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Ontario Interpreting Services Operations Manual

OIS Registration
Policy
Overview
Application Instructions
Application Form

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INTRODUCTION

Thank you for your interest in Ontario Interpreting Services (OIS). This information package provides candidates with all the information required to begin the registration process.

The package includes:

- OIS Registration Policy
- Overview of the OIS registration process
- Instructions for applying
- Application form

Please read all the information provided before proceeding. If you have any questions, please contact:

Susan Bedder
Program Assistant
Interpreting Standards and Professional Development
Ontario Interpreting Services – Provincial Office
The Canadian Hearing Society
271 Spadina Rd., 4th Floor
Toronto, ON
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OIS REGISTRATION POLICY

4 OIS INTERPRETERS *4.1 Registration*			
EFFECTIVE DATE:	April 1, 2009	**REVISION DATE**	October 2012
ISSUING DEPARTMENT:	Ontario Interpreting Services and CART		

4.1.1 POLICY OVERVIEW

OIS hires staff interpreters in every region of Ontario where funding permits. To supplement this staff complement, freelance interpreters are contracted when possible.

Three types of interpreters are employed by OIS:

- American Sign Language (ASL)–English interpreters;
- la Langue des signes québécoise (LSQ)–French interpreters;
- Deaf interpreters.

All OIS interpreters, whether staff or freelance, have successfully completed the OIS registration process. The purpose of this process is to ensure that the interpreters are competent in skill and knowledge and behave in a professional and ethical manner.

The registration process *requirements* are:

- successful completion of the **OIS Video Skills Screening** and **interview;**
- submission of a **criminal record check with the Vulnerable Sector Screening component** and two standard, colour **passport photos;**
- agreement to the terms and conditions outlined in the **OIS Freelance Interpreter Service Contract.**

Once these requirements have been met, the interpreter is deemed to be "OIS Registered" and is eligible to accept work from OIS. OIS Registered interpreters can work in any CHS region in Ontario, and can participate in OIS After-Hours Emergency Interpreting Service.

Note: OIS registration is not equivalent to certification; interpreters certified by the Association of Visual Language Interpreters of Canada (AVLIC) are exempt from the OIS Video Skills Screening; however, is required to take an interview with OIS Regional Manager and OIS Program Manager.

4.1.2 ELIGIBILITY

Interpreters who wish to undertake the OIS registration process must be:

- a graduate of a recognized interpreter training program; **OR**
- an experienced, full-time, working interpreter with a demonstrated knowledge of interpreting and professional and ethical behaviour.

Candidates who are still in an interpreter training program but have not yet graduated may not apply for OIS registration. Candidates must also be eligible to work in Canada.

Candidates may download the full information package, including the instructions and application form directly from The Canadian Hearing Society (CHS) website at: chs.ca.

Note: An interpreter who holds AVLIC Certificate of Interpretation (COI) is exempt from the OIS screening; however, is required to take an interview with OIS Regional Manager and OIS Program Manager.

4.1.3 OIS FREELANCE INTERPRETER SERVICE CONTRACT

The final requirement of the OIS registration process is the OIS Freelance Interpreter Service Contract. Successful candidates will be invited to sign a three (3) year contract. Significant components of the contract include *but are not limited to*:

- **OIS Policies and Procedures** – OIS Registered interpreters must read and comply with OIS Policies and the Freelance Interpreter Procedures Manual.
- **Assignments Worked** – OIS Registered interpreters must work a minimum of 10 assignments per year either from the time you received the final step of the OIS Registration Process letter or return from general leave (i.e., maternity leave).

An "assignment" is defined as:

1. any half day (4hrs or less) worked equals one assignment
2. any full day (4hrs to 8hrs) worked equals two assignments
3. an assignment cancelled with less than 2 full business days' notice; however, if a suitable replacement is offered but refused, it will not count as a 'worked' assignment.
4. every 6 hours of accumulated time as an on-call interpreter for the Emergency Interpreting Service.
5. an assignment worked when called out as a back-up interpreter for the Emergency Interpreting Service.

