

ASL LICENSING MANUAL

Kelly[®]

Welcome to your licensing journey!

ASL Licensing Manual

A Guide for Interpreters



Kelly Services

ASL Licensing & Compliance Team

TABLE OF CONTENTS



Table of Contents



| | |
|---|----|
| 1. Welcome & Introduction..... | 3 |
| 2. Meet Your ASL Licensing Team..... | 4 |
| 3. Your 11 Required State Licenses | 5 |
| 4. State License Renewal Schedule | 6 |
| 5. State Licensing Fees / Payment Process | 7 |
| 6. Payment & Reimbursement Process | 8 |
| 7. Submitting Your Time for Payment Process | 10 |
| 8. Getting Started | 12 |
| 10. Step-by-Step Application Process (by state) | 13 |
| 11. Forms, Resources & Links | 52 |

Kelly Services | ASL Licensing & Compliance Team

Welcome & Introduction

Welcome to the Kelly Services ASL Interpreter Community!

We are delighted to welcome you to Kelly Services and to our ASL Interpreter community. This licensing manual has been created to support you as you transition into your role with Kelly and complete the required state licensure process. As a tenured interpreter, you bring a wealth of experience, skill, and professionalism to our organization, and we are truly privileged to have you join our team. Your expertise strengthens our community and enhances the quality of service we provide to the Deaf and Hard of Hearing individuals we serve every day.

This manual is designed to be your central resource for navigating the state licensing requirements needed to begin and maintain your work with Kelly Services. Inside, you will find step-by-step guidance, timelines, and important reminders to help make the process as clear and efficient as possible. While licensing requirements can feel complex, please know that you are not navigating this process alone—our ASL Licensing Team is here to support you every step of the way.

Meet the Licensing Team

The ASL Licensing Team is dedicated to supporting our interpreters every step of the way as they navigate the complex process of obtaining and maintaining state licensure. Our team serves as a central point of guidance, compliance, and advocacy, working closely with interpreters and state boards to ensure all licensing requirements are met accurately and on time.

With a strong focus on communication, organization, and individualized support, the Licensing Team is committed to removing barriers, streamlining processes, and helping interpreters stay compliant so they can focus on what they do best: providing exceptional service to the Deaf and Hard of Hearing community.

Name: Anh Nguyen

Role: ASL Licensing Admin

Email: asllicensing@kellyservices.com

Phone: (832) 460.3730

Name: Amanda Payne

Role: ASL Licensing Compliance Coordinator

Email: asllicensing@kellyservices.com

Phone: (248) 686.1892

Feel free to reach out to any of us for assistance at any stage in the process.

We're here to support you!

Required State Licenses

Although you may already hold an RID National Certification as an ASL interpreter, to interpret for Language Line Solutions, it is required that you obtain additional licensing for this VRI role. There are 11 state licenses to complete.

You will need to complete the application process and submit them to each state. Please complete these in a timely manner. *The expected time frame for completion of applications is 10 days after receiving this email.*

Listed are the 11 required state licenses:

- ▶ Arizona
- ▶ Arkansas
- ▶ Connecticut
- ▶ Idaho
- ▶ Kentucky
- ▶ Michigan
- ▶ Missouri
- ▶ New Hampshire
- ▶ Pennsylvania
- ▶ Rhode Island
- ▶ Wisconsin

State License Renewal Schedule

- Missouri- Expiration Date: January 31st (1-Year License)
- Arizona- Expiration Date: June 30th (1-Year License)
- Michigan- Expiration Date: June 30th (1-Year License)
- Rhode Island- Expiration Date: June 30th (1-Year License)
- Kentucky- Expiration Date: August 30th (1-Year License)
- Wisconsin- Expiration Date: August 31st (2-Year License)
- New Hampshire- Expiration Date: September 1st (3-Year License)
- Connecticut- Expiration Date: September 31st (1-Year License)
- Idaho- Expiration Date: October 31st (1-Year License)
- Arkansas- Expiration Date: December 31st (1-Year License)
- Pennsylvania- Expiration Date: December 31st (1-Year License)



Back of Manual is an Initial Tracking Log & Renewal Tracking Log for your use. Keep track of your renewals, as they expire at different times of the year and different yearly cycles (1- year cycle / 2- year cycle / 3-year cycle).

State Licensing Fees / Payment Process

| State | Initial License Fee | Renewal License Fee | Payment Method |
|---------------|---------------------|------------------------|------------------------|
| Arizona | \$50 | \$50 (late fee \$100) | State Invoice to Kelly |
| Arkansas | \$6 | \$4 (late fee \$5.50) | State Invoice to Kelly |
| Connecticut | Free | Free | Free |
| Idaho | \$75 | \$60 | Kelly to Reimburse |
| Kentucky | \$225 | \$150 (late fee \$100) | State Invoice to Kelly |
| Michigan | \$40 | \$30 (late fee \$15) | Kelly to Reimburse |
| Missouri | \$87 | \$87 | Kelly to Reimburse |
| New Hampshire | \$200 | \$200 (late fee \$100) | State Invoice to Kelly |
| Pennsylvania | \$100 | \$100 | State Invoice to Kelly |
| Rhode Island | \$25 | \$25 | Kelly to Reimburse |
| Wisconsin | \$61.35 | \$61.35 | Kelly to Reimburse |



How to Submit Expenses for Reimbursements

Kelly Services will sponsor approved fees associated with these licenses. Kelly Services will be invoiced directly OR reimburse you for all the licensing/registration fees from each state. Please, if you pay any fees out of your own pocket for any of the additional state licenses, keep all receipts to ensure a simple reimbursement.

