To All QAST Level Interpreters:

The purpose of this letter, along with the QAST Level Maintenance Continuing Education Unit Requirements A-K is to provide detailed information regarding QAST CEU requirements, timelines, acceptable documentation, where to send them and Frequently Asked Questions.

Please read the information included in this letter and accompanying items A-K as some changes have been made.

**REQUIREMENTS**

QAST Level Interpreters are required to earn 10 Continuing Education Unit’s (CEU’s) each

calendar year (January 1st - December 31st) to maintain their current QAST level. Workshops, webinars, and academic coursework must be completed in the current calendar year. **At least 3 CEU’s are required in the content area of Professional Ethics and the remainder in the content area of Professional Skills Development.**

**DEADLINE**

CEU documentation must be submitted to the Arkansas Rehabilitation Services (ARS) office and postmarked on or before December 31 of each calendar year. Documentation may be submitted as a photocopy, screen shot, jpegs, and/or pdfs, and faxed, mailed, emailed or hand delivered to ARS. Documentation may be sent to [ars.interpreters@arkansas.gov](mailto:ars.interpreters@arkansas.gov). Send only copies of your original documentation to ARS staff members. Please remember that **it is your responsibility to make sure that it is received on or before December 31.**

**SEMIANNUAL WINDOWS EFFECTIVE JANUARY 2022**

QAST level interpreters who submit all ten (10) CEU’s and meet the Content Area requirements by June 30th **will receive their CEU transcript, Certificate of Completion, and QAST card for the following year by August 31st.** Cards will be issued if the card holders levels remain current into the next year. *(See Revised Item E for Do I have to wait until December to submit my CEU’s?)*

QAST level interpreters who submit all ten (10) CEU’s and meet the Content Area requirements after June 30th **will receive their CEU transcript, Certificate of Completion, and QAST card for the following year within 60 days. To ensure that a CEU Certificate of Completion, and new card be received in enough time to submit to the Arkansas Department of Health for licensure, all documentation must be submitted to ARS no later than Nov. 31st. The CEU deadline is still Dec. 31st. However, please note that the ARS office will be closed for several days and interpreting staff may be taking additional time off around the holidays which will delay processing time for CEU’s that are received after Nov. 31st. *(See Item D for If I am screening for the VERY FIRST TIME, when are my CEU’s due?)***

**TYPES OF DOCUMENTATION**

When submitting CEU’s send only copies, not originals of any workshop, or webinar Certificate of Participation, or unofficial academic coursework transcripts. Transcripts must show coursework from an accredited Interpreter Education Program with at least three (3) credit hours in Professional Ethics. If a full course in Ethics wasn’t offered, a letter from the university verifying that Ethics was provided in the classes offered will be accepted. Transcripts must also include students name, semester, courses, and grades received. *(See Revised Item K for Will a college course taken for my degree count as CEU’s?)*

If you have any questions, please contact ARS CEU Processing by email, phone, or mail.

Sincerely,

ARS CEU Processing

Arkansas Rehabilitation Services

Division of Workforce Services

900 W. 7th Street

Little Rock, AR 72201

Ph: 501-686-2800

Fax: 501-686-9418

[Ars.interpreters@arkansas.gov](mailto:Ars.interpreters@arkansas.gov)

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**QAST Level Maintenance**

**Continuing Education Unit Requirements**

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| **A. QAST Level Maintenance:** | |
|  | This is a **required** maintenance program to ensure that the all Arkansas QAST level Interpreters adhere to the 7th tenent of the RID Code of Professional Conduct by engaging in professional development. While participating in professional development interpreters are informed of any changes or updates in the field of interpreting. In order to retain your Level(s), you must earn 10 CEUs each calendar year (January 1st –December 31st). Any CEU’s over the required 10 will NOT be “carried over” into the next calendar year. |

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| **B. Continuing Education Units are:** | |
|  | Continuing Education Units (CEUs) are measured by “***contact***” hours, which are actual clock minutes-hours of participation. Each contact hour of participation equals 1.0 CEU’s. Break time, lunch, social exchanges do not count as part of the time accumulated for contact time for CEUs. |

