

LTC Advisory Committee Meeting Minutes

9/21/2020

Attendees

- Cindy Roat
- Katherine Templet
- Antoinette Sanfilippo
- Karen Jost
- Stacy Winokur
- Huan Nguyen
- Leroy Mould
- Milena Calderari-Waldron
- Yvonne Simpson
- Rod Palmquist
- Yukie
- Ruiqin Miao
- Kathleen Prieto

LTC Updates

(1) Testing

- New testing procedures: Devising new procedures of oral and written tests based on work-site health and safety requirements in response to COVID-19
- Search for a new testing site in Seattle: Original testing site at Fircrest School in North Seattle no longer available; looking for a new site, but the progress is slow due to the fact that potential facilities are not open because of COVID-19
- Proctor changes: A Seattle proctor resigned recently. There is no immediate need to hire a new proctor yet. LTC may start to look for one when schedules of re-opening tests are clear.

(2) New LTC database

- Expected to launch in 11/2020
- New features, e.g.
 - Allow customers to manage some information on their profile: updating contact information, searching for approved CE activities and downloading the list; uploading CE certificates, keeping track of credential renewals, and requesting a certificate
 - Auto-generate score reports, approval of CE credits and credentials (once information is entered and/or approved by LTC staff)
 - Access links to orientation trainings on the same platform
 - Include NPI# in search results when users look for an interpreter/translator
- Preparation for transition
 - Writing user manual; will make it available to customers once completed
 - Unable to update customer profiles for a certain period; once specific dates are set, LTC will notify stakeholders (e.g. advisory committee, interpreters/translators, CE providers, language agencies, and LA advisors).

(3) New CE activity application process

- A new CE application process started 7/1/2020; many thanks to members of the Professional Development Committee for their feedback and input
- Major changes:
 - Approved activities are now valid for 3 years (cf. 1 year previously)
 - Not processing renewals; once an activity expires, providers submit full new applications

- More details required in the course description, especially for online activities, to ensure quality of courses
- Require review by a subject matter expert if topics require domain expertise unless instructors themselves have domain knowledge

(4) New revocation process

- New revocation process started 9/1/2020; posted on the LTC website in early September

Housekeeping

- Meeting Invites sent on 9/9/2020; dates of meetings for the rest of 2020:
 - October 19, 2020
 - November 30, 2020