Follow the process below to claim a reimbursement:

- ▶ Submit any of the following forms of confirmation for licensure:
 - ▶ Paid Receipt/ Invoice
 - ▶ Copy of cashed check once cleared by the bank
 - ▶ Copy of a Cashier's Check (filled out)
 - ▶ Copy of bank statement (your personal info blocked for your protection)
- ▶ Any additional expenses that you submit can be receipts for things such as:
 - ▶ Mailing Postage (this includes overnight mail)
 - ▶ Finger Printing
 - ▶ Schooling Transcripts
 - ▶ Background Checks (federally & state)
 - ▶ Passport photos (this is to purchase photos only)
 - ▶ Printer Copies (made in store or library)
 - ▶ Additional license endorsements (when required by state)
 - ▶ Michigan: medical courses for the ME
 - ▶ Michigan: English fluency test (usually Duolingo)
 - ▶ Kentucky: Additional CEU courses required
 - ▶ Approved supplies: stamps, envelopes, binders

- ▶ Resides-In state licenses (those that are required)
- ▶ All reimbursement requests (with attached documentation) should be emailed to the Licensing Team at asllicensing@kellyservices.com. Please make sure that you note which license your email is referring to so that we may properly allocate fees to the correct state.
- ▶ Once the Licensing Team is in receipt of your reimbursement request and has approved the reimbursement, you should see your reimbursement in 2-3 weeks, deposited and reflected on your payroll Friday.

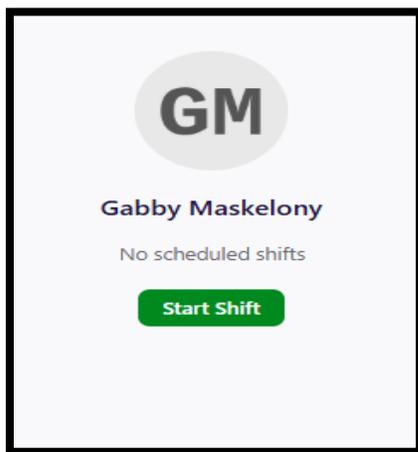


Submitting Your Time for Payment

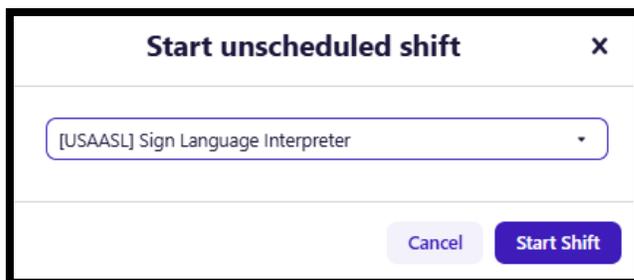
Kelly Services provides compensation for the time you spend applying for and renewing your required state licenses. Please follow the steps below to ensure your time is paid correctly.

Licensing time is compensated for at a rate of \$50 per hour. To ensure accurate and timely payment, we ask that you submit your time entry within 24 hours of submitting your application. This helps us process compensation fairly and without delay.

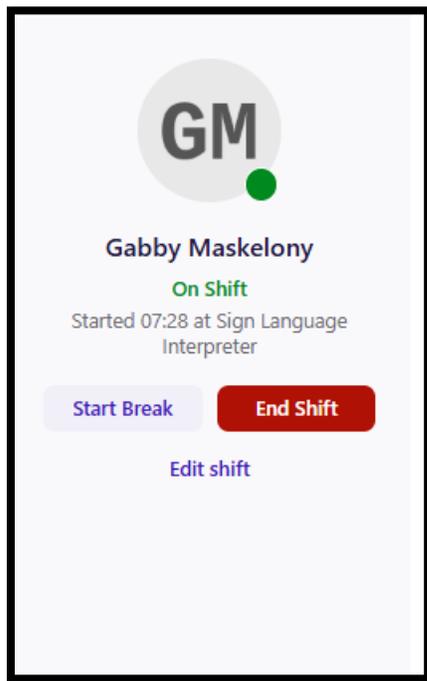
1. Start your shift in Deputy



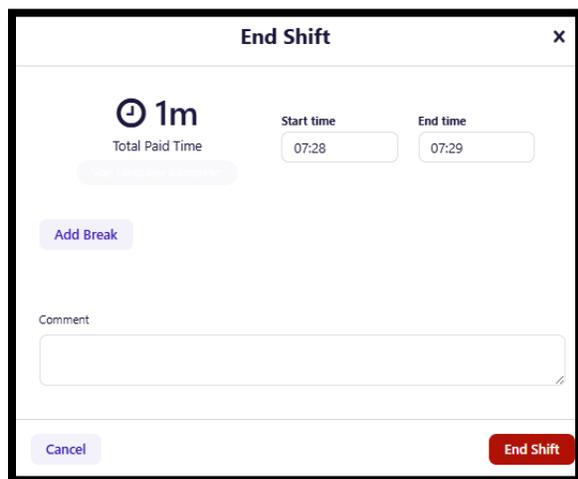
2. Select Sign Language Interpreter & Start Shift



3. Select End Shift



4. Adjust the Start and End time to reflect the hours you worked on licensing. In the comment section, please input which state licenses you were working on.



If you experience any issues or have questions regarding time submission, please contact the ASL Licensing Team at ASLlicensing@kellyservices.com.

Getting Started

▶ You will need:

- ▶ Copies of Photo ID
- ▶ Birth Certificate
- ▶ Social Security Card
- ▶ Passport Photos
- ▶ Copy of RID card
- ▶ School Transcripts
- ▶ Other Credentials
- ▶ A printer / Access to printer
- ▶ Checks and/or Debit or Credit Card
- ▶ Envelopes and Stamps
- ▶ Blue or black ink pen
- ▶ To be able to open .PDF and Word documents



State of Arizona Licensure Application

Before You Start

Have the following ready:

- Your personal information (legal name, contact info, etc.)
 - Your supporting documents
 - Photocopy of your: High school diploma, GED, or Diploma from an accredited college or university (transcript accepted - official/unofficial)
 - Documentation of name changes if you have applied under a name different from that on your documents (birth certificate, degrees, etc.)
 - Fill out and submit "[Arizona Statement of Citizenship & Alien Status for Public Benefits](#)" mandatory (submit passport, birth certificate, or valid work visa, etc.)
 - Please provide a photocopy of the front of one of the following documents:
 - Current BEI Card
 - RID Portal
 - Credly Badge Link
 - Two identical Passport Photographs (passport sized with date on back – taken no more than 6 months before date of application)
 - **Important:** Kelly Services is sponsoring the **\$125** application fee, (**do not pay out of pocket**)
-

Step 1: Complete Part 1 (Online General Application)

1. Open the Arizona **General Online Application**:
 - <https://cdbms.acdhh.az.gov/licenseapplication/Apply?Cat=General-Initial>
2. **To renew your current license; please open the Renewal Application link:**
<https://cdbms.acdhh.az.gov/licenseapplication/Apply?Cat=General-Renewal>
3. Fill out the online application completely and attach all files requested. Make sure you use the link provided in the application to complete the “Arizona Statement of

Citizenship & Alien Status Form”. *Not completing this form is a common reason an application is rejected.*

4. When you reach the section:
“PAYMENT INFORMATION, MAILING ADDRESS & QUESTIONS”
do **NOT** submit payment yourself.
5. Instead, send an email to the State Contact (see Step 2) confirming that you have completed the online application and requesting invoicing.

