



# **Registration Process and Procedures**

## Contents

CONTENTS	2
PLAIN ENGLISH SUMMARY .....	3
SECTION 1 INTRODUCTION .....	4
1.5 PURPOSE OF DOCUMENT .....	4
1.6 WHAT IS INCLUDED IN THIS DOCUMENT .....	4
SECTION 2 RECOGNISED QUALIFICATIONS FOR JOINING THE REGISTER.....	4
2.2 QUALIFICATIONS PREVIOUSLY RECOGNISED, BUT NO LONGER AVAILABLE .....	4
SECTION 3: REGISTRATION PROCESS (STANDARD).....	5
3.2 DOCUMENTS REQUIRED FOR REGISTRATION .....	5
SECTION 4 REGISTRATION PROCESS (NON-RECOGNISED QUALIFICATION).....	5
SECTION 5 REGISTRATION PROCESS (LATE REGISTRATION AND RETURN TO THE REGISTER) .....	5
SECTION 6 REVIEW OF APPLICATION BY REGISTRATION SUB-COMMITTEE .....	6
SECTION 7 SUCCESSFUL APPLICANTS.....	6
SECTION 8 MAINTENANCE AND RENEWAL OF REGISTRATION.....	6
MAINTAINING REGISTRATION .....	6
RENEWAL OF REGISTRATION.....	6
FAILURE TO MEET THE MAINTENANCE OF REGISTRATION REQUIREMENTS .....	7
SECTION 9 THE PUBLISHED REGISTER.....	7
SECTION 10 PRACTICE BREAKS .....	7
PRACTICE BREAKS - LESS THAN 12 MONTHS .....	7
PRACTICE BREAKS - MORE THAN 12 MONTHS.....	8
SECTION 11 LEAVING THE REGISTER .....	8
REMOVAL FROM THE REGISTER .....	8
VOLUNTARY REMOVAL FROM THE REGISTER .....	8
SECTION 12 APPEALS.....	8
APPEALS SUB-COMMITTEE .....	9
APPEALS PROCESS .....	9

## Plain English Summary

RISLI manages the list (register) of qualified Irish Sign Language (ISL) interpreters in Ireland. Under Irish law (Irish Sign Language Act), only interpreters registered by RISLI can work in courts or public bodies.

### Registration

Standard registration is for those with a recognised qualification (e.g. BA in Deaf Studies (interpreting) from Trinity College Dublin).

If your qualification isn't listed as a recognised qualification, you can still apply but may be asked to submit extra information.

If you apply more than 12 months after qualifying or are returning after a break of more than 12 months you may be asked to submit extra information.

### If you're accepted onto the register, you will get:

- A certificate and ID card
- Info on your Continuous Professional Development (CPD) and work practice requirements

### Your Public Profile on [www.risli.ie](http://www.risli.ie) will show

- Your name
- If you are a Deaf interpreter
- Your qualification and year

If you want, the public profile on [www.risli.ie](http://www.risli.ie) can also show:

- Your contact details
- A photo
- Regions available for interpreting work
- When available for interpreting work

### To stay registered, you must:

- Complete CPD and work hours every year
- Cooperate if selected for a CPD or work practice audit (check)

### Practice Breaks

You can take a practice break from the register (e.g. maternity leave). Email [register@risli.ie](mailto:register@risli.ie) to apply.

### You can be removed from the register if:

- You choose to leave the register (voluntary)
- If you don't meet the requirements.

If an interpreter does *not* meet the requirements of RISLI (e.g. CPD and Work Practice requirements), the interpreter will first be given time to complete the required CPD and work practice and/or provide more information.

### Appeals

If you're refused registration or removed from the register, you can appeal the decision.

**Please note this is a short summary of the policy. Please see the full Registration Process and Procedures policy for the full requirements and procedures.**

## Section 1 Introduction

- 1.1 The Regulatory Centre for Irish Sign Language Interpreters Ireland CLG has been setup to establish and maintain a registration and quality assurance scheme of Irish Sign Language Interpreters. The company operates under the business name Register of Irish Sign Language Interpreters (“RISLI”).
- 1.2 Under the Irish Sign Language Act of 2017, a court or public body can only engage a person to provide Irish Sign Language (“ISL”) interpretation whose competence has been verified by an accreditation body. RISLI has been appointed as the accreditation body.
- 1.3 RISLI maintains a public register of accredited Irish Sign Language interpreters on [www.risli.ie](http://www.risli.ie).
- 1.4 A review of the ISL Act clarified what RISLI has the power to do and not to do. RISLI’s role under the ISL Act is limited to operating an accreditation scheme. RISLI does not have the legal authority to operate a complaints process or impose sanctions on registered interpreters. In addition, RISLI cannot enforce a binding Code of Conduct for ISL interpreters. RISLI has conducted a review of its policies to ensure the policies they were keeping with ISL Act 2017.

