**Interpreter Process, Practice, & Checklist**

Related DEC Recommended Practices:

Description:

Process:

**Training:**

 Training activities for training facilitator or mentor:

Onboarding introduction training for staff:

* Read: This entire document
* Complete Cultural Bias self-assessment
* Complete and sign EI Ethics and Confidentiality documents
* Review: Trainings listed on the Interpreter On-boarding document
	+ Up to 3 forms in the Interpreter folder on Up to 3 handbook
	+ IFSP Cycle Poster form Up to 3 handbook
* Watch:
	+ Interpreter First Tuesday training video
		- Working with Interpreters video (5 min)
		- Using Interpreter during Parent and Teacher meetings
		- Using Remind text
		- Using zoom and google translate in parent meetings
	+ BTOTS new user training video from Up to 3 handbook
		- Review forms in Up to 3 Spanish forms file during or after watching this training
	+ Family Fee
		- Review Family fee form in Spanish forms file
		- Review Family fee Billing and Payment Instructions

**Practice:**

Get Started

**Checklist**

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| --- | --- | --- | --- | --- | --- |
| Interviewer: Date:  | Never | Some-times | ½ of the time | Often | Always |
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Personal Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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