Step 2: Email the State to Trigger Sponsored Payment (Required)

After you finish the online application, email **Ashley Martin** at the State of Arizona:

- **Email:** a.martin@acdhh.az.gov
- In your email, include:
 - Your **full legal name**
 - A statement that you have **completed the online application**
 - A request that the State **invoice Kelly Services for the associated application fee**

***Very Important:**

Ask the State to send the invoice to **the ASL Licensing Team** so payment can be issued for the associated fee:

- **ASL Licensing Team Email:** ASLlicensing@kellyservices.com

Step 3: Notify Kelly Licensing Team After Submission

Once you have submitted:

- The online application, and
- Your supporting documentation (including the citizenship form),

Email the Licensing Team to confirm you’ve applied:

- **Licensing Team:** asllicensing@kellyservices.com

Also: Once payment has been submitted/received, make sure you send your **reimbursement request** with the required documentation (per internal process).

Step 4: Use This Resource If You Need General Information:

Arizona Commission for the Deaf & Hard of Hearing (ACDHH) Interpreter information page:

<https://www.acdhh.org/interpreters>

If you have questions, please contact:

- **Ashley Martin at:** a.martin@acdhh.az.gov
- **Phone:** (602) 542-3659

Quick Checklist (INT)

- Completed online application (Part 1)
- Completed citizenship PDF form (Part 2)
- Emailed Ashley Martin requesting invoice + included my full name
- Ensured invoice goes to The Licensing Team (Kelly Services)
- Sent confirmation email to aslicensing@kellyservices.com

State of Arkansas Licensure Application

Before You Start

Have the following ready:

- Your personal information and your professional information can be copied and pasted into the application.
 - Three (3) professional Letters of Recommendation. Kelly Services will provide one of these letters by emailing ASLLicensing@kellyservices.com. These letters need to be attached to your application by clicking on the “choose file” button located at the bottom of the application just before the submit button. The application does not request these letters. If you do not submit them at the time of submitting your application, you will receive an email from the State of Arkansas requesting them later, and they can be sent via email. We recommend you have them ready and attached to your initial application to expedite your application process.
 - **Important:** Kelly Services is sponsoring the \$5 application fee, (**do not pay out of pocket**)
-

Step 1: Start the Online Application

Access the Arkansas online application here:

- <https://healthy.arkansas.gov/boards-commissions/boards/interpreters-for-the-deaf-advisory-board/interpreter-licensure-application-form/>

Complete all required sections carefully.

Step 2: Occupational Licensing of Uniformed Service Member, Veterans, and Spouses and Initial Licensure Fee Waiver Section (IMPORTANT)

When you reach the “**Occupational Licensing of Uniformed Service Member, Veterans, and Spouses**” and the “**Initial Licensure Fee Waiver**” sections:

- Check “**Not applicable**” unless you qualify for one of these sections.

Step 3: Application Fees Section

In the “**Application Fees**” section:

- Select “**Initial Application and Licensure Fee – \$5.00**”
- Enter **\$5.00** in the “**Total Amount Included**” field

Do not submit payment yourself

Step 4: Required Sponsorship Statement (VERY IMPORTANT)

At the **bottom of the application**, there is an empty text box labeled “**Use this space to explain your reason for consideration of a late fee approval and reinstatement of your license.**”

Copy and paste the following message exactly:

“Kelly Services will be fully sponsoring my 1-year application fee of \$5.00. Please contact/send an invoice to Kelly Services at aslicensing@kellyservices.com for payment issued directly from Kelly Services on my behalf. Thank you.”

Step 5: Attach the 3 reference letters and then Submit the Online Application

- Double-check all sections
- Upload all required documents
- Submit the application
- Make sure each letter is saved as: “**Letter of Recommendation- YOUR NAME- LOR**”

Do NOT click “Next” until your application is fully submitted

NOTE: Reach out to aslicensing@kellyservices.com and they will provide a letter on your behalf to submit.

Step 6: Email the State After Submission (Required)

After submitting your application, send an email to the State:

- **To:** ADH.InterpreterLicensure@arkansas.gov
- **CC:** aslicensing@kellyservices.com

In your email, include:

- Your **full legal name**
- Confirmation that you **submitted your Arkansas application**
- A request that the State **invoice Kelly Services** for the application fee

Renewals: Follow the same process when completing renewal applications.

Helpful Resources

- **General Arkansas Interpreter Licensing Info:**
<https://healthy.arkansas.gov/boards-commissions/boards/interpreters-for-the-deaf-advisory-board/>
-

Final Checklist for INTs

- Gathered 3 professional Letter of References
- Completed online application
- Checked “Not applicable” under fee waiver
- Selected \$5.00 fee (no payment submitted)
- Inserted Kelly Services sponsorship statement
- Submitted application
- Emailed State + CC’d the Licensing Team

State of Connecticut Licensure Application

Before You Start

Have the following ready:

- Your personal and professional information
- Your **RID Credly Badge** (current and valid)
- Ability to download, complete, and email a **PDF form**

Good news:

- Initial 1-year license = **FREE**
 - Annual renewal = **FREE**
-

Step 1: Download the Connecticut Interpreter Registration PDF

1. Access the **2025–2026 Connecticut Interpreter Registration Application** here:

<https://portal.ct.gov/ads/-/media/ads-beta/accessibility-files/2025---2026-ct-interpreter-registration-form.pdf?rev=9df9a970eabc4a798109a9a926a41d08&hash=0DA7E85990C1198DC5EAD46E2F04E60DDownload and save the PDF to your computer.>

