

# ASL LICENSING MANUAL

**Kelly**<sup>®</sup>

Welcome to your licensing journey!

## ASL Licensing Manual

A Guide for Interpreters



**Kelly Services**

ASL Licensing & Compliance Team

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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:** [aslicensing@kellyservices.com](mailto:aslicensing@kellyservices.com)

**Phone:** (832) 460.3730

**Name:** Amanda Payne

**Role:** ASL Licensing Compliance Coordinator

**Email:** [aslicensing@kellyservices.com](mailto:aslicensing@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. *Expected time frame of 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 31<sup>st</sup> (1-Year License)
- Arizona- Expiration Date: June 30<sup>th</sup> (1-Year License)
- Michigan- Expiration Date: June 30<sup>th</sup> (1-Year License)
- Rhode Island- Expiration Date: June 30<sup>th</sup> (1-Year License)
- Kentucky- Expiration Date: August 30<sup>th</sup> (1-Year License)
- Wisconsin- Expiration Date: August 31<sup>st</sup> (2-Year License)
- New Hampshire- Expiration Date: September 1<sup>st</sup> (3-Year License)
- Connecticut- Expiration Date: September 31<sup>st</sup> (1-Year License)
- Idaho- Expiration Date: October 31<sup>st</sup> (1-Year License)
- Arkansas- Expiration Date: December 31<sup>st</sup> (1-Year License)
- Pennsylvania- Expiration Date: December 31<sup>st</sup> (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 for 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 [aslicensing@kellyservices.com](mailto:aslicensing@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.

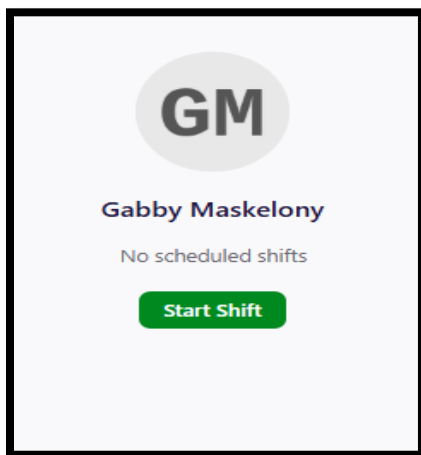


# Submitting Your Time for Payment

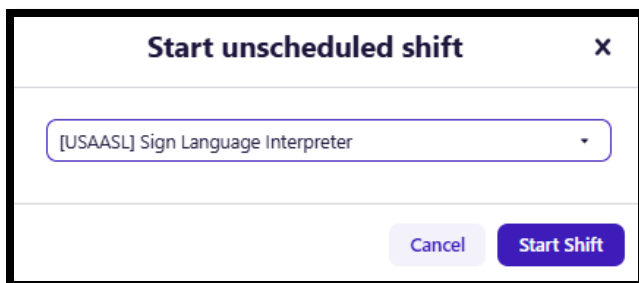
Kelly Services provides compensation for the time you spend applying for and renewing your required state licenses. Please follow the steps below to ensure your time is paid correctly.

Licensing time is compensated 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.

