

## PERFORMANCE EXAM CHECKLIST:

- ☐ Performance Application
- ☐ Receipt of Online Payment
- ☐ Proof of Passing TEP
- ☐ College Transcripts (if applicable)
- ☐ If never applied at MCDHH, fill out Interpreter Registry Form
- ☐ Copy of your driver's license or state-issued ID

What happens after MCDHH receives your application:

Step 1	MCDHH processes applicant's paperwork and payment.
Step 2	MCDHH calls or sends an email to inform the applicant of available dates for testing.
Step 3	MCDHH reserves a time slot for testing and sends the applicant a confirmation email.
Step 4	*** For Out-of-State applicants ***, MCDHH verifies with other BEI certifying states to ensure correct guidelines are followed regarding a six-month waiting period for retakes of levels not passed. This may result in time delays of processing out-of-state applications.
Step 5	After all checks are completed and the applicant is found to be in good standing, MCDHH schedules a testing date.
Please contact MCDHH at (573)526-5205 if you have any additional questions or concerns.	



Missouri Commission for the Deaf and Hard of Hearing  
3216 Emerald Lane, Suite B  
Jefferson City, MO 65109  
573-526-5205



## PERFORMANCE EXAM APPLICATION

I. APPLICANT INFORMATION:			
Name:		Previous Name(s):	
Address:			
City:	State:	Zip Code:	
Email:		DOB:	
Phone:			
II. EDUCATIONAL REQUIREMENTS:			
Are you currently MICS certified?			
<input type="checkbox"/> Yes (If you marked 'yes'. You are exempt from the educational requirements (5 CSR 100-200.050)			
<input type="checkbox"/> No (If you marked 'no', please submit proof for 60 college credit hours. Unofficial transcripts accepted)			
TEP:			
Have you taken and passed the TEP?			
<input type="checkbox"/> Yes (If you marked 'yes', but you took the test outside of Missouri, please submit proof of passing)			
<input type="checkbox"/> No (If you marked 'no', please complete a TEP application)			
MO-BEI TEST:			
I am applying to take the following level of performance exam:			
<input type="checkbox"/> BASIC (prerequisite level of one of the following: no certification, RCED or PCED)			
<input type="checkbox"/> ADVANCED (prerequisite level: MICS, or BEI BASIC)			
<input type="checkbox"/> MASTER (prerequisite level: MICS or BEI ADVANCED)			
III. AFFIDAVIT OF APPLICANT:			
I, the above-named applicant, being first duly sworn upon my oath, state as follows: I have personally completed the foregoing application truthfully and without omission; The information and answers contained in the foregoing application and any attachments thereto are true to the best of my knowledge and belief; I will not intentionally divulge confidential information relating to the certification process, including content, topic, vocabulary, skills and/or any other testing material; I will comply with state laws, rules and regulations of the Board of Certification of Interpreters and I will make this affidavit knowingly, and any false statement or material omission herein subjects me to criminal penalties under section 575.050 RSMo.			
Applicant Signature:		Date:	
VI. INSTRUCTIONS:			
Return the completed form along with the testing fee (Missouri resident: BASIC \$285, ADVANCED/MASTER \$310 or Out-of-State Tester BASIC \$320, ADVANCED/MASTER \$345 to MCDHH, 3216 Emerald Lane, Suite B, Jefferson City, MO 65109. Payment must be paid online: <a href="https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education">https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education</a> . Please make sure to include the fee payment receipt along with this form, and a copy of your driver's license or state-issued ID.			
<b>NO CASHIER'S CHECK, MONEY ORDER AND PERSONAL CHECKS WILL BE ACCEPTED.</b>			
Date Received:	Online Payment Confirmation #:	Fee Paid:	Received By:

