



**WEST VIRGINIA**  
**COMMISSION FOR THE DEAF AND HARD OF HEARING**  
**WV REGISTRY OF INTERPRETERS**  
**Agency Application**



For office use only:

Date Received: \_\_\_\_\_

Title 192 CSR 3 entitled, "Establishment of Required Qualifications and Ethical Standards for Interpreters," was passed by WV legislature and went into effect October 1, 2013. Per this code, all working interpreters must meet standards for qualifications and be registered with the West Virginia Registry of Interpreters (WVRI), a registry to be maintained by the West Virginia Commission for the Deaf and Hard of Hearing.

*Please complete and sign the full application. Please note that should your application arrive incomplete, or should you not meet the requirements set by the WVCDHH, your \$25.00 application fee will not be returned.*

Please send completed application and all supporting documentation to:

**WVCDHH**  
**100 Dee Drive**  
**Charleston, WV 25311**

**CHECK LIST:**

- Completed and signed application packet
- \$25 Application fee in the form of certified check or money order made payable to WVCDHH **\*Personal checks will NOT be accepted**
- Business ID number \_\_\_\_\_

My signature below verifies that all required documents are enclosed with this *WVRI Application*, and that all information is true and accurate to the best of my knowledge. I understand that if my application is incomplete or my qualifications do not meet the requirements for registration, my \$25.00 application fee will not be returned.

**CONTACT INFORMATION**

<b>Agency:</b>	<b>Yr. Established:</b>	<b>Contact Name:</b>			
<b>Address:</b>					
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>			
<b>Website::</b>					
<b>Email:</b>					
<b>Day Phone:</b>	(    )	<b>V</b>	<b>TTY</b>	<b>VP</b>	<b>TEXT</b>
<b>Eve Phone:</b>	(    )	<b>V</b>	<b>TTY</b>	<b>VP</b>	<b>TEXT</b>

**DISCIPLINARY STATUS**

Has anyone from your organization ever been disciplined, or currently the subject of any disciplinary action, in any jurisdiction, related to providing interpreting services or adhering to either the RID Code of Ethics or the NAD-RID Code of Professional Conduct?

Yes\*                      No

*\*If yes, submit the type of action, date, and name and address of the entity taking action along with an explanation letter from you.*

**Staff**

Do you have staff interpreters or do you refer?                      Staff                      Referrals

Staff: How many? \_\_\_\_\_                      Referrals: From where? \_\_\_\_\_

**For Referrals: Hiring Procedure**

Please explain your procedure for hiring interpreters for assignments:

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**Applicant Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Agencies with Staff Interpreters: Selecting Interpreters**

Please explain your procedure for selecting interpreters for assignments, as well as how you would ensure interpreters selected for assignments within WV borders are qualified to work within the state:


**Continuing Education**

Please list any continuing education requirements interpreters working for your agency are held to:


On behalf of \_\_\_\_\_, I \_\_\_\_\_  
(Agency Name) (Representative Name // Title—Print)

personally ensure that interpreters sent for assignments within the state of West Virginia will be qualified as detailed in Title 192 CSR 3, "Establishment of Required Qualifications and Ethical Standards for Interpreters."

**Applicant Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_