

**For Admin Use Only**  
 APRV  DSPV

DB Update: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notified: \_\_\_\_/\_\_\_\_/\_\_\_\_



Please send application to:  
**E-mail:** certification@rid.org

OR upload via your member portal  
 at myaccount.rid.org

## Educational Equivalency Application for Bachelor's Degree

(for all exam dates on or after July 1, 2012)

### This application is required for:

RID exam candidates who do not hold a bachelor's degree and who wish to test.

### Personal Data

Name: \_\_\_\_\_  
 First MI Last Suffix

RID #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Payment Information

Upon receipt of your completed application, you will be emailed with instructions for submitting payment through your online member portal. The member portal will accept Visa, MasterCard, American Express, and Discover.

Please note that your application will not be fully reviewed until payment is received. **The EEA processing fee is \$50.**

### Application Checklist

- Completed application (this page)
- Completed Experience Worksheet (page 2) with at least 120 Experience Credits
- Supporting documentation for experience
- Application fee (payment)

### Notes:

The standard processing time for Educational Equivalency Applications is 7 - 10 business days from receipt of the completed application.

If your application does not include enough experience credits to satisfy the requirements, you will have 60 days to submit any additional information. After 60 days, you will need to resubmit your application, including the application fee.

Applications must be submitted with all documentation attached. RID cannot accept and hold documents related to Educational Equivalency Applications without a completed application and Experience Worksheet.

# Experience Worksheet for Bachelor's Degree

Enter all experience below and calculate total Experience Credits.  
Credits may come from any combination of categories without restriction.

**Admin Use Only**

## College Coursework

Calculate the amount of college credit earned.

Total Semester Hour Credits: (1 credit = 1 Experience Credit) \_\_\_\_\_ x 1 = \_\_\_\_\_

Total Quarter Hour Credits: (1 credit = .75 Experience Credits) \_\_\_\_\_ x .75 = \_\_\_\_\_

Required Documentation

Official transcript from a college accredited by the US Dept. of Education that shows earned college credit, including college credit exams (CLEP, Praxis, DANTES, DSST, etc.)

Coursework Total: \_\_\_\_\_

CC: \_\_\_\_\_

## Interpreting Experience

Calculate the number of years worked as an interpreter in each sub-category.

A maximum of 15 experience credits may be earned for each calendar year.

Single Employer: Full-time (min 32 hr/week) - (1 year = 15 Experience Credits) \_\_\_\_\_ x 15 = \_\_\_\_\_

Part-time (min 10 hr/week) - (1 year = 7 Experience Credits) \_\_\_\_\_ x 7 = \_\_\_\_\_

Required Documentation

Official letter from employer verifying number of years worked as an interpreter and whether on a full or part-time basis.  
(minimum 6 months per employer)

Multiple Employers/ Full-time (min 20 hr/week) - (1 year = 15 Experience Credits) \_\_\_\_\_ x 15 = \_\_\_\_\_

Freelance Interpreting: Part-time (10 - 20 hr/week) - (1 year = 7 Experience Credits) \_\_\_\_\_ x 7 = \_\_\_\_\_

Required Documentation

Notarized letter from candidate verifying number of years and average number of hours worked per week in this capacity

Volunteer Interpreter: Full-time (min 20 hr/week) - (1 month = .5 Experience Credits) \_\_\_\_\_ x .5 = \_\_\_\_\_

Part-time (10 - 20 hr/week) - (1 month = .25 Experience Credits) \_\_\_\_\_ x .25 = \_\_\_\_\_

Required Documentation

Official letter from supervisor or organization verifying number of months and average number of hours worked per week as an interpreter, including internships.

Interpreting Total: \_\_\_\_\_

IE: \_\_\_\_\_

## Professional Development

Calculate all continuing education units earned within the last 5 years.

CEUs Earned: (.1 CEU or 1 hour = .02 Experience Credits) \_\_\_\_\_ x .02 = \_\_\_\_\_

Required Documentation

For RID Sponsored CEUs:  
- RID Transcript or certificate of completion  
For non-RID CEUs:  
- Certificate or letter of completion for each activity that clearly indicates the activity name, sponsor and number of CEUs or course hours.  
*Activities can include courses, lectures, seminars, webinars, workshops, mentoring or course development, but must be related to deafness, signed language or interpreting.*

Development Total: \_\_\_\_\_

PD: \_\_\_\_\_

Total Experience Credits: \_\_\_\_\_  
(120 Experience Credits = Bachelor's Degree)

Total: \_\_\_\_\_