- Do **NOT** fill out the form in your browser without saving first.
 - Supervisor Contact info required to complete your application:
 - Business Address: 999 W. Big Beaver Rd., Troy, MI 48084
 - Supervisor: ASL Licensing Team
 - Email: asllicensing@kellyservices.com
-

Step 2: Complete the PDF Application

1. Open the saved PDF.
2. Complete **all required sections**.

3. Save the completed form.
-

Step 3: Prepare Your RID Credly Badge Documentation

1. Provide your **RID Credly Badge** showing:
 - Type of certification you hold
 - Expiration date
 2. If your RID Credly Badge **as** outdated date (expired):
 - Contact **RID/Credly** to request an updated badge
 - Once updated, request that it be sent via email to:
 - ADS.Interpreting@ct.gov
 3. Make sure your **RID Verification Letter** is current and accurate.
-

Step 4: Submit Your Application by Email

Email your completed registration and supporting documentation:

- **To:** ADS.Interpreting@ct.gov
- **CC:** aslicensing@kellyservices.com

Attach:

- Completed Connecticut Interpreter Registration PDF
- RID Credly Badge documentation
- Any additional required supporting documents

Renewals: Follow the same submission process when completing renewal applications.

Step 5: Reference (Optional but Helpful)

Connecticut Deaf & Hard of Hearing Interpreter Registry – General Info:

- <https://www.elicense.ct.gov/Default.aspx>
-

Step 6: Watch for Confirmation

- The State of Connecticut will send you an **email update** once your registration is complete.
 - If submitted correctly, approval is typically issued **within 48 hours**.
-

Final Checklist for INTs

- Downloaded and saved the CT registration PDF
- Completed all required fields in the PDF
- Verified RID Credly Badge is current
- Emailed application + documents to ADS.Interpreting@ct.gov
- CC'd aslicensing@kellyservices.com
- Watched for approval email (within 48 hours)

State of Idaho Licensure Application

Before You Start

Have the following ready:

- Your **RID Verification Letter** printed from the RID website (*CREDLEY badge is not accepted*)
- Transcripts or diploma with a high school degree, GED or higher
- Valid Government issued ID
- A **list of all states** in which you have **ever been licensed**
- Ability to upload documents online
- Payment method (credit card or bank routing info)

Important Idaho Rules

- Initial fee: **\$75**
 - \$25 registration fee
 - \$50 license fee
 - Renewal fee: **\$60**
 - **DO NOT choose the \$10 license option**
 - License expires **12/31 of each calendar year** (regardless of when issued)
-

Step 1: Access the Idaho Licensing Portal

1. Go to the Idaho Division of Occupational and Professional Licenses (DOPL):
 - <https://dopl.idaho.gov/>
 2. Look for the **yellow banner** and access the **video tutorials** if needed.
 3. Begin creating an **Online Profile** for:
 - **Idaho VRI Out-of-State Registration**
-

Step 2: Create Your Online Profile in OASIS

1. Create an account in the **OASIS licensing system**.
 2. Enter your **demographic and personal information** accurately.
-

Step 3: Select the Correct Board and License Type

1. Select the Board:
 - **Speech & Hearing Services**
 2. Select the license type:
 - **Sign Language Interpreter**
(Qualified person seeking licensure to practice sign language interpretation services in the State of Idaho)
-

Step 4: Complete Attestation & Application Prompts

1. Answer all **attestation questions**.
 2. Follow on-screen prompts.
 3. **Authorization for Release** is **OPTIONAL** and may be bypassed by selecting **“NEXT.”**
 4. You may need to **scroll down** the page to locate the **“NEXT”** button to bypass a presumed requirement.
-

Step 5: Upload Required Documentation

Upload the following:

- **RID Verification Letter** (*CREDLEY BADGE IS NOT ACCEPTED*)
- **List of all states** where you have ever been licensed

If needed, documents may also be emailed to: shs@dopl.idaho.gov

Step 6: Submit Payment

- Pay the required fee **online** using:

- Credit card **OR**
- Bank routing information

Remember:

- Do **NOT** select the \$10 license option
-

Step 7: Annual Requirement Notice

- You **must reapply every calendar year** using:
 - **Out-of-State Registration, OR**
 - Apply for a **renewable license by ENDORSEMENT**
 - The endorsement process is similar but includes **additional requirements**
 - You **may not practice** in Idaho with an **expired license**
-

Step 8: Notify Kelly Licensing Team (REQUIRED)

After submitting your Idaho application and documents:

Email: aslicensing@kellyservices.com

Include:

- Confirmation that your Idaho application was submitted
- Your **reimbursement request**
- Required documentation showing payment submission

This documentation is needed **immediately after submitting** your application.

Questions or Help

- **Email:** SHS@DOPL.Idaho.gov
 - **Phone:** 208-577-2514
-

Final Checklist for INTs

- Created OASIS profile

- Selected Speech & Hearing Services board
- Selected Sign Language Interpreter license
- Uploaded RID Verification Letter
- Provided list of all licensed states
- Paid correct fee (\$75 – not \$10)
- Submitted application
- Emailed aslicensing@kellyservices.com with reimbursement request

State of Kentucky Licensure Application

Before You Start

Have the following ready:

- Your personal and professional information (Copy of Certification is needed)
- Ability to **print, complete, and mail** a paper application
- Supporting documentation required by Kentucky

Kentucky Fees

- Initial 1-year license: **\$225**
 - \$75.00 application fee
 - \$150.00 license fee
 - Annual renewal: **\$125**
 - **Important:** Kelly Services is sponsoring the **\$225** application fee, (**do not pay out of pocket**)
-

Step 1: Download the Correct Application

Initial License Application:

[//kbi.ky.gov/Documents/ApplicationforLicensure.pdf](https://kbi.ky.gov/Documents/ApplicationforLicensure.pdf)

Renewal Application:

- <https://kbi.ky.gov/Documents/DPL-KBI-002%20Full%20Licensure%20Renewal%20App%20REVISED2020.pdf>

Make sure you select the **correct form** (Initial vs Renewal).

Step 2: Complete the Application

1. **Print** the application.
2. Complete all sections **in black ink only**.

