assist and encourage colleagues by sharing information and serving as mentors when appropriate.

5.5 Obtain the consent of colleagues before bringing an intern to an assignment.

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6.0 BUSINESS PRACTICES

Tenet: Interpreters maintain ethical business practices.

Guiding Principle: Interpreters are expected to conduct their business in a professional manner whether in private practice or in the employ of an agency or other entity. Professional interpreters are entitled to a living wage based on their qualifications and expertise. Interpreters are also entitled to working conditions conducive to effective service delivery.

Illustrative Behavior - Interpreters:

6.1 Accurately represent qualifications, such as certification, educational background, and experience, and provide documentation when requested.

6.2 Honor professional commitments and terminate assignments only when fair and justifiable grounds exist.

6.3 Promote conditions that are conducive to effective communication, inform the parties involved if such conditions do not exist, and seek appropriate remedies.

6.4 Inform appropriate parties in a timely manner when delayed or unable to fulfill assignments.

6.5 Reserve the option to decline or discontinue assignments if working conditions are not safe, healthy, or conducive to interpreting.

6.6 Refrain from harassment or coercion before, during, or after the provision of interpreting services.

6.7 Render pro bono services in a fair and reasonable manner.

6.8 Charge fair and reasonable fees for the performance of interpreting services and arrange for payment in a professional and judicious manner.

7.0 PROFESSIONAL DEVELOPMENT

Tenet: Interpreters engage in professional development.

Guiding Principle: Interpreters are expected to foster and maintain interpreting competence and the stature of the profession through ongoing development of knowledge and skills.

Illustrative Behavior - Interpreters:

7.1 Increase knowledge and strengthen skills through activities such as:

- pursuing higher education;
- attending workshops and conferences;
- seeking mentoring and supervision opportunities;
- participating in community events; and
- engaging in independent studies.

7.2 Keep abreast of laws, policies, rules, and regulations that affect the profession.

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APPENDIX F – CDI PERFORMANCE EXAM RATING SCALES

Due to the unique nature of the *Certified Deaf Interpreter Performance Exam*, that is, it tests for certain behaviors in specific circumstances, the rating scales will not be released in the same manner or to the extent that those for the other generalist exams have been released. This decision comes as a result of advice from RID's psychometrican. The recommendation is that the descriptors for each behavioral scale not be released as it would inform the candidate of the exact performance expected. Therefore, the descriptors cannot be released or the test would be compromised.

The following are the headings that comprise the behavioral scales by which candidates are scored (performance exam only):

Consecutive Interpreting
Sign Parameters
Non-manual Markers
Fingerspelling/Numeral Incorporation
Classifiers
Spatial Reference
Phrasing Register
Affect
Delivery
Visual Size
Integrity of Message

Mirroring
Affect
Delivery
Visual Size
Accuracy
Environmental Information

Simultaneous Interpreting
Sign Parameters
Non-manual Markers
Fingerspelling/Numeral Incorporation
Classifiers
Spatial Reference
Phrasing Register
Affect
Delivery
Visual Size
Neutrality
Environmental Information
Integrity of Message

Text to ASL
Sign Parameters
Non-manual Markers
Fingerspelling/Numeral Incorporation
Classifiers
Spatial Reference
Phrasing Register
Affect
Delivery
Visual Size
Neutrality
Integrity of Message

APPENDIX G – CDI CANDIDATE HANDBOOK GLOSSARY

Administration (exam) – the process of proctoring, overseeing the taking of an exam
Alternative Pathway to Eligibility – an application process that requires submitting documentation of a certain amount of education, work experience, continuing education, etc., that is considered approximately equivalent to the current educational requirement.
Appeal – a formal request to reverse a decision
Authorization to Test Letter (ATT Letter) – the letter proving a candidate's eligibility to take the *NIC Interview and Performance Exam* that needs to be taken to the test appointment
Candidate – a person who is currently taking steps toward certification
Certificant – a person who has earned a professional certification
Certification – a credential awarded to a candidate who passes an examination that tests for a minimum level of competence
Certification Cycle – the time period during which a certification is valid
Certification Maintenance Program (CMP) – the program that offers RID certificants a continuing education option to maintaining certification in lieu of re-testing
Continuing Education Unit (CEU) – an internationally-recognized unit of measuring continuing education in which 1 CEU = 10 hours of contact with responsible, qualified direction and instruction
Credentials – letters or a certificate giving evidence to the bearer's identity or competence
Eligibility Requirements – requirements that a candidate must meet in order to be able to take an examination
General Studies – continuing education on topics that enhance the interpreter/transliterator's general knowledge base. Legal and Performing Arts Specialty CEUs are sub categories of Professional Studies CEUs
Professional Studies – continuing education on topics that directly affect the field of interpreting/ transliterating (i.e. linguistic and cultural studies; theoretical and experiential interpreting/transliterating studies; and specialization studies)
Rater – an examination evaluator
Registration – the process a candidate goes through to apply to take an examination
Role Delineation Study – a study used to identify the knowledge and skills required to perform the tasks of a specific profession
Scoring Criteria – the standards on which a judgment or decision can be made about a candidate's exam score
Score Report – results letter; information about a candidate's performance on an exam
Solutions – the candidate's recorded response to examination stimulus materials
Special Accommodations – changes made to the administration of an examination to "level the playing field" for candidates who have a diagnosed disability per the Americans with Disabilities Act of 1990
Test Administrator – the point of contact assigned to coordinate with candidates by scheduling and proctoring RID exam appointments
Test Site- the location where RID exams are administered

APPENDIX J – CDI KNOWLEDGE EXAM CONFIDENTIALITY OF INFORMATION FORM



CONFIDENTIALITY OF INFORMATION FORM

Candidates for the Registry of Interpreters for the Deaf, Inc. (RID, Inc.) Knowledge Exams are allowed to view various exam materials. These exam materials, developed by the membership of RID are the sole property of RID, Inc. No Information about the specific content of these materials may be taken or shared in any way with unauthorized individuals.