- **Use of OIS Identification and Status** – OIS Registered interpreters must show their OIS identification (described below) when they arrive at the interpreting assignment or when they are asked to show it. Interpreters will not use their OIS identification or their registered status with OIS for any purpose other than to provide services to CHS and perform OIS interpreting assignments.
- **Maintenance and Improvement of Skills** – OIS Registered interpreters must participate in training and professional development activities to maintain and improve their interpreting skills.
- **Code of Ethics** – OIS Registered interpreters will read and obey all the rules of AVLIC's Code of Ethics and Guidelines for Professional Conduct.

4.1.4 REGISTRATION OF DEAF INTERPRETERS AND LSQ–FRENCH INTERPRETERS

LSQ–French Interpreters

LSQ–French interpreters are exempt from the OIS Video Skills Screening requirement of the registration process. All other elements of the registration process are still required. In place of the skills screening, LSQ–French interpreters who wish to work for OIS must show proof of designation as a junior, intermediate, or senior interpreter from a LSQ–French screening committee in Quebec.

Deaf Interpreters

At this time, Deaf interpreters are exempt from the skills screening. All other elements of the registration process are still required. Deaf candidates who wish to work for OIS will complete the interview, which will include questions specific to Deaf interpreters.

Candidates will demonstrate:

- understanding of the sociolinguistics of ASL (acquired through courses given by the Ontario Cultural Society of the Deaf, CHS, and approved post-secondary institutions, including but not limited to Gallaudet University and York University);
- in-depth knowledge of Deaf culture;
- understanding of the Deaf interpreter's role, including knowledge of the AVLIC Code of Ethics and Guidelines for Professional Conduct;
- experience working as a professional Deaf interpreter and/or training gained by means of courses or workshops;
- ability to interpret using non-standard forms of ASL, gestures, etc.;
- English-as-a-second-language ability.

4.1.5 RENEWAL OF OIS REGISTERED STATUS

The OIS Freelance Interpreter Service Contract is valid for three (3) years from the date of signing. The OIS Freelance Interpreter Service Contract must be accompanied by a current criminal record check with vulnerable sector screening result.

Six months before the end of the current contract, OIS Provincial will ask freelance interpreters in writing to:

1. submit a current **criminal record check with the Vulnerable Sector Screening component;**
2. when requested, retake all or part of the **OIS Video Skills Screening** and/or **interview;**
3. agree to the terms and conditions outlined in the **OIS Freelance Interpreter Service Contract.**

OIS photo identification will be re-issued to the freelance interpreter upon successful completion of the OIS registration renewal process.

4.1.6 REVIEW OF STATUS

CHS may, at any time and for any reason, review the interpreter's OIS registered status. If the interpreter refuses to participate in this review, CHS may immediately terminate the contract and revoke the interpreter's OIS registered status.

CHS may also require the interpreter to retake the OIS Video Skills Screening and/or the interview portion of the OIS registration process.

4.1.7 TERMINATION OF OIS REGISTERED STATUS

OIS reserves the right at any time to terminate an OIS Freelance Interpreter Service Contract, revoke an interpreter's OIS registered status, and require OIS photo identification be returned. This would normally occur as a result of:

- complaints from consumers of the interpreter's performance which have been fully investigated by OIS Provincial as per the CHS Complaints Policy;
- complaints from colleagues which have been fully investigated by OIS Provincial as per the CHS Complaints Policy;
- failure to fulfill the terms and conditions of the OIS Freelance Interpreter Service Contract.