3. Review carefully to ensure all required fields and documents are included.
-

Step 3: Mail the Application (Required)

Mail your completed application using **one** of the following methods:

Regular Mail

Kentucky Board of Interpreters for the Deaf & Hard of Hearing

PO Box 1360
Frankfort, KY 40602

FedEx / UPS Overnight

Attn: Tiler Hahn

Public Protection Cabinet
Department of Professional Licensing
500 Mero Street – 2SC 32
Frankfort, KY 40601

Step 4: Email Notification to Trigger Payment (REQUIRED)

After you have mailed your application, send an email to notify the State:

To: KBI@ky.gov

CC: asllicensing@kellyservices.com

Include in your email:

- Your **full legal name**
- Confirmation that you have **mailed your completed application**

***Very Important:**

Ask the State to send the invoice to **the ASL Licensing Team** so payment can be issued for the associated fee: ASLlicensing@kellyservices.com

Step 5: General Reference Information (Optional)

Kentucky Board of Interpreters – General Info:

- <http://kbi.ky.gov>
-

Step 6: Notify Kelly Licensing Team (REQUIRED)

After submitting your application and documentation:

Email: aslicensing@kellyservices.com

Include:

- Confirmation that your Kentucky application has been mailed
- Any required documentation once payment has been invoiced/received

This documentation is required **immediately after submission**.

Final Checklist for INTs

- Downloaded correct KY application (Initial or Renewal)
- Printed and completed application in black ink
- Mailed application to correct address
- Emailed KBI@ky.gov and CC'd aslicensing@kellyservices.com
- Sent confirmation to Kelly Licensing Team

State of Michigan Licensure Application

Before You Start

Have the following ready:

- Ability to **print, complete, and mail** paper forms
- Required supporting documentation
 - Copy of Drivers Licenses or Government Issued ID.
 - Copy of your valid RID membership card showing the credential(s) you possess.
 - Medical/Mental Health Endorsement Form with your RID Transcript with the workshops for Medical or Mental Health workshops highlighted.
- Payment method (you will pay **up front** and be reimbursed)

Michigan Fees

- Initial 1-year license: **\$30.00**
- Annual renewal: **\$30.00**
- Late renewal: **\$45.00**
- Additional endorsements (Medical/Mental Health, Deaf-Blind, Legal): **\$10.00 each**

Important:

Payment **must** be submitted **with the application**.

Step 1: Download the Required Forms

Initial Application:

- https://www.michigan.gov/documents/lara/Michigan_Certification_Application_12-20-17_609376_7.pdf

Endorsement Form:

- https://www.michigan.gov/documents/lara/Endorsement_Form_12-20-17_609374_7.pdf

Renewal Application:

- https://www.michigan.gov/documents/lara/MICHIGAN_INTERPRETER_RENEWAL_Sept_2018_634325_7.pdf

Be sure to download the **correct form** (Initial vs Renewal).

Step 2: Complete the Application & Endorsements

1. **Print** the required forms.
 2. Complete all sections accurately.
 3. Completing the **Endorsement Form**:
 - Select **“Medical/Mental Health Endorsement”**
 - Include the endorsement form with your application submission.
 - Print your CEU Transcript form RID and highlight all Medical and Mental Health workshops.
-

Step 3: English Proficiency Requirement (VERY IMPORTANT)

Duolingo English Test Requirement

If you **do NOT** hold at least a bachelor’s degree, Michigan **requires** that you take the **Duolingo English Test**.

Official Test Website:

- <https://englishtest.duolingo.com/applicants>

Critical Instructions:

- **Buy ONLY ONE test, DO NOT buy two tests**
 - The second test **cannot be refunded or transferred**
- This test **must be paid out of pocket**
- **Kelly Services will reimburse** you for the test cost after submission

Strongly Recommended Prep Video:

Before taking the test, **watch this video:**

- <https://youtu.be/v5SsL7Oqxrg?si=UrKAUZWXzMt6Yc-j>

Watching prep videos significantly improves success rates.

Step 4: Submit Payment

- Include payment **with your mailed application**
 - Keep your **receipt** — you will need it for reimbursement
-

Step 5: Mail Your Application

Mail your completed application, endorsements, and payment to:

Regular Mail

Bureau of Community and Health Systems

PO Box 30664

Lansing, MI 48909

Step 6: General Reference Information (Optional)

Michigan Licensing Information:

- <https://www.michigan.gov/lara/>
 - **Phone:** (517) 335-1980
-

Step 7: Notify Kelly Licensing Team (REQUIRED)

After mailing your application and submitting payment:

Email: aslicensing@kellyservices.com

Include:

- Confirmation that your Michigan application has been mailed
- Proof of payment (receipt) cleared check or email from state showing receipt.

- Duolingo test receipt - if applicable

This documentation is required **immediately after submission**.

Final Checklist for INTs

- Downloaded correct MI application form
- Completed application and endorsement form
- Took Duolingo English Test (if no bachelor's degree)
- Watched prep video before test
- Paid application fee and saved receipt
- Mailed application and payment
- Emailed asllicensing@kellyservices.com with reimbursement request

State of Missouri Licensure Application

Before You Start

Have the following ready:

- Active email address you monitor regularly
- Ability to **upload documents** and **submit payment online**
- Required identity and credential documentation outlined below
- Time to complete **fingerprinting/background check**

Missouri License Fees

- Initial 1-year license: **\$87** (plus \$1.99 portal convenience portal fee)
- Annual renewal: **\$87** (plus \$1.99 portal convenience portal fee)

Missouri licensing is completed through the **MOPRO** system and requires **fingerprinting**.

Step 1: Create Your Missouri Licensing (MOPRO) Account

1. Go to the Missouri Professional Registration portal: <https://mopro.mo.gov/license/s/>
2. Register for a **MOPRO account** using an active email address.
3. If you experience issues registering, contact the Missouri Division of Professional Registration Call Center: **(833)-373-2936**

Your MOPRO account allows you to:

- Apply for your license
 - Renew your license
 - Submit payments
 - Update personal information
 - Access license verification 24/7
-

Step 2: Review Missouri Application Instructions

1. Log in to your MOPRO account.
 2. Locate and review the **Application for License Instruction Letter (PDF)**.
 3. Follow the state's instructions carefully while completing the application.
 4. *When asked about Current Employment Information please answer “**NO**” to these two questions (Are you currently or do you know the establishment/firm/facility where you will be employed & is the establishment/firm/facility licensed by the Board?). In the Missouri Business Name/License Number type: **Various VRI Companies**.
-

Step 3: Prepare Required Documents (IMPORTANT)

Before submitting your application, gather and prepare **all required documents**.

