**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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