



**Alabama Licensure Board For Interpreters and Transliterators**

**NOTICE OF INTENDED ACTION**

**AGENCY NAME:** Alabama Licensure Board For Interpreters and Transliterators

**RULE NO. & TITLE:**

488-X-1-.01-Continuing Education Program  
488-X-1-.02-Fees  
488-X-1-.03- Board Meetings  
488-X-1-.04-Initial License  
488-X-1-.05-Renewal of License  
488-X-1-.06-Initial (1<sup>st</sup> Application) Permit (Repealed)  
488-X-1-.06-Permit (New)  
488-X-1-.07-Renewal of Permit (Repealed)  
488-X-1-.07- Permit Renewal (New)  
488-X-1-.08-Subsequent renewable permit (Repealed)  
488-X-1-.08-Non-renewable Permit (New)  
488-X-1-.09-Exemptions (Repealed)  
488-X-1-.09- Deaf Interpreter and Transliterators exemption request (New)  
488-X-1-.10-Extensions (Repealed)  
488-X-1-.10- Deaf Interpreter & Transliterators Exemption Renewal (New)  
488-X-1-.11-Complaint Procedure (Repealed)  
488-X-1-.11- Exemptions (New)  
488-X-1-.12-Reinstatement of Permit (Repealed)  
488-X-1-.12- Complaint Procedure (New)  
488-X-1-.13-Reinstatement of Licensure (New)  
488-X-1-.14-Reinstatement of Permit (New)  
488-X-1-.15-Licensure/ Permit Limitations (New)  
Appendices I, Forms List

**INTENDED ACTION:**

Repealed, Amended and New

**SUBSTANCE OF PROPOSED ACTION:**

The Alabama Licensure Board For Interpreters and Transliterators proposes to adopt an Administrative Code or Rules and Regulations under which to operate.

**TIME, PLACE, MANNER OF PRESENTING VIEWS:**

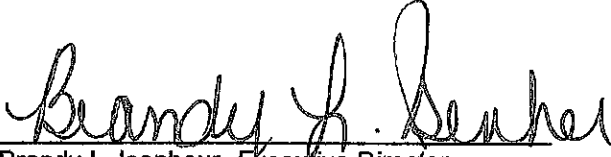
Written comments, views, or arguments will be received by the Board of Interpreters and Transliterators until 4:30 p.m. on November 6, 2014. Comments should be directed to Brandy L. Isenhour, Executive Director, at Post Office Box 240187, Montgomery, AL 36124-0636, or via fax at 334-277-0188.

**FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:**

November 6, 2014

**CONTACT PERSON AT AGENCY:**

Brandy L. Isenhour  
334.277.8881

  
Brandy L. Isenhour, Executive Director

~~488-X-1-12.~~ Reinstatement Of Permit.

~~(1) Any permitted interpreter in good standing who is one day to ten months late in renewing his or her permit of the current cycle may be granted reinstatement upon submission of:~~

- ~~(a) Payment fee for the current cycle,~~
- ~~(b) All required documentation,~~
- ~~(c) Plus a late fee.~~

~~All such reinstated permits will be retroactive to the original license cycle of March 16th to March 15th of the year of reinstatement.~~

~~(2) Any permitted interpreter in good standing who is more than ten months but less than two years late in renewing his or her permit of the current cycle may be granted reinstatement upon submission of:~~

~~(a) Payment of prior reinstatement fee for each year in arrears plus current reinstatement fee, and~~

~~(b) All required documentation, and~~

~~(c) Late fee per year in arrears, and~~

~~(d) Documentation of meeting continuing education requirements during the year before application for restoration of permit.~~

~~Permit will not be retroactive but will be made current within the year and cycle of application.~~

~~(3) Any person in good standing who seeks restoration of a permit that has been expired more than two but less than three years shall file an application for review by the Board and must submit:~~

~~(a) Current fee plus all past due renewal and late fees, up to two years prior to application for restoration, and~~

~~(b) All required documentation for application, and~~

~~(c) Proof of meeting continuing education requirements for two years prior to restoration and~~

~~(d) Letters of verification of skill level by three licensed interpreters (as defined by Alabama licensure law).~~

~~(4) Any person in good standing and who seeks restoration of a permit that has been expired for more than three years may be reinstated by submission of "First Time Permit" application form and the required accompanying documentation. Permit will not be retroactive but will be made current within the year and cycle of application.~~

#### **488-X-1-12 Complaint Procedures**

(1) Upon receipt of a written complaint to the ALBIT Board, alleging that an Interpreter or Transliterater has violated a statute or rule, the Executive Director shall perform a preliminary review to determine if there is merit and sufficient evidence to warrant formal proceedings. Complaints must be submitted to the Board within ninety (90) days of the alleged occurrence.

(2) When the Executive Director determines there may be merit and sufficient evidence exists to warrant proceedings, an investigative committee shall be formed consisting of one (1) Board member, one (1) Board counsel, and the Executive Director.

(a) When the Board receives a complaint against a licensee or unlicensed Interpreter or Transliterater, the Board or its designee shall provide the respondent with the allegations, The Interpreter or Transliterater may submit, to the Executive Director, a written, or in the case of a deaf interpreter transcribed response and any supporting documentation.

(b) The committee shall review the complaint and other information submitted to determine if further investigation is warranted.

(i) If further investigation is warranted, an investigator may be retained. The investigator shall work under the direction of the Executive Director to conduct further investigation;

(ii) At the conclusion of the investigation, the investigator shall submit an investigation report to be reviewed by the investigative committee, which has the authority to act on the report.

(i) The investigative committee shall send written notification to the complainant and Interpreter or Transliterater against whom the complaint was made of any action it decides to take in response to the investigation report.

(c) If the committee determines that an investigation is not warranted, the Executive Director may close the investigative file, The Executive Director shall notify the complainant and the Interpreter against whom the complaint was made that the investigation has been closed.

(3) When a preliminary review discloses that further investigation is not warranted, the complaint will be brought to the Board for dismissal with out any further action.

(4) Board action following Investigation, the Board or its authorized designee shall have the power to act on the report of the investigation as follows:

(a) Dismiss the complaint.

(b) Enter into settlement negotiations.

(c) Commence disciplinary proceedings.

(d) Accept voluntary surrender of a License or Permit

**Statutory Authority: Code of Ala. 1975, §34-16-4.**

**Amended Filed: September 12, 2014; Effective Date: November 7, 2014**