

Wisconsin Department of Health Services Board for Evaluation of Interpreters Certification Maintenance Manual

Individuals who have received a Board for Evaluation of Interpreters (BEI) certification through the Wisconsin Department of Health Services (DHS) are required to maintain their certification by verifying that four continuing education units (CEUs) have been completed every two years. This requirement applies to all BEI certification levels granted through Wisconsin DHS: Basic, Advanced, and Master.

Table of Contents

BEI Certification Number	3
Certification Cycles and Renewal	3
Renewal fee	3
Renewal process.....	4
Certification Expiration.....	4
Recertifying after expiration.....	5
Certification Maintenance Information.....	6
CEU conversion	6
CEU schedule	6
CEU category descriptions	8
Diversity, equity, and inclusion category information	8
General studies category information	8
Professional studies category information	8
Documentation of CEUs.....	8
RID-approved trainings	9
Trainings not sponsored by Wisconsin BEI or RID.....	9

BEI Certification Number

When an individual becomes newly certified with the Wisconsin BEI, they will be assigned a BEI certification number. This number will be provided to individuals with their results letter. It will be used to track CEUs with the Wisconsin BEI program and will be required to apply for Wisconsin licensure with the Wisconsin Department of Safety and Professional Services (DSPS).

Certification Cycles and Renewal

All individuals who hold a Wisconsin BEI certification will be required to renew it every two years. A two-year certification cycle runs from July 1 through June 30 of odd-numbered years (for example, July 1, 2023–June 30, 2025). Therefore, certification renewals are due by June 30 of odd-numbered years (for example, renewals for the 2025–2027 certification cycle would be due by June 30, 2025).

For the purpose of certification maintenance, [cycles are broken into eight quarters](#). Those who become newly certified within the eighth quarter (April 1 through June 30 of odd-numbered years) will not be required to fill out the renewal form or pay the renewal fee for the next cycle. Renewal fees for subsequent certification cycles will be required for these individuals.

Note: The above-mentioned waiver does not apply to those who advance their level of certification within the eighth quarter.

Renewal fee

The Wisconsin BEI certification renewal fee is \$90. Payment must be postmarked by June 30 of odd-numbered years.

Renewal process

All certification renewals are due by June 30 of odd-numbered years. To renew a Wisconsin BEI certification, individuals must:

1. Fill out the renewal form (will be accessible on the [CEP webpage](#) June 1 – June 30 of the renewal year).
2. Send a money order or cashier's check for \$90, made out to the Office for the Deaf and Hard of Hearing (ODHH), to:
ODHH
C/O BEI Renewal
PO Box 2659
Madison, WI 53701-2659
3. Submit CEU tracking log to dhswebei@dhs.wisconsin.gov.
Note: A CEU transcript from the Registry of Interpreters for the Deaf (RID) will be accepted in lieu of the tracking log.

Certification Expiration

All Wisconsin BEI certifications will expire on June 30 of odd-numbered years, regardless of when an individual obtains that certification during the two-year certification cycle. The only exception to this is for those who become newly certified during the eighth quarter of a certification cycle (April 1–June 30 of odd-numbered years). These individuals will not need to renew their certification or obtain required CEUs until the next two-year cycle begins. **Note:** This does not apply to individuals who advance their level of certification within the eighth quarter.

Certifications will expire if an individual does not submit their CEU tracking log or if they do not complete the renewal process by the expiration date.

Individuals may be requested to send additional verification of CEUs they obtained. If sufficient evidence is not received, their certification will expire.

Per [Wis. Stat. § 440.032\(2\)](#), a person who is licensed by the Department of Safety and Professional Services (DSPS) must notify the department in writing within 30 days if the person's certification or membership that is required for the license is revoked or invalidated.

Recertifying after expiration

If an individual allows their Wisconsin BEI certification to expire, they must retake one or both of the BEI tests to recertify.

Individuals whose certification has been expired for **less than one year** will be allowed to retake the performance test for the certification level that they held when it expired without retaking the Test of English Proficiency (TEP).

Individuals whose certification has been expired for **one year or more** will be required to retake and pass the TEP before they can take the performance test outlined below, which is dependent on the other valid certification(s) that they hold.

Prerequisite certificate	BEI performance test
No active certification	Basic
BEI: Level I, Basic, Level II, Level III, Level IV, or Level V Registry of Interpreters for the Deaf (RID): Comprehensive Skills Certificate (CSC), Certificate of Interpreting (CI), Certificate of Transliteration (CT), National Interpreter Certification (NIC), NIC Advanced, or NIC Master	Advanced
BEI: Level III, Level IV, Level V, Oral Certificate: Comprehensive (OC:C), or Advanced RID: CSC, CI/CT, NIC Advanced, or NIC Master	Master

See the [Texas Department of Health and Human Services website](#) for more information on prerequisites.

Per [Wis. Stat. § 440.032\(2\)](#), a person who is licensed by the Department of Safety and Professional Services (DSPS) must notify the department in writing within 30 days if the person's certification or membership that is required for the license is revoked or invalidated.

Certification Maintenance Information

In addition to completing a certification renewal every two years, individuals are required to maintain their certification by obtaining at least four (4.0) continuing education units (CEUs) within the two-year certification cycle. The CEU tracking log, which will be provided once an individual is certified, must be submitted to ODHH as part of the [renewal process](#). **Note:** A CEU transcript from RID will be accepted in lieu of the tracking log.

CEU conversion

Four (4.0) CEUs are equal to 40 training hours; therefore:

- One training hour is equal to 0.1 CEU.
- Ten training hours are equal to 1.0 CEU.