### 1.5 Purpose of document

This document sets out the process for registering with RISLI as an Irish Sign Language Interpreter and what an interpreter needs to do to maintain registration.

### 1.6 What is included in this document

- The process for applying to become a registered ISL interpreter (“interpreter”).
- A list of recognised qualifications.
- What an interpreter needs to do to maintain registration.
- Applying for a practice break
- Leaving the register
- Appeals process for unsuccessful applicants

## Section 2 Recognised Qualifications for Joining the Register

### 2.1. Recognised Qualifications

- a) Bachelor in Deaf Studies, NFQ<sup>1</sup> Level 8, Trinity College Dublin, with a pathway specialisation of Irish Sign Language Interpreting

RISLI is conscious that there are no training programmes currently available in ISL specialising on Deaf interpreting. RISLI will seek to develop an alternative pathway for applicants seeking to become registered Deaf interpreters.

### 2.2 Qualifications previously recognised, but no longer available

- a) Masters in Interpreting Studies from Queens University Belfast (with Irish Sign Language / English language pair), (equivalent to NFQ Level 9), 2013 -2017
- b) Signature Level 6 NVQ<sup>2</sup> Diploma in Sign Language Interpreting with Level 6 NVQ Certificate in Irish Sign Language (equivalent to NFQ Level 8), Based in Galway, 2015-2018<sup>3</sup>
- c) Continuous Professional Development Certificate in Deaf Interpreting, Trinity College Dublin, 2020-2021
- d) Diploma in ISL/English Interpreting, NFQ Level 7, Trinity College Dublin

---

<sup>1</sup> National Framework of Qualifications

<sup>2</sup> National Vocational Qualification

<sup>3</sup> Leeson, L. and Venturi, L. 2017. A Review of Literature and International Practice on National and Voluntary Registers for Sign Language Interpreters. Dublin: Sign Language Interpreting Service (SLIS) <https://www.tara.tcd.ie/handle/2262/79791>

- e) Diploma in Deaf Studies, (Diploma of Higher Education) ISL/English Interpreting, (equivalent to NFQ Level 8), University of Bristol
- f) Sign Language Interpreting Service / Irish Sign Link Accreditation processes (1997, 2000, 2006, 2009)

2.3 This list of recognised qualifications will be maintained by the Registration Panel and updated on [www.risli.ie](http://www.risli.ie)

### Section 3: Registration Process (Standard)

3.1 The standard registration process applies to people with a recognised qualification (section 2.1) who apply for registration within 12 months of receiving their qualification.

#### 3.2 Documents required for registration

To apply for registration, applicants must submit:

- a) A completed [Application Form](#)
- b) Proof of qualification: A digital copy of your award certificate
- c) A recent passport style photo (electronic format) for use on your Registration Membership card
- d) Proof of Identification (for example a photo of your passport or driving licence)

3.3 A Registration Sub-committee will review the application (see section 6).

### Section 4 Registration Process (Non-Recognised Qualification)

4.1 This process applies to an applicant who does not hold a recognised qualification (i.e. a qualification not listed in Section 2 above).

4.2 To apply for registration, applicants must submit the items listed in 3.2 above along with the following supporting documents:

- a) Qualification Details:
  - i. The full title of their qualification(s) and the year obtained
  - ii. Name of the educational institution that awarded the qualification
  - iii. Course programme or syllabus (if possible).
  - iv. Official college transcript of results.
- b) Details of any interpreting experience (if any) to date, including years of experience and areas of specialisation (e.g. legal, medical, conference).
- c) Any Continuous Professional Development activities completed.
- d) Contact details for two referees who can attest to the applicant's interpreting skills and experience.
- e) Other information that may be requested by the Registration Sub-committee.

4.3 A Registration Sub-committee will review the application (see section 6).

4.4 The applicant may be required to submit a short video in Irish Sign Language for assessment.

4.4 The applicant may be required to complete a Skills Check assessment to demonstrate satisfactory practical skills in interpreting between Irish Sign Language and English. RISLI is developing an Interpreting Assessment Policy which will provide additional detail on such assessments.