4.1.8 IF THE INTERPRETER DISAGREES WITH THE TERMINATION DECISION

Freelance interpreters who disagree with a decision rendered by OIS Provincial may apply for a review. Freelance interpreters have two (2) months from the date they are informed of the decision to apply for a review of their file. To do so, the interpreter must:

- provide the OIS Program Manager, Interpreting Standards and Professional Development, with a written explanation of why the decision should be reviewed;
- submit supporting documents that may enable OIS Provincial to re-evaluate the file.

All correspondence may be mailed to:

OIS Program Manager, Interpreting Standards and Professional Development
Ontario Interpreting Services
The Canadian Hearing Society
271 Spadina Rd., 4th Floor
Toronto, ON
M5R 2V3

Upon receipt of the above, OIS Provincial will re-examine the situation and issue a final decision.

OIS Video Skills Screening: 1996–1999

A meeting was held in 1996 where several leaders from both the Deaf community and the field of interpreting, were brought together by OIS. These individuals were asked to participate in the creation of new sample tapes for the OIS Video Skills Screening. The suggestions of this committee were used by OIS to create sample tapes that included Deaf role models. The tapes also included scenarios that represented the types of assignments for which OIS typically books interpreters.

Working interpreters were then asked to volunteer to interpret the interviews and were videotaped. Half of these interpreters held certification from AVLIC and the second half had passed the OIS Video Skills Screening that was in use at that time. These interpreters served as the reference group.

Next, a Standards Committee was established which consisted of three Deaf individuals with experience teaching ASL and working with interpreters. This group spent four weekends reviewing and fine-tuning the rating procedure. They viewed the sample tapes provided by the reference group and rated them based on a system developed by a consultant hired to assist in the process. They also discussed what an acceptable interpretation would look like from the perspectives of the Deaf community, working interpreters, and interpreter trainers.

The Deaf and hearing raters were brought together for several days during which time they discussed and were shown examples of miscues, levels of processing, and message equivalency.

These raters were selected by OIS based on the following criteria:

- demonstrated experience working with interpreters;
- representative of different areas of the province;
- understanding of ASL linguistics and the interpretation process; and,
- hearing interpreters were required to hold certification from AVLIC.

Together, the raters watched the videotaped samples from the volunteer reference group. They were given a handout outlining the number of acceptable miscues per interview and the levels of processing determined by the Standards Committee. They were also given the scripts of the interviews in both English text and a gloss of the ASL. These scripts indicated what propositions were deemed important by the Standards Committee. The raters were then instructed to compare the important propositions – phrases, sentences, or words – of the interview to the interpreter's language, and to mark where the speaker's message was not interpreted clearly or skewed to such an extent that the audience would not understand the speaker's intent. These would then be counted as miscues and/or instances where there was no message equivalency.

The raters were also asked to listen or watch the interpretation, take note of the language produced by the interpreter, and at the end of each interview, decide if it represented an acceptable level of processing. After practice and discussion, the raters demonstrated a high degree of inter-rater reliability for identifying miscues and for determining the depth of processing and message equivalency in the language produced within the interpretation.

Previous editions of the OIS Video Skills Screening focused on specific words and signs. If an interpretation included enough of these it would be considered a pass. In the new skills screening, however, the raters would be looking for propositions – sometimes single words or signs but more often phrases and complete sentences – that are used appropriately in context.

The OIS Video Skills Screening consisted of six segments, each an interview between a hearing individual and a Deaf participant. The OIS Video Skills Screening examined proficiency in both ASL and English. It was important that both target languages were produced clearly and completely while interpreting. An interpretation that included too much of the structure of the

source language in the target production – a lexical interpretation when a textual interpretation is called for – would not pass.

The Standards Committee agreed that applicants may pause or repeat sections of each interview up to a maximum of three times. They also discussed many current trends within the profession of sign language interpreting. In particular, they looked at the need for interpreters to demonstrate a commitment to professionalism and life-long learning. To support this objective, all applicants were encouraged to be active members of AVLIC and its provincial chapter prior to beginning the new OIS registration process.