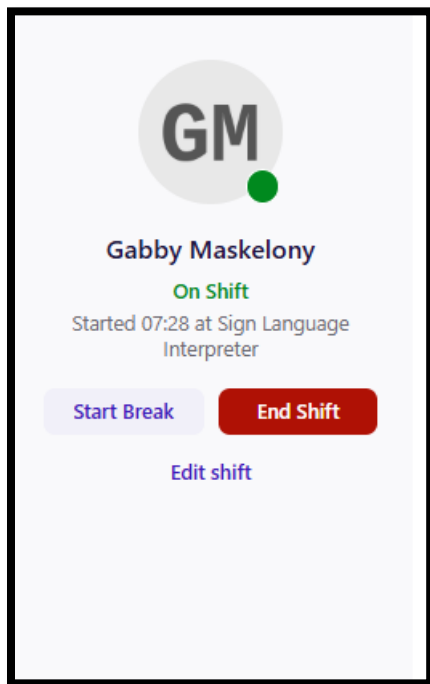
## 1. Start your shift in Deputy



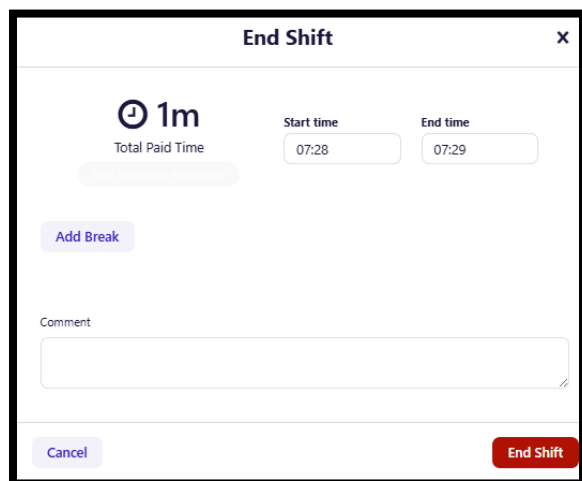
## 2. Select Sign Language Interpreter & Start Shift



### 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](mailto: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 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](mailto: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](mailto: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](mailto:asllicensing@kellyservices.com)

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

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#### **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](mailto: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](mailto:aslicensing@kellyservices.com)

# State of Arkansas Licensure Application

## Before You Start

### **Have the following ready:**

- Your personal information and your professional information that 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](mailto: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**)

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## **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.

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## **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**

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### 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 invoice to Kelly Services at [aslicensing@kellyservices.com](mailto:aslicensing@kellyservices.com) for payment issued directly from Kelly Services on my behalf. Thank you.”*

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### 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](mailto:aslicensing@kellyservices.com) and they will provide a letter on your behalf to submit.

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### Step 6: Email the State After Submission (Required)

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

- **To:** [ADH.InterpreterLicensure@arkansas.gov](mailto:ADH.InterpreterLicensure@arkansas.gov)
- **CC:** [aslicensing@kellyservices.com](mailto: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.

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### 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**

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## 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=0DA7E85990C1198DC5EAD46E2F04E60D>Download 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](mailto:asllicensing@kellyservices.com)

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## Step 2: Complete the PDF Application

1. Open the saved PDF.
2. Complete **all required sections**.
3. Save the completed form.

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### 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 **expires June 30, 2026** (or shows an outdated date):
  - Contact **RID/Credly** to request an updated badge
  - Once updated, request that it be sent via email to:
    - [ADS.Interpreting@ct.gov](mailto:ADS.Interpreting@ct.gov)
3. Make sure your **RID Verification Letter** is current and accurate.

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### Step 4: Submit Your Application by Email

Email your completed registration and supporting documentation:

- **To:** [ADS.Interpreting@ct.gov](mailto:ADS.Interpreting@ct.gov)
- **CC:** [aslicensing@kellyservices.com](mailto: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.

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### Step 5: Reference (Optional but Helpful)

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

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

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### 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](mailto:ADS.Interpreting@ct.gov)
- CC'd [asllicensing@kellyservices.com](mailto:asllicensing@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](mailto:shs@dopl.idaho.gov)

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## 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](mailto: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](mailto: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](mailto: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%20Lic%20Renewal%20App%20REV%20October%202024.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

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### **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](mailto:KBI@ky.gov)

**CC:** [aslicensing@kellyservices.com](mailto:aslicensing@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](mailto:ASLlicensing@kellyservices.com)

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### **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](mailto: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**.

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### 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](mailto:KBI@ky.gov) and CC'd [aslicensing@kellyservices.com](mailto: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](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](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](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](mailto: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](mailto: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](http://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](mailto: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 (Identigo or law enforcement)
- Submitted application and payment in MOPRO
- Emailed [asllicensing@kellyservices.com](mailto: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.

