



A union of interpreters, run by interpreters, for interpreters.

HOW TO REGISTER FOR INTERPRETING WORKS L&I ONLINE SYSTEM

Presented By

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Gathering Your Materials

- ✓ Scanned Copies of:

- ✓ Your Certifications

- ✓ Your Drivers License

- ✓ Your W9 Form Completed

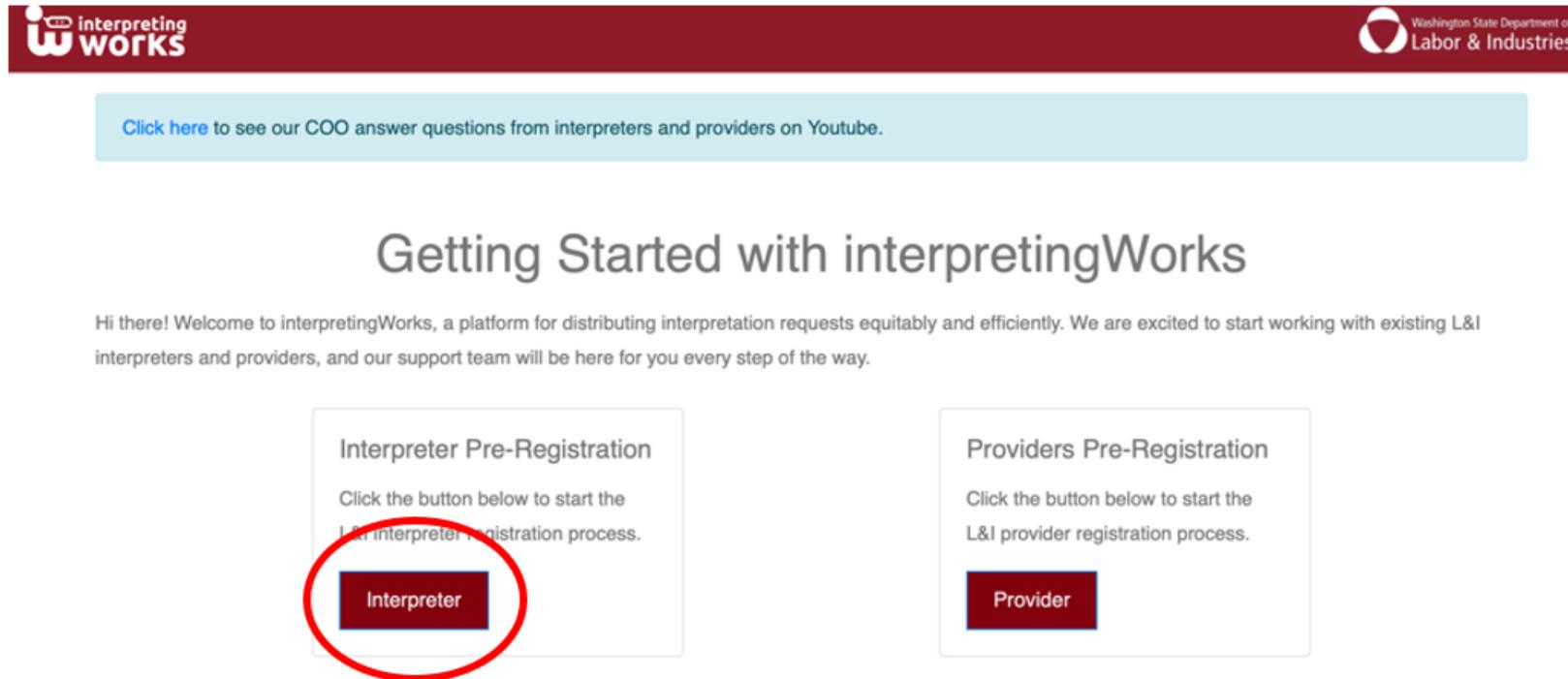
- Find W9 here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- ✓ Your UBI Form

- ✓ Your NPI Number (If you have it)