Rating Procedure

Under the original process developed in 1997 in consultation with the Standards Committee, the following would occur:

The tapes of a candidate's interpretation would be given to two Deaf raters who would separately rate the ASL interpretation. If a rater found that an important proposition was not included in the interpretation or misinterpreted, he/she would mark that passage and count it as one miscue. At the completion of each interview, the rater would then also decide if the range in the level of processing (lexical, phrasal, sentential, textual) was acceptable.

If both Deaf raters found there was an acceptable level of message equivalency (and the number of miscues was equal to or less than the number determined by the Standards Committee), and the level of processing demonstrated an appropriate range, it would pass in the ASL domain. If, however, both Deaf raters found that the score was not within the OIS standard or the range of processing was limited (for example, predominately lexical), the tape would exit at the ASL domain. No further rating would occur.

If a tape passed in the ASL domain, it would then go to two hearing raters who are AVLIC-certified interpreters. They would independently score the tape in the English domain following the same process as the Deaf raters. They would also consider message equivalency, level of processing, and miscues**.** If both raters found the interpretation to be within acceptable standards, it would pass in the English domain.

If the tape was within the standard set for the ASL domain, but both hearing raters found that the score was not within the OIS standard set for the English domain, the tape would exit at the English domain.

If both groups found the number of miscues, level of processing, and message equivalency were within the set limits, the candidate would be notified that he/she had passed the Video Skills Screening portion of the registration process and be invited in for an interview.

Please note: the tape must have passed in both the ASL and English domains. If the two raters in one domain differed in their scores, one pass and one fail, the tape would go to a third rater in the same domain who would independently rate the tape. If the rater determined the tape to be within the established range, the tape would pass in that domain.

In the first six months to one year of using this process, a minimum of two raters viewed the tapes in both the ASL and English domains. This standard was reviewed and it was found that the inter-rater reliability was consistently at an acceptable level (above 80 %). OIS then reduced the minimum number of raters from two to one for both ASL and English. To ensure reliability, tapes were randomly sent to second raters.

OIS Video Skills Screening: 1999–2008

OIS implemented the new Video Skills Screening in June 1997. The new standard set at that time was substantially higher than past screenings. OIS expected that the pass rate for candidates taking the new screening would be lower than with previous screenings. The pass rate of interpreters who had previously held OIS status was 36%; this was lower than anticipated. OIS consulted with the Deaf and interpreter community and began to offer a series of hands-on skills workshops across the province to provide OIS Registered interpreters with skills development.

OIS remained committed to the new standard but sought to find a balance between the increasing need for interpreters in the community and the desire for a high standard of interpreting skill.

In order to continue to offer services to consumers, OIS applied an interim formula to the standard. The following formula was applied retroactively to all screenings since June 1997. Although this change resulted in a lowering of the standard, it remained considerably higher than in past screenings. The anticipated pass rate was approximately 60–65% of previous OIS Registered interpreters.

The changes included:

- An additional miscue was allowed for each interview;
- Miscues were averaged for all English–ASL interviews (this meant that failing one interview would not automatically mean a fail in the domain);
- Miscues were averaged for all ASL–English interviews (as with English–ASL, failing one interview would not automatically mean a fail in the domain);
- The level of processing was not considered for pass/fail.

What remained the same:

- Candidates who exited in the ASL domain would not be marked in the English domain;
- Feedback would be given to candidates on marked performance;
- Candidates would be marked against the original standard and shown their results on the original standard. The 1999 amendments would then be applied to the results to indicate a pass/fail.

Letters were sent to all applicants who took the new OIS Video Skills Screening between June 1997 and July 1999 apprising them of any change in status under the 1999 amendments.

OIS Video Skills Screening: Present

Screening Fee

For almost a decade, candidates were charged $90 for the skills screening. As of January 15, 2009, the $90 administration fee was waived. There is no charge to a candidate for the OIS Video Skills Screening and interview.

