

## Scheduling Guidelines for Bilingual Employee Spoken and Written Language Tests

### **Current employees** (testing within current position or moving to a new position)

- Supervisor approves testing:
  - Emails [dshsct@dshs.wa.gov](mailto:dshsct@dshs.wa.gov)
  - Includes employee's name, position and contact information
- LTC emails employee with directions on creating an [LTC Gateway](#) Profile
- Employee creates an LTC Gateway Profile and emails LTC with:
  - Gateway Candidate ID #
  - Test location preference
- LTC schedules employee test
- Takes up to 4 weeks to receive test results
- If employee does not pass, email LTC to schedule re-test

### **Potential employees**

- Hiring authority conducts interviews and narrows the potential candidates
- Hiring authority or designee approves testing for remaining candidates
  - Emails [dshsct@dshs.wa.gov](mailto:dshsct@dshs.wa.gov)
  - Includes potential employee name, position, and contact information
- LTC emails candidate with directions on creating a [LTC Gateway](#) Profile
- Candidate creates an LTC Gateway Profile and emails LTC with:
  - Gateway Candidate ID #
  - Test location preference
- LTC shares test scores with hiring authority and candidate
- Hiring authority offers the job to the top candidate who passes the test(s)
- Takes up to 2 weeks to receive test results

General information on employee testing, study materials, and test locations are available on the [LTC SharePoint site](#).

For sign language skills assessment and certification information contact ODHH  
360.902.8000