CEU schedule

CEUs earned for certification maintenance must be distributed among the following three categories: diversity, equity, and inclusion (DEI); general studies (GS); and professional studies (PS). The minimum requirement for each of these categories depends on when an individual receives their initial certification. Please see the table below for more information.

Newly certified individuals may not be required to obtain all four CEUs to renew their certification. Based on when initial certification is granted, CEUs will be prorated quarterly. The CEU cycle is broken down as follows:

Quarter that initial certification is granted	Months within that quarter	Total number of CEUs required for certification renewal	Distribution of CEUs per category*
First quarter	July, August, September of odd year	4.0 CEUs	<ul style="list-style-type: none">• DEI: at least 1.0 CEU• GS: no more than 1.0 CEU**• PS: remaining difference [$=4.0-(DEI+GS)$]
Second quarter	October, November, December of odd year	3.5 CEUs	<ul style="list-style-type: none">• DEI: at least 0.875 CEU• GS: no more than 0.875 CEU• PS: remaining difference [$=3.5-(DEI+GS)$]

Quarter that initial certification is granted	Months within that quarter	Total number of CEUs required for certification renewal	Distribution of CEUs per category*
Third quarter	January, February, March of even year	3.0 CEUs	<ul style="list-style-type: none"> • DEI: at least 0.75 CEU • GS: no more than 0.75 CEU • PS: remaining difference [$=3.0-(DEI+GS)$]
Fourth quarter	April, May, June of even year	2.5 CEUs	<ul style="list-style-type: none"> • DEI: at least 0.625 CEU • GS: no more than 0.625 CEU • PS: remaining difference [$=2.5-(DEI+GS)$]
Fifth quarter	July, August, September of even year	2.0 CEUs	<ul style="list-style-type: none"> • DEI: at least 0.5 CEU • GS: no more than 0.5 CEU • PS: remaining difference [$=2.0-(DEI+GS)$]
Sixth quarter	October, November, December of even year	1.5 CEUs	<ul style="list-style-type: none"> • DEI: at least 0.375 CEU • GS: no more than 0.375 CEU • PS: remaining difference [$=1.5-(DEI+GS)$]
Seventh quarter	January, February, March of odd year	1.0 CEU	<ul style="list-style-type: none"> • DEI: at least 0.25 CEU • GS: no more than 0.25 CEU • PS: remaining difference [$=1.0-(DEI+GS)$]
Eighth quarter***	April, May, June of odd year	0.0 CEUs	0.0 CEUs

*Of the required number of CEUs per renewal cycle, at least 25% must be from the DEI category and no more than 25% may be from the GS category. The remaining difference must be from the PS category.

**Obtaining CEUs in GS is optional. An individual may choose to only obtain CEUs in DEI and PS.

***Any individual who becomes newly certified within the eighth quarter (April 1–June 30 of odd-numbered years) will not be required to obtain or track CEUs until the next certification cycle beginning on July 1 of odd-numbered years. **Note:** This does not apply to individuals who advance their level of certification within the eighth quarter.

CEU category descriptions

Diversity, equity, and inclusion category information

These are topics that explore and advance diversity, equity, and inclusion to grow in knowledge and respect for diverse lived experiences. This can include topics on power dynamics, race, social justice, diverse identities, intersectionality, microaggression, privilege, and biases.

General studies category information

These are any training topics desired by the certification holder. The training must be professional with clearly stated objectives and outcomes. Topics on self-care, resilience, wholeness, and health are encouraged.

Professional studies category information

Professional studies should fall within one of these topic areas:

Language and culture

These are topics that examine and explore the structure of language(s) and the impact of culture(s) on language. This can include training on American Sign Language (ASL), English, Deaf culture, American culture, other spoken and sign languages, and general language and linguistic studies. Topics can also include those that explore the impact of the different aspects and experiences of a person's life on language or unique and divergent uses of language.

Interpreter process

These are topics that examine and refine interpreter processing. This can include training on interpreter theory, history, processing models, and general interpreting skill development.

Reflection and supervision

Topics in this area require participation in professional reflection and supervision groups. Supervision in this context does not mean an employee and supervisor relationship. Supervision and reflection as practice professionals involves discussing the interpreting work and decisions that were made in a facilitated, confidential, and structured way.

Values-based practice (ethics)

These are topics that deepen the understanding of interpreting as a practice profession with decision-making being closely connected to a system of professional values. Ethical approaches in practice professions, professional ethics, boundaries, demand control schema, and general decision-making topics apply to this area as well.

Documentation of CEUs

To maintain a Wisconsin BEI certification, individuals must submit a CEU tracking log, which will be provided to you by the ODHH BEI program. Additional verification may be requested, and individuals should hold onto their certificates of completion in the event they are audited. Failure to provide documentation when requested may result in the loss of BEI certification.

Send the CEU tracking log and any concerns regarding CEU completion to dhswibei@dhs.wisconsin.gov.

RID-approved trainings

CEUs approved through RID's Certification Maintenance Program are accepted by the BEI program. Power, Privilege, and Oppression (PPO) CEUs through RID will count towards the DEI CEUs required by the BEI program.

The date of the training must fall within the current Wisconsin BEI certification cycle.

Trainings not sponsored by Wisconsin BEI or RID

An individual who is seeking CEUs for an event that is not already approved must email dhswibei@dhs.wisconsin.gov with the following information:

- Prior to the event:
 - Participant's name
 - Participant's BEI certification number
 - Date(s) of training
 - Training title
 - Training description
 - Training learning objectives
 - Presenter's name
 - Training advertisement
- After the event: certificate of attendance