However, if a candidate passes the OIS Video Skills Screening and does not contact the Regional Director of the regional office closest to their primary residence for an interview within two months, s/he will need to go through the OIS registration process again and will be charged a fee of $100. If a candidate does not pass the skills screening, s/he can retake it after six (6) months at no charge.

OIS Video Skills Screening Periods

In order to ensure Video Skills Screening results are sent back to applicants quickly, there are six (6) two-week screening periods per year. In addition, there are up to nine (9) screening appointments available during each two-week period.

In the application process, the applicant must indicate their 1, 2nd, and 3rd choice of screening periods. This must be done at least three weeks before the opening of the two-week screening period chosen. Requests for a specific two-week period can be booked in advance. For example, the applicant can request an appointment for the October period in May.

If an applicant requests a screening during one of the scheduled two-week periods, but no appointments are available, then s/he will be offered an appointment in the next two week period.

Interns from OIS Interpreter Internship Program (IIP) may take the screening when their internship is completed.

An up-to-date Video Skills Screening schedule is available on the CHS website at chs.ca.

OIS Video Skills Screening Revised

In consultation with professionals in the field, the number of interviews in the Video Skills Screening will be reduced from six (6) to four (4). Previously, candidates were asked to interpret two (2) scenarios working from ASL–English, two (2) scenarios from English–ASL, and two (2) scenarios where they were required to interpret both ASL–English and English–ASL. This requirement has been reduced to **one (1)** ASL–English scenario, **one (1)** English–ASL scenario, and **two (2)** scenarios where candidates are required to interpret both ASL–English and English–ASL. The scenarios themselves remain the same – no new materials have been developed.

In addition, the level of processing (lexical, phrasal, sentential, and textual) for both ASL and English will no longer be included. ASL and English miscues for omissions, substitutions, additions, intrusions, and anomalies *remain the same.*

The marking sheet sent to candidates with information about their results has also changed to reflect this new standard.

Why Make These Changes?

The OIS Video Skills Screening takes approximately one (1) hour and 20 minutes to complete. The rating of the tape requires approximately three (3) hours (ASL–English and English–ASL). Due to the number of candidates taking the screening, results were not reaching candidates in a timely fashion. By reducing the number of scenarios, the time that it takes to complete the screening was reduced as well as the time it takes for a candidate to receive their results.

How Does This Change the Rating?

In order to ensure that the screening continues to be rated at the same level, the number of allowable miscues has been adjusted. Results from June 1997–December 2008 indicate that a change in rating will not have a significant effect on the pass/fail results of candidates.

Since 1997, 477 candidates have completed the OIS registration process. Applying the amended standard would have changed the results of only 20 candidates.

Of the 42 candidates who have taken the screening from January 2007–December 2008, **no** results would change from a pass to a fail. One result was previously a fail in English that became a pass. One result was previously a fail in ASL that became a pass. The candidates affected by the change were notified of their new results.

APPLICATION PROCESS

NOTE: This revised registration process replaces the previous process and becomes effective February 1st, 2009.

The OIS registration process is a tool which ensures that all OIS interpreters, staff and freelance, are able to demonstrate competency in skill, knowledge, and attitude. The registration process should not be confused with any certification process. AVLIC is the Canadian body that certifies sign language interpreters.

As outlined in the OIS Registration Policy, the registration process *requirements* are:

- successful completion of the **OIS Video Skills Screening** and **interview;**
- submission of a **criminal record check with the Vulnerable Sector Screening component** and **two, standard, colour passport photos;**
- agreement to the terms and conditions outlined in the **OIS Freelance Interpreter Service Contract.**

Once these requirements have been met, the interpreter is deemed to be "OIS Registered" and is eligible to accept work from OIS. OIS Registered interpreters can work in any CHS region in Ontario, and can participate in OIS After-Hours Emergency Interpreting Service.