Navigating to the Registration Page

Go to: <https://interpreting.works/lni>
Then click “Interpreter”



The screenshot shows the top navigation bar with the 'interpreting works' logo on the left and the 'Washington State Department of Labor & Industries' logo on the right. Below the navigation bar is a light blue banner with the text 'Click here to see our COO answer questions from interpreters and providers on Youtube.' The main heading is 'Getting Started with interpretingWorks'. Below the heading is a welcome message: 'Hi there! Welcome to interpretingWorks, a platform for distributing interpretation requests equitably and efficiently. We are excited to start working with existing L&I interpreters and providers, and our support team will be here for you every step of the way.' There are two registration options: 'Interpreter Pre-Registration' and 'Providers Pre-Registration'. The 'Interpreter Pre-Registration' box contains the text 'Click the button below to start the L&I interpreter registration process.' and a red button labeled 'Interpreter', which is circled in red. The 'Providers Pre-Registration' box contains the text 'Click the button below to start the L&I provider registration process.' and a red button labeled 'Provider'.

interpreting works

Washington State Department of Labor & Industries

[Click here](#) to see our COO answer questions from interpreters and providers on Youtube.

Getting Started with interpretingWorks

Hi there! Welcome to interpretingWorks, a platform for distributing interpretation requests equitably and efficiently. We are excited to start working with existing L&I interpreters and providers, and our support team will be here for you every step of the way.

Interpreter Pre-Registration

Click the button below to start the L&I interpreter registration process.

Interpreter

Providers Pre-Registration

Click the button below to start the L&I provider registration process.

Provider

Navigating to the Registration Page

Scroll *all the way down to the bottom of the page* until you see a button that says "Interpreter Registration" on the left- Click that!

First Step Completed.

Terms of Service. Read thoroughly and accept the ToS in order to finish the first half of registration! Our support team will use this information to onboard interpreters over the coming weeks, so pay attention to your email inbox for updates on your registration status! Questions regarding registration status can be directed to onboarding@interpreting.works.

Interpreter Pre-Registration

Click the button below to start the L&L interpreter registration process.

Interpreter Registration

Frequently Asked Questions

Answers to commonly asked questions will be posted here..

FAQ

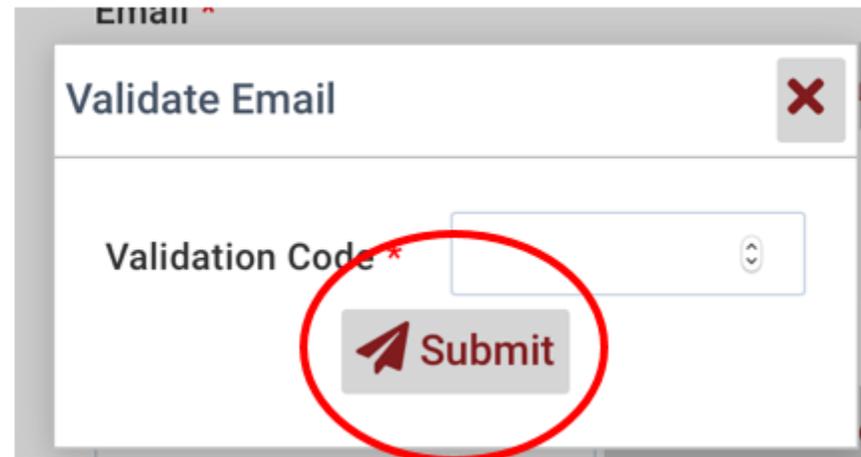
Validate Your Email

Enter your first name, last name, and email then click “Validate”



A registration form with the following fields: "First Name *" (text input), "Last Name *" (text input), "Email *" (text input), and "Origin Country" (dropdown menu). A grey button with a checkmark icon and the text "Validate" is positioned between the "Email" and "Origin Country" fields. This button is circled in red.

Enter the validation code you receive by email and click “Submit”



A dialog box titled "Validate Email" with a close button (X) in the top right corner. It contains a "Validation Code *" text input field and a grey button with a paper plane icon and the text "Submit". This button is circled in red.

Create Your Password

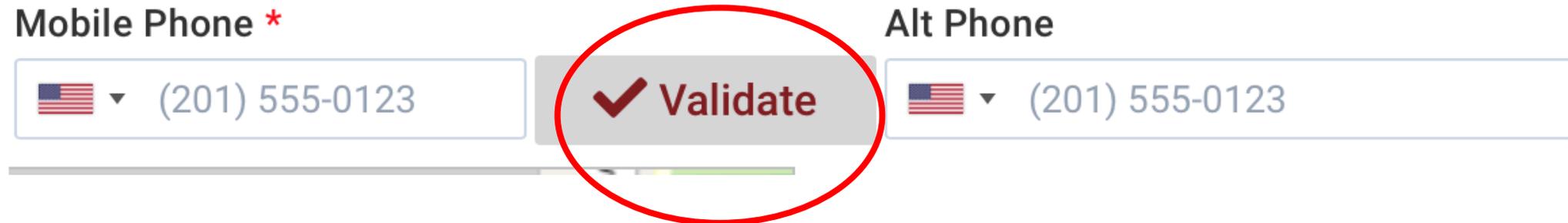
Create “Password” for yourself and then enter the same password in “Confirm Password”

Password *

Confirm Password *

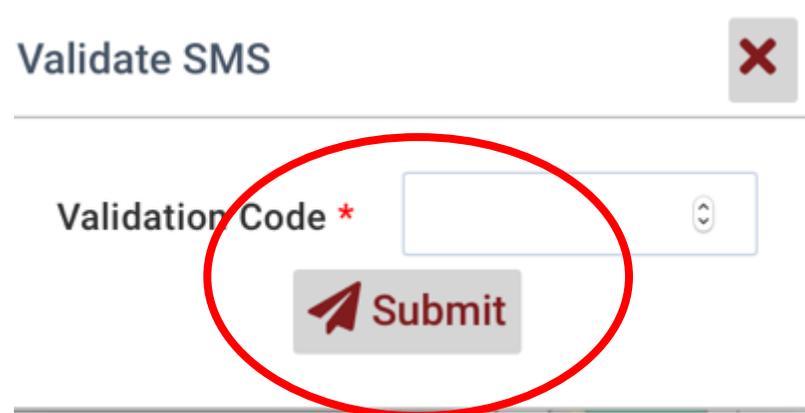
Validate Your Phone Number

Enter your phone number and click "Validate"



The screenshot shows a form with two input fields: "Mobile Phone *" and "Alt Phone". Both fields contain the phone number "(201) 555-0123" and a dropdown menu with the United States flag. A "Validate" button with a checkmark icon is positioned between the two fields and is circled in red.

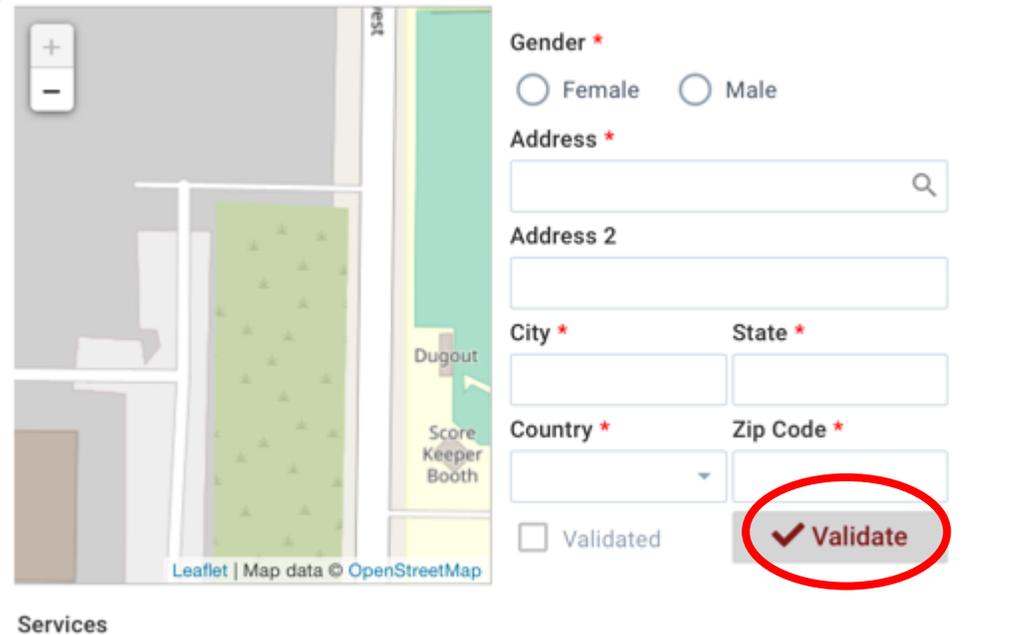
Enter the validation code you receive by text in the window that pops up and click "Submit"