You MUST PRINT and COMPLETE:

- **Social Security Disclosure Form**
 - This form **must** be completed and uploaded with your application.
 - Click this link for the Form [SSN Disclosure Notice.pdf](#)

You MUST ALSO ATTACH:

- **2x2 personal headshot photo**
 - Solid background only (passport-style)
- **Copy of your Birth Certificate**
- **RID Verification Letter**
 - Downloaded directly from the RID website
- **Copy of your Credly Badge**

Ensure all documents are **clear, legible, and ready to upload**. If additional documentation is required, the state will notify you.

Step 4: Complete Fingerprinting (Background Check)

Missouri requires fingerprinting for a background check.

IdentoGO

Go to the IdentoGO website listed in the Missouri instructions (see page 2): www.machs.mo.gov

1. Complete the online registration.
 - **Enter Registration Number: 5418**
 2. After registration, you will receive:
 - A **digital fingerprinting code confirmation** (print this)
 - Instructions to bring to your fingerprint appointment
-

Step 5: Submit Your Missouri License Application

1. Complete and submit your application in **MOPRO**.
 2. Upload all required documents, including:
 - Social Security Disclosure Form
 - Photo and credential documentation
 3. Submit payment through the MOPRO portal.
-

Step 6: Notify Kelly Licensing Team (REQUIRED)

Immediately after submitting your application **and payment**:

Email: aslicensing@kellyservices.com

Include:

- Confirmation that your Missouri application was submitted
- Proof of payment
- Any submission or receipt confirmations

Send your **reimbursement request and documentation at the same time**. Documentation must be sent **immediately after submission**.

Step 7: Verification of Other State Licenses (If Applicable)

- Missouri may request verification of other state licenses you hold.
 - License verification is typically completed through the issuing state's verification system.
 - Follow all instructions provided in **MOPRO** if verification is requested.
-

Final Checklist for INTs

- Created MOPRO account
- Reviewed Missouri instruction letter
- Completed Social Security Disclosure Form
- Uploaded photo, birth certificate, RID verification, and Credly badge
- Completed fingerprinting (IdentoGO or law enforcement)
- Submitted application and payment in MOPRO
- Emailed asllicensing@kellyservices.com with proof of submission/payment

State of New Hampshire Licensure Application

Before You Start

Have the following ready:

- Ability to **print, complete, and mail** a paper application
- **Un-retouched passport-style photo**
- Supporting documentation required by the state

New Hampshire Fees

- Initial license (3-year): **\$200**
- Renewal after **July 1**: additional **\$100 reinstatement fee**
- **Kelly Services pays this fee for you** — do **NOT** pay out of pocket

Step 1: Download the New Hampshire Application (PDF)

Access the New Hampshire Interpreter Licensure Application here:

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/ilb-application-form-revised-october-2023.pdf>

Step 2: Complete the Application

1. **Print** the application.
2. Complete **all sections in black ink only**.
3. Review carefully to ensure accuracy and completeness.

Step 3: Prepare Required Photo (IMPORTANT)

Include **one un-retouched photo** that meets the following requirements:

- **Maximum size: 4" × 6"**

- **Minimum size:** 1½” × 1”
- Photo will be printed directly on the license

Do not submit altered or filtered photos.

Step 4: Mail Your Application

Mail your completed application and photo to:

Regular Mail

Treasurer – State of New Hampshire

21 South Fruit Street, Suite 20

Concord, NH 03301

Step 5: Notify the State & Kelly Services (REQUIRED)

After mailing your application, send an email notification.

Email the State

To: Beth.A.Keller@doe.nh.gov

In your email:

- Indicate that you are submitting a **new application**
- Request that the State **send an invoice to Kelly Services** for payment of associated fees

CC Kelly Services - asllicensing@kellyservices.com

Step 6: General Reference Information (Optional)

New Hampshire Interpreter Licensure Board – General Info:

<https://www.education.nh.gov/who-we-are/deputy-commissioner/bureau-vocational-rehabilitation/programs-and-services/program-individuals-who-are-deaf-or-hard-hearing/interpreter>

Step 7: Notify Kelly Licensing Team (REQUIRED)

After submitting your application and documentation:

Email: aslicensing@kellyservices.com

Include:

- Confirmation that your New Hampshire application has been mailed
- Any correspondence or confirmations from the State

Documentation is required **immediately after submission**.

Final Checklist for INTs

- Downloaded NH application PDF
- Printed and completed application in black ink
- Prepared un-retouched photo (correct size)
- Mailed application to correct address
- Emailed Beth.A.Keller@doe.nh.gov requesting invoice
- CC'd aslicensing@kellyservices.com
- Sent confirmation to Kelly Licensing Team

State of Pennsylvania Licensure Application

Before You Start

Have the following ready:

- Copy of your **current RID Card**
- Copy of your **CEU Transcript**
- Ability to send documents via **email**

Pennsylvania License Fee

- **\$100** for a 1-year license
- **Kelly Services sponsors this fee** — you will **not** pay out of pocket
- The State will invoice Kelly **after** your request is submitted

Important Note:

Pennsylvania does **NOT** use an online or paper application form. Licensure is initiated **entirely by email**.

Step 1: Prepare Required Documents

You must include the following documents with your email request:

Required Attachments

- **Copy of your current RID Card**
- **Copy of your CEU Transcript**

Ensure documents are **clear, legible, and current**.

Step 2: Send Licensure Request Email (REQUIRED)

Send an email to initiate your Pennsylvania ASL Interpreter registration.