There are 5 steps in the OIS registration process:

STEP 1: Application

STEP 2: OIS Video Skills Screening

STEP 3: Interview

STEP 4: Submission of criminal record check ***with*** the Vulnerable Sector Screening component, colour passport photo, and signed contract

STEP 5: Photo identification issued

Step 1: Application

Candidates wishing to complete the OIS registration process must submit the following documents to OIS:

- signed application form;
- current resume with three references.

The application form along with all supporting documents must be submitted by regular mail to:

Program Assistant
Interpreting Standards and Professional Development
Ontario Interpreting Services – Provincial Office
The Canadian Hearing Society
271 Spadina Rd., 4th Floor
Toronto, ON
M5R 2V3

Email submissions will not be accepted.

AVLIC - certified interpreters (COI) are not required to take the OIS Video Skills Screening. AVLIC – certified interpreters must send the completed application and proof of certification to the OIS Provincial office. The interview portion of the registration process will be arranged with the CHS regional office closest to the candidate's primary residence.

When an application is received at the OIS Provincial office, the Program Assistant will:

- Confirm that the applicant is eligible to apply and has submitted all the necessary documents;
- Assign an OIS interpreter identification number to the applicant;
- Email the applicant the following:
    - a letter confirming that the application has been received
    - the applicant's interpreter identification number
    - the date, time, and location of the Video Skills Screening
    - information about the screening, including contact information for the proctor

Step 2: Video Skills Screening

Once the applicant has received the confirmation letter from the Program Assistant, the candidate will contact the proctor in the regional office and confirm the appointment and location for the screening.

Rating and Notification

The candidate's performance in the Video Skills Screening is sent to the OIS Provincial office for rating. It takes at least 10 weeks for the results of the Video Skills Screening to be sent to the candidate.

Tapes are rated first in the ASL domain where they are marked on English–ASL performance. Candidates who are unsuccessful in the ASL domain will exit here and not be rated in the English domain. They will receive a letter from OIS Provincial notifying them of the results and providing feedback on their performance in the English–ASL domain.

Candidates who are successful in the ASL domain will be rated in the English domain on their ASL–English performance. If they are unsuccessful they will be sent a letter from the OIS Provincial office with their results and feedback on their performance in both the English–ASL and ASL–English domains.

Unsuccessful candidates, who **have not been** OIS registered interpreters previously, will be sent a letter outlining the results and feedback directly. The relevant CHS regional office will **not** be sent a copy of the results. Unsuccessful candidates, who **have been** OIS registered interpreters, will be sent a letter with their results and feedback. The relevant CHS regional office **will** be advised that the candidate was unsuccessful but will exclude the details of the screening results and feedback.

Candidates who are successful in both domains will be sent a letter detailing their results, providing them with feedback on their performance, and informing them they have two (2) months in which to arrange an interview at their regional office. The Regional Director and/or Regional Program Manager will be sent a copy of this letter.

NOTE: Raters will declare conflict of interest if they know the candidate personally or professionally.

Performance Objectives

The OIS Video Skills Screening is composed of four (4) interview segments with Deaf participants representing regions from across the province and covering four (4) different scenarios. 32 miscues are allowed when interpreting from ASL–English. 25 miscues are allowed when interpreting from English–ASL. While results no longer identify level of interpreting/processing, the grammatical and conceptual accuracy of the interpretation is still reflected in the rating of miscues.

Step 3: Interview

Candidates who are AVLIC-certified interpreters or have been successful in the Video Skills Screening must contact their CHS Regional Director or OIS Program Manager to arrange the interview. Interviews must be arranged within two (2) months of candidate's receipt of their Video Skills Screening results and must take place in the region in which the candidate lives.

The interview focuses on the candidate's knowledge of the AVLIC Code of Ethics and Guidelines for Professional Conduct and his/her suitability to represent OIS. It provides an opportunity for both parties to clarify expectations.