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| **C. What are the Content Areas and how many CEU’s must I earn in each?** | |
|  | **All** Content Areas **must** be related to Deaf culture, Deafness, DeafBlind, Interpreters/Interpreting field, sign language or sign vocabulary. Other content areas **require** **prior** **approval** from the QAST Coordinator and are handled on an individual basis. **CEU’s may be obtained through, Interpreter Education Coursework, Conferences, Workshops, Video Streaming or Online Courses. A maximum of 2 CEU’s may also be earned with prior approval in the area of Mentoring.** |

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| **CONTENT AREA # 1** | | **AVENUE’S FOR EARNING**  **CEU’S** | | **CONTENT AREA # 2** | |
|  | |  | |  | |
| **Professional**  **Ethics** | | **Interpreter Education courses, Conferences, Workshops** | | **Professional**  **Skill Development** | |
|  | | **Online Courses** | |  | |
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| **At least 3 CEU’s required** | |  | | **At least 7 CEU’s required** | |

Mentoring must be working with a **pre**-**approved** tutor/instructor with a QAST Level 4 or Level 5 or National Certification.

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| **D. If I am screening for the VERY FIRST TIME, when are my CEUs due?** |

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| **If you screen between JAN 1 – JULY 31:** |  | **If you screen between AUG 1 – DEC 31:** |
| Those screened between Jan 1-July 31 are required to earn 10 (ten) CEU’s by Dec 31 of the same calendar year that they screened. |  | Those screened between Aug 1 – Dec 31 are required to earn 10 (ten) CEU’s by Dec 31 of the next calendar year after they screened. |

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| **E. Do I have to wait until December to submit my CEUs?** | |
|  | No. You may submit your CEU documentation to ARS any time during the year on/before December 31. (DO NOT SEND ORIGINALS – retain a copy for your files.) **Revised 1/22: The calendar year cycle in any given year will consist of semiannual processing windows effective January 2022: January 1st – June 30th and July 1st – December 31st.**  Interpreters who submit their CEU’s during **the first processing window** will receive their documentation needed for licensure renewal **by August 31st**. Interpreters who submit their CEU’s during the **second processing window** will receive their documentation for licensure renewal within **60 days**. **To ensure that a CEU Certificate of Completion, and new card be received in enough time to submit to the Arkansas Department of Health for licensure, all documentation must be submitted to ARS no later than Nov. 31st. The CEU deadline is still Dec. 31st. However, please note that the ARS office will be closed for several days and interpreting staff may be taking additional time off around the holidays which will delay processing time for CEU’s that are received after Nov. 31st.** |

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| **F. After I’ve earned my 10 (ten) CEUs, what happens?** | |
|  | After earning all ten CEU’s and your documentation has been received, you will receive a CEU transcript, new QAST card to use for licensure for the following year and a CEU “Certificate of Completion” to be copied and sent along with the new card for a license. |

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| **G. What if I don’t earn all my CEUs by December 31?** | |
|  | Interpreters who fail to submit the required 10 CEU’s each calendar year will result in the revocation of their QAST Level. **ARS will allow a one-time reinstatement to the interpreter upon the submission of their 10 CEU’s that caused them to lose their level**. In order to retest the interpreter who has lapsed for not submitting CEU’s must first submit their 10 CEU’s before being allowed to test. Interpreters who lapse are required to **start over** by re-taking and passing the QAST written test before taking the 1-3 performance test. |

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| **H. Are there any exceptions to earning the 10 CEUs?** | |
|  | The only exception to earning the required number of CEU’s is in the case of a documented catastrophic event, illness and/or injury, which will be handled on an individual basis. |

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| **I. Will “interpreting” count toward earning CEUs?** | |
|  | No. CEUs are not earned while interpreting. |

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| **J. What if my employer requires me to attend a training that isn’t related to Interpreter Ethics or Professional Skills Development? Can I submit these as my CEU’s?** | |
|  | No. For example, religious workshops, or educational workshops required by your place of employment do not count toward Interpreting CEU’s. The training must provide ARID/RID approved CEU’s. |

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| **K. Will a college course taken for my degree count as CEU’s?** | |
|  | Yes. Any coursework from an accredited Interpreter Education Program will be approved by QAST if the student successfully completes the coursework and receives a minimum letter grade of “C” (2.0) or above. The number of CEU’s for that course will be the same as the “credit hours” of the course. For example: you take a course that is 3 credit hours, it is worth 3 CEU’s.  Revised 1/22: Documentation that at least three (3) CEU’s of course work satisfy the Professional Ethics Content Area requirement is the responsibility of the interpreter/student. |

**If you have any CEU related questions, please ask!**