Email Details

To: dkeiser@pa.gov

CC: asllicensing@kellyservices.com

Subject Line (Use Exactly):

Your Full Name – Kelly Services Sponsored ASL Registration

Step 3: Include Required Information in the Email Body

In the body of your email, include **all** of the following:

- Full legal name
- Home address
- Phone number
- Email address
- Do you want your information published in the Pennsylvania database?
 - **Yes** or **No**

Also clearly state:

- Kelly **Services will be sponsoring your licensure fee**
 - That the State should **generate an invoice to Kelly Services** for payment
-

Step 4: Processing & Payment

- Your registration will be processed **after** the State receives payment from Kelly Services.
 - You do **not** need to take further action once your email and documents are submitted, unless contacted by the State.
-

Step 5: General Reference Information (Optional)

Pennsylvania Sign Language Interpreter Registration Info:

<https://www.dli.pa.gov/Individuals/DisabilityServices/odhh/interpreters/Pages/Sign-Language-Interpreter-Registration.aspx>

Step 6: Licensing Contact (If needed)

Licensure Contact: Dee Dee Keiser

Phone: 717-783-4912

Email: dkeiser@pa.gov

Step 7: Notify Kelly Licensing Team (REQUIRED)

After submitting your email request and documents:

Email: aslicensing@kellyservices.com

Include:

- Confirmation that your Pennsylvania registration request was submitted

Documentation should be sent **immediately after submission**.

Final Checklist for INTs

- Gathered RID Card (approved certification)
- Gathered CEU Transcript
- Sent licensure request email to dkeiser@pa.gov
- CC'd aslicensing@kellyservices.com
- Requested invoice be sent to Kelly Services
- Sent confirmation to Kelly Licensing Team

State of Rhode Island Licensure Application

Before You Start

Have the following ready:

- Ability to **download, print, complete, and mail** a paper application
- Two (2) **certified state-level background check**:
 1. *Background check from the Rhode Island Attorney General's office*
 2. *Background check from the state that you currently reside*
- Required verification letters (RID + other states, if applicable)
- Payment method (check or money order of \$25 made payable to RI General Treasurer)

Rhode Island Fees

- Application fee: **\$25** for a 1-year license
- Fees are **due at the time of application submission**

Background Check — Important

- A background check is **mandatory for all applicants**. **The background check is not required at the time of application submission; however, submitting it proactively along with your application and supporting documents can help expedite the licensing process.*
- Non-Rhode Island residents will follow step 1 and 2. Rhode Islands residents will only need to follow step 1.
 1. Background check from the Rhode Island Attorney General's office:
 - To get a background check by mail from the Rhode Island office, you will need to mail the following:
 - A signed and notarized release form: [BCI Rhode Island](#) (clicking this link will automatically download the form; if it does not work please email aslicensing@kellyservices.com to request the form)
 - On the Release Form/Disclaimer PDF – Complete this form with all personal information. Follow these instructions on the following:

- Purpose: To obtain a VRI – Out of State Licenses from the Board of Interpreters for the Deaf.
 - 1st blank - I, (Print your FULL LEGAL NAME as it appears on all legal documents.
 - 2nd blank - Make available to: Rhode Island State Board of Interpreters for the Deaf.
- A copy of a valid form of photo identification: Valid state issued driver’s license (Front and Back), valid state issued identification card (Front and Back), or valid United States passport
 - Check or money order for \$5.00, payable to “BCI.”
 - Self-addressed, stamped return envelope. Include this inside the envelope sent to our office, for your request to be sent back
 - Mail all documents above to the following address:
 - Rhode Island Office of The Attorney General
4 Howard Ave
Cranston RI 02920

2. Background check from the state that you currently reside:

- Search how to get a Certified Background Check in your state, usually this is done by the State Police, but it can be different in your state
- Have your background check mailed to:
 - **Rhode Island Board of Interpreters for the Deaf**
Room 104-3
Capitol Hill
Providence, RI 02908-5097

Step 1: Download the Application (PDF)

- Application download:
<https://health.ri.gov/sites/g/files/xkgbur1006/files/applications/DeafInterpreter.pdf>
- If the link does not work, use:
www.health.ri.gov/interpreters-deaf

Step 2: Complete the Application (PDF)

1. **Print** the application.
2. Complete all required sections clearly and accurately.

First Page Instructions

- Check **“RID Certification”** if you currently hold an RID card.
- Leave **“License # & Name” blank** (completed by the State after licensure).

Licensure Requirements Page

- Check the **first four boxes** (these are standard requirements).
- Check the remaining boxes that start with **“IF” only if they apply** to you.

License Certificate (Optional)

- Please do not select this box. We do not require the license certificate.

Application Items #1–#13 (VERY IMPORTANT)

- Complete **numbers 1–13**.
- **Sign and print your name** in the blank under **Section 13**.
 - This serves as your **affidavit**.
 - **!** Applications **will be returned** if this section is not completed.
- After signing **page 6**, leave the remaining portion blank, including:
 - “Licensing Number and Date Issued” (completed by the Board).

Step 3: Prepare Required Supporting Documents

Include the following with your application:

Required Attachments

- **RID Verification Letter**
 - Obtain directly from RID: <https://rid.org/cert-verification-form/>

- Complete this form and provide this email address to send the verification:
raquel.barrera@health.ri.gov
- **Verification Letters from Other States**
 - Required from **each state** where you currently hold **or previously held** an ASL license
- **Certified State-Level Background Check**
 - From your current state of residence (see Background Check notes above)

Ensure all documents are **clear, legible, and current**.

Step 4: Submit Payment

- Submit the **\$25 application fee** at the time of application: check or money order made payable to the RI General Treasurer
-

Step 5: Mail the Application (First-Time Applicants)

Initial / first-time applicants must mail the completed application and documents to:

Regular Mail

Rhode Island Board of Interpreters for the Deaf

Room 104-3

Capitol Hill

Providence, RI 02908-5097

Step 6: General Reference Information (Optional)

- RI General Interpreter Info:
<http://www.cdhh.ri.gov/interpreter-and-cart-services/for-interpreters/>
-

Step 7: Notify Kelly Licensing Team (REQUIRED)

After submitting your application and documentation:

Email: aslicensing@kellyservices.com

Include:

- Confirmation that your Rhode Island application has been mailed
- Any correspondence or confirmations from the State

Documentation is required **immediately after submission.**

Final Checklist for INTs

- Downloaded RI application PDF and complete it
- Obtained the certified state-level background check(s)
- Collected RID Verification Letter
- Collected verification letters from other states (if applicable)
- Included correct fees (\$25)
- Mailed application to RI Board (first-time applicants)

State of Wisconsin Licensure Application

Before You Start

Have the following ready:

- Ability to **apply and pay online**
- Payment method (credit card or checking account)
- RID certification credentials

Wisconsin Fees

- Initial 1-year license: **\$60.00**
- Payment is required **up front**
- Fee is **reimbursed** after submission with proper receipt

Step 1: Create or Access Your Wisconsin License Account

1. Go to the Wisconsin Licensing Portal: <https://license.wi.gov>
2. Create an account if you do not already have one.
3. If you already have an account:
 - Log in and proceed with a **new application** or **renewal** (if applicable).