Members of the interview committee will include the CHS Regional Director and/or OIS Program Manager, a staff interpreter, a manager from the OIS Provincial office, and no less than two (2) members of the Deaf community who are not current CHS employees.

Note: Candidates who do not contact the regional office for an interview within two (2) months of receiving their Video Skills Screening results will be required to begin the registration process again and a $100.00 fee will apply.

Results

The OIS Program Manager, Interpreting Standards and Professional Development, will mail the candidate the results no more than two weeks after the interview takes place.

If the candidate is successful, the following additional information will also be included:

- the Freelance Interpreter Procedure Manual;
- the OIS Freelance Service Contract signed by the OIS Program Manager;
- a request for a criminal record check with the Vulnerable Sector Screening component;
- a request for two, standard, colour passport photos.

Step 4: Submission of Criminal Records Check Report, Photos, and Signed Contract

Successful candidates will be asked to submit the following to the OIS Program Manager, Interpreting Standards and Professional Development:

- An original report of a criminal record check ***with*** the Vulnerable Sector Screening component. The check will be done no more than six (6) months before the OIS registration process is begun. The report must show that a search has been done on all the names the candidate is currently using or has used. Candidates must contact the police services office in the area where they live, complete their application process, and pay the required fee;
- Two standard, colour, passport photos;
- The original contract signed by the candidate.

The OIS Provincial office will reimburse candidates for the cost of the criminal record check and passport photos once the original report/photos and the receipts are received by the OIS Program Manager, Interpreting Standards and Professional Development.

Step 5: Photo Identification Issued

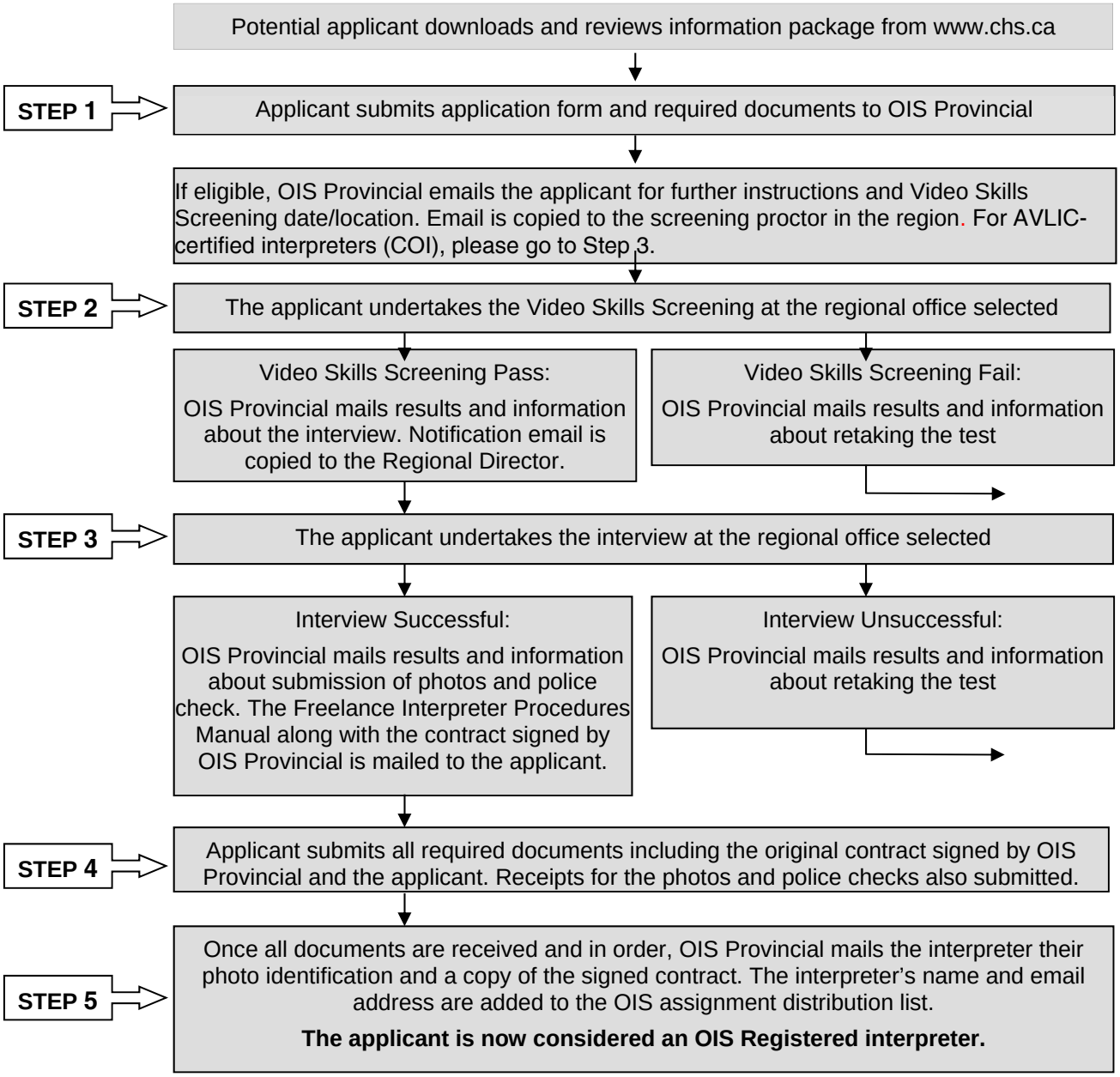
Once all documents are received, the applicant will receive by mail:

