

Language Testing and Certification Advisory Committee Meeting Notes for October, 22, 2018

In Attendance

Members

Cynthia Roat
Katherine Templet
Karen Jost
Huan Nguyen
Leroy Mould
Milena Caderari-Waldron
Yvonne Simpson
Tim Tharp
Yukie
Hungling Fu
Jodi McBride
Don Barnes

Guests

Robin Vazquez
Carolyn Cole
Susan Campbell
Ray Hanley

Budget/Testing

- One third reduction in testing for Seattle and Olympia for the last few months has effectively reduced budget
- Plan to continue with the reduced testing in the two locations likely throughout 2019
- Seattle
 - no testing in November due to lack of proctor availability
 - One proctor is leaving at the end of 2018
 - In process of hiring a new proctor for Seattle

Background Checks

- Available online now
- Using DSHS Background Check Unit (BCCU)
- Disqualifying list: [DSHS Secretary's List for positions with access to vulnerable people](#)
- No fee to interpreters - \$2 per check for DSHS
- LTC receives results
 - No record
 - Big majority have this result
 - Usually take less than a minute to receive result

- LTC records date of completed background check on record(s)
 - Disqualified
 - BCCU sends letter to applicant and LTC
 - LTC will send letter to inform that they will not be allowed to renew
 - If they want to address underlying record – contact BCCU
 - Requires Review
 - Not on list but there is a record
 - LTC must address these case by case
 - Complete a character, competence and suitability review; and
 - Document the decision
 - Send letter to applicant letting them know
- The background checks that need investigation by a person are taking BCCU a bit longer than usual – up to a few weeks
- If interpreter/translator emails the request for a background check to LTC by the expiration date – the time will toll until the results are received

Signed Code of Conduct

- Also now available on website
- Print/sign/add credentials
- Take photo or scan
- Email to DSHSCT@dshs.wa.gov

Renewal

- Background checks/signed code – only needed once every four years – prior to renewal
- This is not clear on website – but working on adding that information soon

Revocations

- New revocation form with edits based on recent appeals is available online
- L&I will be submitting one soon
- LTC under staffed but will do best to continue these to our best ability
- When L&I submits revocation request – will convene Decertification Request Review Subcommittee and review prior revocations and appeals prior to addressing new request

Appeal

- Third appeal filed recently (of original four revocations)
- 8 months after revocation letter was mailed
- OAH granted LTC's motion to dismiss as the appeal was well beyond the time limit allowed in the WAC

LTC News

Emailing Score Letters from Database

- Have recently begun emailing score report letters
- Used to print, stamp and mail in envelopes – approximately 370 letters per month
- Saves times and money

Grant

- Grant for LTC to seek funding for new database
- DSHS management has reviewed and forwarded on to financial division to add required budget information
- Plan to submit to The Norcliffe Foundation – maybe others in near future
- Very grateful to Robin Vazquez for volunteering her time and energy to this!

Continuing Education Credits for Trainers

- Currently trainers receive full credit for every course they teach
- Maybe we should require that trainers earn some of their CE credits through attending courses
- Will address this topic with the Professional Development Subcommittee in the near future
- Would not need to revise the WAC – could possibly add it to our [Criteria for Approving Continuing Education Activities](#)
- May also want to discuss other continuing education requirements similar to other certifying bodies (e.g. healthcare providers, attorneys, etc.)