4.5 The Registration Sub-committee may request the applicant to attend a Registration Meeting to provide further information or clarification in support of their application.

4.6 Upon being evaluated and approved, the qualification may be recommended to the Registration Panel for inclusion on the list of recognised qualifications.

### Section 5 Registration Process (Late Registration and Return to the Register)

5.1 This section applies where an applicant who holds a recognised qualification listed in Section 2 above but has not applied to RISLI within the 12 months of receiving their qualification. This process also applies to applicants

who wish to return to the register after a practice break of more than 12 months (see section 10 Practice Breaks).

- 5.2 Applicants must submit the documents listed in 3.2 above and may be required to submit the following supporting documents:
- a) Details of any interpreting experience (if any) to date, including years of experience and areas of specialisation (e.g. legal, medical, conference).
  - b) Any Continuous Professional Development activities completed.
  - c) Information about the applicant's involvement in the Deaf community
  - d) Other information that may be requested by the Registration Sub-committee.
- 5.3 A Registration Sub-committee will review the application.
- 5.4 The applicant may be required to submit a short video in Irish Sign Language for assessment.
- 5.5 The applicant may be required to complete a Skills Check assessment to demonstrate satisfactory practical skills in interpreting between Irish Sign Language and English.
- 5.6 The Registration Sub-committee may request the applicant to attend a Registration Meeting to provide further information or clarification in support of their application.

## **Section 6 Review of application by Registration Sub-committee**

- 6.1 A Registration Sub-committee considers all applications for registration. The sub-committee will review the application and notify the applicant if:
- a) The application was successful (see section 7) or unsuccessful
  - b) The reason(s) for the decision
  - c) The applicant's right to appeal the decision through the Appeals Process (section 12)
- 6.2 Canvassing by applicants or by others on behalf of applicants is strictly prohibited.

## **Section 7 Successful Applicants**

If the applicant is successful, they will receive a written notice that includes:

- a) Confirmation of successful registration
- b) Their registration number and registration date
- c) CPD and Work Practice requirements (see section 8)
- d) A Certificate of Registration
- e) A Registration Card displaying the interpreter's photograph, name and registration number.
- f) Login details (a unique ID and password) to log into the membership section of the register website.

## **Section 8 Maintenance and Renewal of Registration**

### **Maintaining Registration**

- 8.1 To maintain registration and remain on the Register, the interpreter is requested to fulfil the following requirements:
- a) Complete the required number of CPD and interpreter Work Practice hours within a 12-month CPD/Work Practice cycle. A CPD/Work Practice Cycle is a period of 12 months beginning on the date of the interpreter's registration. (see CPD and Work Practice policy).
  - b) If selected for audit, the interpreter is requested to submit their CPD portfolio and evidence of completing the required number of work practice hours. RISLI will conduct annual audits of a minimum of 5% of interpreters.
  - c) Comply with any other requirements of RISLI.

### **Renewal of Registration**

- 8.2 Registration is continuous, provided the interpreter meets the requirements for maintaining registration.

## Failure to meet the maintenance of registration requirements

- 8.3 If the interpreter fails to maintain their registration requirements, the issue will be referred to the Registration Sub-committee, who will review the interpreter's registration status.
- 8.4 The interpreter must be informed of this referral and may be invited to attend the meeting(s) of the Registration Sub-committee at which the issue is being considered. The interpreter should be provided with an opportunity to make submissions to the Sub-committee, either in person and/or in writing/ISL.
- 8.5 Where it is possible and appropriate, the Registration Sub-committee should give the interpreter a period of time to remedy the failure to meet the maintenance of registration requirements before their registration is revoked. A reasonable period should be allowed for this, which will depend on the individual circumstances of the case.
- 8.6 If a decision is taken to revoke an interpreter's registration, this decision will be subject to Appeal in accordance with the Appeals process (see Section 12 Appeals).
- 8.7 Any person involved in the original decision of the Registration Sub-committee should not be involved in the appeals process.

## Section 9 The Published Register

- 9.1 Once registered, the following details will be published in the online directory of interpreters, available at [www.risli.ie](http://www.risli.ie).
- Full Name as provided at registration
  - Whether the interpreter is a Deaf Interpreter
  - Their recognised qualification
  - Year the recognised qualification was obtained
- 9.2 The following information can be added to an interpreter's public profile page, with the consent of the interpreter:
- Email address
  - Contact phone number
  - