



IAP BANK REQUIREMENTS OVERVIEW

Thank you for your interest in becoming a contracted interpreter with the Center for New North Carolinians (CNNC) Interpreter ACCESS Project (IAP) Interpreter Bank. Below you will find a list of requirements and documents needed to be eligible to join the interpreter bank. Any questions, please email or call Judy Herrera at iap@uncg.edu or 336-256-1059.

Provided by Individual

1. Training Certificate:

- a) Foundations of Professional Interpretation

2. Health/Immunization Records:

- a) Measles, Mumps, Rubella (MMR)- Vaccine (2 dosages) **OR** Positive Serology Test
- b) Chicken Pox Vaccine- (2 dosages) **OR** Positive Serology Test
- c) Tetanus / Diphtheria within last 10 years
- d) Flu Shot (required yearly)
- e) COVID 19 Vaccine
- f) TB Test- Negative Quantiferon Gold Lab (blood test only. Skin test not acceptable.)

3. Resume:

- a) Must include interpreting experience.

Completed in conjunction with CNNC

4. Language Assessment:

- a) Completed in house and requires a passing score of 80% or higher.

5. Interpreter Access Project Forms:

- a.) Interpreter Access Project Application
- b.) Interpreter Application Agreement
- c.) Confidentiality Agreement

6. Background Check:

- a) Disclosure and Authorization Statement
- b) Criminal Background Check
- c) Office of the Inspector General List Verification
- d) Sex Offender Registry List
- e) Urine drug screen (CNNC to assist with scheduling & cost)

7. Cone Health Testing Requirements:

- a) Will provide information that includes PowerPoints and videos regarding safety at work, compliance & privacy. Will complete 3 mini quizzes and signs attestation forms.

8. Smartphone Required:

- a) Download interpreter App

9. UNCG Independent Contractor Requirements:

- a) Independent Contractor Determination Form & Contract
- b) W-9