The screenshot shows a dialog box titled "Validate SMS" with a close button (X) in the top right corner. Inside the dialog, there is a "Validation Code *" field with a dropdown arrow on the right. Below the field is a "Submit" button with a paper plane icon, which is circled in red.

Validate Your Address

Enter all of the required information into each box and then click “Validate”



The screenshot shows a web form for address validation. On the left is a map with a zoom control and labels for 'Dugout' and 'Score Keeper Booth'. On the right are the following fields: 'Gender *' with radio buttons for 'Female' and 'Male'; 'Address *' with a search icon; 'Address 2'; 'City *' and 'State *' as separate input boxes; 'Country *' as a dropdown menu; and 'Zip Code *' as an input box. Below these fields are two checkboxes: 'Validated' (unchecked) and 'Validate' (checked and circled in red). The map footer reads 'Leaflet | Map data © OpenStreetMap'.

Once you see “Validated” with a check mark, your address has been validated



This screenshot shows the same form as above, but with the 'Validated' checkbox checked and a checkmark next to it. The 'Validate' button remains circled in red. The map on the left now shows house numbers 713, 706, and 711. The footer of the map reads 'Leaflet | Map data © OpenStreetMap'.

Confirm Availability

Services

In Person Interpretation Telephonic Interpretati... Video remote Interpret...

Working Start Time *



Working End Time *



Timezone

America/Los_Angeles

Working Days

All Days

Monday Tuesday Wednesday Thursday Friday

Include Weekend

Saturday Sunday

UBI Number *

###-###-###

Click each box that corresponds to the types of Services you are available to provide, then check each box for what time frame and days of the week/weekend you are available. Next, enter your UBI number.

Enter Credential Information

Check the box that says “Do you have language credentials and...”
Then click the “+” button to enter your certification information.