By my signature, I hereby acknowledge that I have read and understand the above and do hereby agree to keep all information about the exam completely confidential. I realize that failure to do so may result in such penalties as determined by the RID.

_____ _____

Signature Date

_____

Please print name

_____

Witnessed by Test Administrator

APPENDIX K – CDI KNOWLEDGE EXAM EXAMINEE COMMENT FORM

Registry of Interpreters for the Deaf, Inc.

EXAMINEE COMMENT FORM

Please complete this form and return it to the test administrator (TA) before leaving the exam site. If you wish, you may take this with you to complete at your own convenience and mail it to RID Headquarters.

We would appreciate any comments or suggestions on your experiences regarding the exam site, TA or exam materials. We welcome all comments and suggestions that would aid in improving RID exams. We accept both signed and unsigned comment forms.

Comments on the exam site:

Comments on the RID knowledge exam:

Comments on the site and/or TA:

_____ _____

Please print name Date

APPENDIX L – *CDI PERFORMANCE EXAM* CANDIDATE AGREEMENT FORM

CDI Performance Examination REQUIRED
Candidate Agreement

You must sign this agreement in order to take the exam. If you do not accept this agreement, your exam registration and all related fees will be forfeited, and you will need to register and pay for the exam again in order to sit for it in the future.

Candidate Name (please print): _____

Candidate ID#: _____

Test Date: _____

Test Location: _____

Test Administrator Name (please print): _____

Exam Confidentiality
I understand that this exam is confidential and is protected by law and that it is made available to me, the examinee, solely for the purpose of becoming certified. I also understand that testing materials, developed by the Registry of Interpreters for the Deaf (RID) are the sole property of RID, Inc. and that I am expressly prohibited from disclosing, publishing, reproducing or transmitting the content of this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior written permission of the Registry of Interpreters for the Deaf.

I also understand that failure to maintain the confidentiality of exam content may result in the invalidation of my exam scores, prohibition from taking the exam in the future, legal action and/or other penalties as determined by the RID Boards of Directors.

Use of Exam Recordings
I understand and agree that RID may use my exam recording for the purposes of training and/or monitoring rater performance. I also understand that RID will maintain the confidentiality of my exam recording during this process.

Acceptance of Testing Room Conditions
I hereby acknowledge that the introductory sequences for the first part of the exam have been played on the VCR and monitor in the testing room. The picture on the monitor has been adjusted to my comfort. The TA has recorded me producing my RID member number and has verified the equipment is working properly. I understand that if there is any significant change in the testing conditions, it is my responsibility to notify the test administrator immediately and to provide the details of any incident on the Candidate Reporting Form before leaving the test site.

Time Required for Scoring
I understand that my examination will be scored by trained raters and that the scoring process takes time to complete. I also understand that time delays in reporting results are a realistic part of the testing process, and as such cannot be used as a basis of appeal to the RID Certification Committee or legal action against RID.

Appeals Policy
The RID Certification Department will review appeals related to exam administration only, such as RID testing policy or procedure violations, testing equipment or materials malfunction, or environmental problems. Exam appeals will not be considered on the basis of rater judgment (Motion 96.03).

Agreement
I hereby acknowledge that I have read, understand and agree to the terms above:

Candidate Signature: _____

Test Administrator Signature: _____

APPENDIX L – *CDI PERFORMANCE EXAM* CANDIDATE FEEDBACK FORM

Candidate Feedback Form **OPTIONAL**

Your testing experience is important to us! Please consider submitting your thoughts and feedback about the exam you just took, to assist RID in identifying strengths and weaknesses in the exam administration process.

We appreciate any feedback you are willing to provide. Feel free to complete any or all areas of this form. We thank you for your time, effort, and comments! *(If you need more space, continue on the reverse side or attach additional pages.)*

Exam Scheduling Process
Comments: _____

_____

_____

Testing Site (testing room lighting, physical video equipment set up, backdrop color, temperature, etc.)
Comments: _____

_____

_____

Video Recording System (quality, sound, etc.)
Comments: _____

_____

_____

Exam video or test booklet (quality, challenging, etc.)
Comments: _____

_____

_____

Test administrator (conduct, demeanor, etc.)
Comments: _____

_____

_____

You are welcome to send this feedback as an anonymous source, or you may wish to provide your name. Either way, the Certification Department staff will read your comments and use your feedback in consideration of ongoing enhancements to the program. Please note that even if you provide your name, no identifying information will be shared with test site coordinators or test administrators.

Exam Date: _____
Exam Location: _____
Test Administrator Name: _____
Your Name: _____

Please submit by postal mail, fax, or email to:

RID
Attn: Certification Dept
333 Commerce Street
Alexandria, VA 22314
(703) 838-0405 (fax)
certification@rid.org

*Please note that the information on this form is purely for feedback regarding the exam administration process and is not considered documentation for an exam appeal—documentation supporting an appeal should be in the form of information provided on the Candidate Reporting Form which was filled out at after completion of the exam. See the Certified Deaf Interpreter (CDI) Candidate Handbook for details on how to submit an exam appeal.