- a congratulatory letter;
- OIS photo identification ;
- a copy of the OIS Service Contract signed by OIS Provincial and the candidate, and:
- information about participating in the OIS Emergency Interpreting Service.

The candidate is now considered to be an OIS Registered interpreter.

The interpreter's name and email address will be added to the OIS assignment distribution list.

OIS Registration Application Process Flow Chart



APPLICATION FORM

The last page of this information package is the application form. Please complete the following form and mail as directed. Remember to include your current resume and three references along with a photocopy of your AVLIC certification (if applicable).

NOTE: No emailed applications will be accepted.

Internal Use Only: Interpreter ID #_____

OIS Registration Application Form

NO EMAILED APPLICATIONS WILL BE ACCEPTED

PLEASE PRINT CLEARLY

Name:		
Address:		
City:	Prov:	Postal Code:
Home Phone:		Cell Phone:
E-mail Address:		Secondary Email Address:
Please indicate if you have taken the OIS Video Skills Screening before: ☐ No ☐ Yes, when _____		

Please indicate the region where you wish to take the skills screening test. Note: This is the region where your primary residence is located. Check only one:

☐ Belleville	☐ Durham	☐ Hamilton	☐ Kingston
☐ London	☐ Niagara	☐ Ottawa	☐ Peel
☐ Peterborough	☐ Sault Ste Marie	☐ Sudbury	☐ Thunder Bay
☐ Toronto	☐ Waterloo	☐ Windsor	☐ York (Newmarket)

Please indicate your 1st, 2nd and 3rd choice for the screening periods below.

Choice (1, 2 or 3)	Two Week Screening Period:	NOTE: Applications must be made by:

Check for screening schedule, please go to the CHS website and click on "Services", and select OIS from the orange menu bar on the right. You'll find the schedule under "Want to Work for OIS?"

Signature:_____Date:_____

Mail:

1. This signed application form
2. Your current resume with three references
3. If you are AVLIC-certified, a copy of your certification.

TO:

OIS Registration

Attention: Program Assistant, Interpreting Standards and Professional Development

Ontario Interpreting Services – Provincial Office

The Canadian Hearing Society

271 Spadina Road, 4th Floor

Toronto, Ontario, M5R 2V3