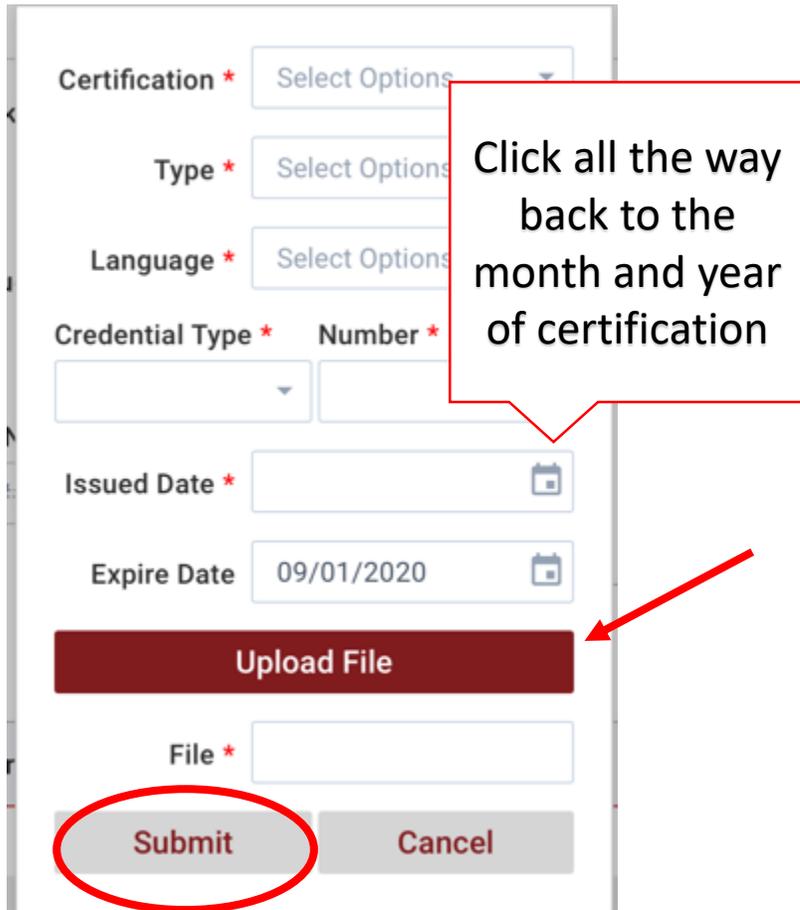
———— CREDENTIALS & CERTIFICATIONS ————

Do you have language credentials and...

Certificati	Type	Language	Expire	File	Actions:
			09/01/20:		  

———— THANK YOU ————

Enter Credential Information



The screenshot shows a web form for entering credential information. The form includes the following fields and buttons:

- Certification ***: A dropdown menu with "Select Options" visible.
- Type ***: A dropdown menu with "Select Options" visible.
- Language ***: A dropdown menu with "Select Options" visible.
- Credential Type ***: A dropdown menu.
- Number ***: A text input field.
- Issued Date ***: A date picker field.
- Expire Date**: A date picker field containing "09/01/2020".
- Upload File**: A dark red button with a red arrow pointing to it from the right.
- File ***: A text input field.
- Submit**: A button circled in red.
- Cancel**: A button to the right of the Submit button.

A red callout box with a white background and a red border is positioned over the top half of the form. It contains the text: "Click all the way back to the month and year of certification".

Enter your certification information and upload a scanned copy of each by clicking "Upload File" then click Submit. (See a list of acceptable credentials and acronyms for each on the next slide)

Acceptable Qualifications/Certifications

Qualified Interpreter as determined by L&I:

- ▶ **Qualified interpreter:** Interpreter who holds, active, up-to-date credentials in good standing from one or more of the following:

If the agency or organization is...	Then the credential is a:
Washington State Department of Social and Health Services (DSHS)	Letter of authorization as a qualified social and/or medical services interpreter
Federal Court Interpreter Certification Examination (FCICE)	Letter of designation or authorization

- ▶ **Qualified translator:** Translator who holds, active, up-to-date credentials in good standing from one or more of the following:

If the agency or organization is...	Then the credential is a:
<ul style="list-style-type: none"> • A state or federal agency, • A state or federal court system, • Other organization including language agencies, <i>and/or</i> • An accredited academic institution of higher education. 	Certificate or other verification showing: <ul style="list-style-type: none"> • Successful completion of an examination or test of written language fluency in both English and in the other tested language(s), <i>and</i> • A minimum of 2 years' experience in document translation.