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#### **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

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#### **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](mailto: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](mailto: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](mailto: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](mailto:Beth.A.Keller@doe.nh.gov) requesting invoice
- CC'd [aslicensing@kellyservices.com](mailto: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](mailto:dkeiser@pa.gov)

**CC:** [asllicensing@kellyservices.com](mailto:asllicensing@kellyservices.com)

### **Subject Line (Use Exactly):**

Your Full Name – Kelly Services Sponsored ASL Registration

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### **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>

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### Step 6: Licensing Contact (If needed)

**Licensure Contact:** Dee Dee Keiser

Phone: 717-783-4912

Email: [dkeiser@pa.gov](mailto:dkeiser@pa.gov)

---

### Step 7: Notify Kelly Licensing Team (REQUIRED)

After submitting your email request and documents:

Email: [aslicensing@kellyservices.com](mailto: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](mailto:dkeiser@pa.gov)
- CC'd [aslicensing@kellyservices.com](mailto: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** if you do not reside in the state of Rhode Island. *(One from Rhode Island Attorney General's office and One from the state that you currently reside. For those INT's that reside in the state of Rhode Island, you are only required to provide the Rhode Island background check.)*
- Required verification letters (RID + other states, if applicable)
- Payment method (fees are due at submission)

### **Rhode Island Fees**

- Application fee: **\$25** for a 1-year license
- Optional license certificate (mailed): **\$30** (optional)
- Fees are **due at the time of application submission**
- Online payments (credit/debit) are accepted

### **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:**
  - Obtain a **certified state-level background check** from your state of residence and follow the steps in the application to obtain the background check from the Rhode Island Attorney's Office by sending the \$5.00 along with the signed form provided. *(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.)*
  - The link for the BCI Rhode Island Background check on the initial application might not work. If that link is not accessible, please go to: [Get a background check | Rhode Island Attorney General's Office](#) and under the Additional Information at the bottom of this page, click on the (PLUS SIGN) beside State

Background Checks and then click on Background check by mail. Follow these instructions and download the required Release Form/Disclaimer PDF from this site.

- 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.**
  - 1<sup>st</sup> blank - I, (Print your **FULL LEGAL NAME** as it appears on all legal documents.
  - 2<sup>nd</sup> blank - Make available to: **Rhode Island State Board of Interpreters for the Deaf.**
- **Rhode Island residents:**
  - Follow the application instructions to obtain a **stamped background check** from the **Rhode Island Attorney General’s Office** and pay the \$5.00.

---

### Step 1: Download the Application (PDF)

- Application download:  
<https://health.ri.gov/sites/g/files/xkqbur1006/files/applications/DeafInterpreter.pdf>
- If the link does not work, use:  
[www.health.ri.gov/interpreters-deaf](http://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)

- Check this box **only if** you want a certificate mailed to you.
- Include **\$30.00 only if** you choose this option (not required).

### 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](mailto: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.
  - Add **\$30 only if** you selected the optional mailed license certificate.
  - Online credit/debit payments are accepted (per application instructions).
- 

#### **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

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#### **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](mailto: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 + optional \$30)
- 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](mailto:dspscredentialingauginters@wi.gov)

**CC:** [aslicensing@kellyservices.com](mailto:aslicensing@kellyservices.com)

Include:

- Confirmation that your Wisconsin application has been submitted
- 

### **Step 9: Notify Kelly Licensing Team (REQUIRED)**

After submission and payment:

Email: [aslicensing@kellyservices.com](mailto:aslicensing@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: 4/7/2026

- Wisconsin Renewal Instructions:  
[https://dsps.wi.gov/Documents/License/License\\_Renewal\\_Instructions.pdf](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 <sup>th</sup> (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 <sup>st</sup>	✓				
Utah	March 30th	✓				
Vermont	June 30th		✓			
Virginia	June 30th		✓			
Washington	Birth Month	✓				
West Virginia	June 30th		✓			
Wisconsin	August 31st		✓			
Wyoming	December 31st		✓			