

Language Testing and Certification



Department of Social
and Health Services
Transforming Lives

I agree to follow the interpreter's code of professional conduct set out in WAC 388-03-050 (and described below) at all times during the performance of my duties as an interpreter or translator.

- **Accuracy:** I will express the source language message in a thorough and faithful manner. I will omit or add nothing. I will give consideration to linguistic variations in both the source and target languages, and I will conserve the tone and spirit of the language.
- **Cultural sensitivity-courtesy:** I will be culturally sensitive and respectful of my clients.
- **Confidentiality:** I will not divulge any information publicly or privately obtained through my assignments including, but not limited to, information gained through access to documents or other written materials.
- **Proficiency:** I will only engage in interpreting/translating while my DSHS certification/authorization is up to date, unexpired and otherwise fully valid.
- **Compensation:** I will not accept additional money, consideration, or favors for interpreter/translator services other than the fee agreed to with the language agency with which I contract. The fee schedule agreed to between contracted language service providers and the department shall be the maximum compensation accepted by me. I will not use the department's time, facilities, equipment or supplies for private gain or advantage. I will not use or attempt to use my position to secure privileges or exemptions.
- **Nondiscrimination:** I will always be impartial and unbiased. I will not discriminate on the basis of gender, disability, race, color, national origin, age, socio-economic, educational or marital status, religious beliefs, political beliefs, or sexual orientation. I will refuse or withdraw from an assignment if I am unable to perform the services in an ethical manner.
- **Self-representation:** I will accurately and completely represent my certifications, training and experience.
- **Impartiality-conflict of interest:** I will disclose to the department any real or perceived conflicts of interest that could affect my professional objectivity. I am aware that providing interpreting or translating services to family members or friends may violate the family member or friend's right to confidentiality, constitute a conflict of interest, or violate a DSHS contract or subcontract.
- **Professional demeanor:** I will be punctual, prepared, and dressed in an appropriate and non-distracting manner.
- **Scope of practice:** I will not counsel, refer, give advice, or give personal opinions to my clients. I will not engage in activities that aren't directly related to providing interpreting/translating services. I will not have unsupervised access to clients, including but not limited to, phoning clients directly except at the request of a DSHS employee. I will not market my services to clients to create business for myself. I will not transport clients for any reason, including appointments for which I am interpreting.
- **Reporting obstacles to practice:** I will assess my ability to interpret/translate and will immediately notify clients and offer to withdraw if I have any reservations about my competency.
- **Professional development:** I will continue to develop skills and knowledge by participating in professional interpreter/translator continuing education training and by regularly interacting with colleagues and specialists in my areas of practice.

Date: _____ Signature: _____

Print Name: _____

List all DSHS Credentials numbers in spaces provided: MC _____; SC _____; MA _____; SA _____; TC _____