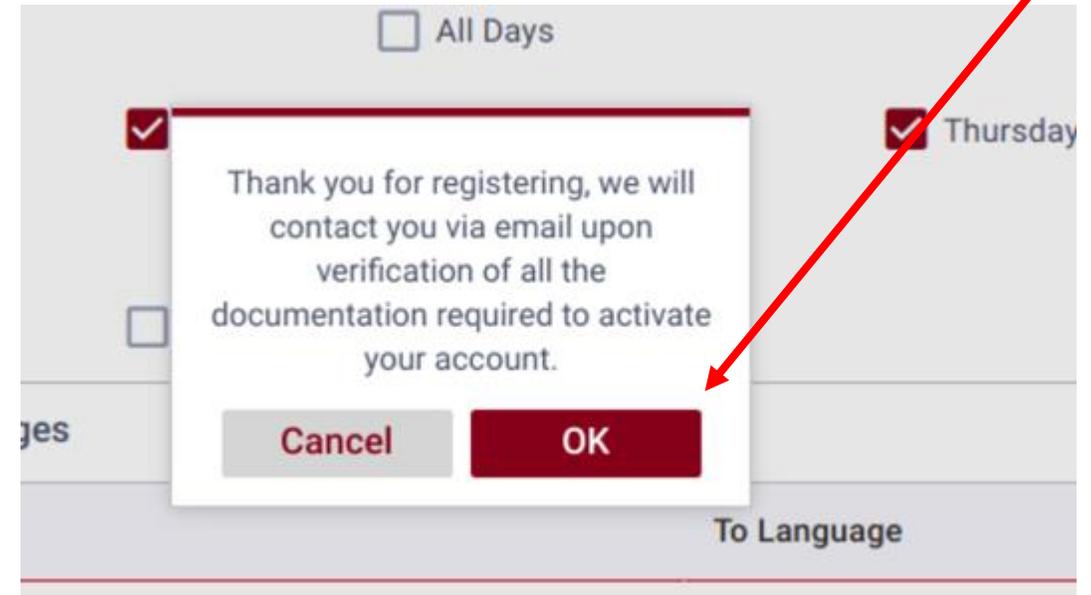
Certified Interpreter as determined by L&I:

- ▶ **Certified interpreter:** Interpreter who hold active, up-to-date credentials in good standing (not revoked) from one or more of the following:

If the agency or organization is...	Then the credential is a:
Washington State Department of Social and Health Services (DSHS)	Social or Medical Certificate
Washington State Administrative Office for the Courts (AOC)	Certificate
RID-NAD National Interpreter Certification (NIC)	<ul style="list-style-type: none"> • Certified Advanced (Level 2), <i>or</i> • Certified Expert (Level 3)
Registry of Interpreters for the Deaf (RID)	<ul style="list-style-type: none"> • Comprehensive Skills Certificate (CSC), <i>or</i> • Master Comprehensive Skills Certificate (MSC), <i>or</i> • Certified Deaf Interpreter (CID), <i>or</i> • Specialist Certificate: Legal (SC:L), <i>or</i> • Certificate of Interpretation and Certificate of Transliteration (CI/CT)
National Association for the Deaf (NAD)	Level 4 or Level 5
National Board of Certification for Medical Interpreter	Certified Medical Interpreter (CMI)
Certification Commission for Healthcare Interpreters (CCHI)	Certified Healthcare Interpreter
Federal Court Interpreter Certification Test (FCICE)	Certificate
US State Department Office of Language Services	Verification letter or Certificate

Submit Application

Click Submit at the bottom of the application page.
When you see the below message, click OK.



Confirmation Email

You will receive a confirmation email once you have submitted your application requesting more documents. If you did not receive a confirmation email contact support@interpreting.works

From: Athalia De La Barra [mailto:athalia@interpreting.works]

Sent: [REDACTED]

To: [REDACTED]

Cc: SUPPORT

Subject: [REDACTED]

Hello [REDACTED]

The new Interpreters Scheduling System is approaching an activation date. We are requesting to send the following documents to complete and validate your account:

Copy of your Drivers Licence Text

Copy of UBI for Validation

W-9 Tax Form

NPI - If you do not have this number yet, you can request one online at [The National Provider Identifier Standard](#)

All documents must be sent in separate PFD format files. We will send you a confirmation email once they have been received, validated, and uploaded to your profile.

Best regards,

Validate Your Account

After you have submitted your application, send scanned copies of your Drivers License, W9, and UBI forms as well as your NPI Number form (if you have one) to onboarding@interpreting.works for uploading.

You will receive a confirmation email when the documents are received and processed.

End of the Pre-Registration Process

Congratulations!

You have finished the Pre-Registration process!

You will receive further instructions for registration by email in the coming weeks!