You may use **any credit card or checking account** to submit payment.

Step 2: Review the Wisconsin Application Process (Optional but Helpful)

- General application information: <https://dsps.wi.gov/pages/Home.aspx>
- Wisconsin may request additional information **after reviewing** your application.
- You must submit a ticket online through the portal for any inquiries or questions. If you need to speak with anyone on the phone, make sure you create a ticket first and have that ticket number available when calling.

Step 3: Complete the Online Application

When completing the application, follow these selections **exactly**:

1. Select the license type:
 - **Sign Language Interpreter – Advanced Hearing**
2. Choose:
 - **Method 2**

Step 4: Request RID Verification Letter

1. Go to the RID website: <https://rid.org/cert-verification-form/>
2. Request that your **RID Verification Letter** be sent **directly to the State of Wisconsin**.

Step 5: Application Fees Section (IMPORTANT)

1. Under “**Application Fees**”:
 - Select “**Initial Credential Fee**”
 - Check “**Advanced Hearing**”
 - Check “**Method 2**”
2. Confirm the total fee equals **\$60.00**.

Step 6: Complete Required Certification Box (VERY IMPORTANT)

At the bottom of the application:

1. You will see a box with **two options**:
 - One for **BEI**
 - One for **RID**
2. Click the box for the certification you hold (**RID or BEI**).

3. Complete the form that opens.
4. This completed form **must** be included with your Wisconsin application.

If this form is not completed, Wisconsin **will contact you** and your application may be delayed.

Step 7: Submit Application & Payment

1. Submit your completed application online.
 2. Pay the **\$60.00** fee.
 3. Save your **payment receipt** for reimbursement.
-

Step 8: Notify the State & Kelly Licensing Team (REQUIRED)

After submitting your application:

Email the State

To: dspscredentialingauginters@wi.gov

CC: asllicensing@kellyservices.com

Include:

- Confirmation that your Wisconsin application has been submitted
-

Step 9: Notify Kelly Licensing Team (REQUIRED)

After submission and payment:

Email: asllicensing@kellyservices.com

Include:

- Proof of payment (receipt)
- Confirmation of application submission
- Your reimbursement request

Documentation is required **immediately after submission**.

Renewal Information (Reference)

Kelly Services | ASL Licensing Team — Internal Licensing Manual
Last Update: 3/4/2026

- Wisconsin Renewal Instructions:
https://dsps.wi.gov/Documents/License/License_Renewal_Instructions.pdf
-

Final Checklist for INTs

- Created or logged into Wisconsin license account
- Selected **Sign Language Interpreter – Advanced Hearing (Method 2)**
- Requested RID verification letter be sent to Wisconsin
- Completed certification box (RID or BEI)
- Paid \$60.00 fee and saved receipt
- Submitted application online
- Emailed State and CC'd Kelly Licensing
- Reimbursement documentation sent to Kelly

ASL Interpreter License Renewal Tracking Log

This printable log allows Interpreters to track all 11 state licenses.

| State Name | Renewal Deadline | Annual | Biannual | 3-Year | Submitted | Approved |
|---------------|---------------------------------------|--------|----------|--------|-----------|----------|
| Alabama | March 15th | ✓ | | | | |
| Alaska | Not Required | | | | | |
| Arizona | Varies | ✓ | | | | |
| Arkansas | December 31, | ✓ | | | | |
| California | (Court only) | | | | | |
| Colorado | Not Required | | | | | |
| Connecticut | September 30th | ✓ | | | | |
| Delaware | June 30th | | ✓ | | | |
| Florida | Not Required | | | | | |
| Georgia | June 30th | | ✓ | | | |
| Hawaii | June 30th | | ✓ | | | |
| Idaho | July 1st | ✓ | | | | |
| Illinois | December 31st | ✓ | | | | |
| Indiana | April 1st | ✓ | | | | |
| Iowa | June 30th | | ✓ | | | |
| Kansas | Not Required | | | | | |
| Kentucky | August 31st | ✓ | | | | |
| Louisiana | December 31st | | ✓ | | | |
| Maine | December 31st | ✓ | | | | |
| Maryland | June 30th | | ✓ | | | |
| Massachusetts | Varies (legal & medical) | | | | | |
| Michigan | June 30th | ✓ | | | | |
| Minnesota | June 30 th (court only) | | ✓ | | | |
| Mississippi | June 30th | | ✓ | | | |
| Missouri | January 30th | ✓ | | | | |
| Montana | June 30th | ✓ | | | | |
| Nebraska | June 30th | | | ✓ | | |
| Nevada | June 30th | | ✓ | | | |

| | | | | | | |
|----------------|-------------------------|---|---|---|--|--|
| New Hampshire | September 1st | | | ✓ | | |
| New Jersey | June 30th | | ✓ | | | |
| New Mexico | December 31st | | | ✓ | | |
| New York | Not Required | | | | | |
| North Carolina | September 30th | ✓ | | | | |
| North Dakota | June 30th | | ✓ | | | |
| Ohio | December 31st | | ✓ | | | |
| Oklahoma | December 31st | ✓ | | | | |
| Oregon | July 31st | ✓ | | | | |
| Pennsylvania | December 31st | ✓ | | | | |
| Rhode Island | January 30th | ✓ | | | | |
| South Carolina | June 30th | | ✓ | | | |
| South Dakota | June 30th | | ✓ | | | |
| Tennessee | June 30th | | ✓ | | | |
| Texas | August 31 st | ✓ | | | | |
| Utah | March 30th | ✓ | | | | |
| Vermont | June 30th | | ✓ | | | |
| Virginia | June 30th | | ✓ | | | |
| Washington | Birth Month | ✓ | | | | |
| West Virginia | June 30th | | ✓ | | | |
| Wisconsin | August 31st | | ✓ | | | |
| Wyoming | December 31st | | ✓ | | | |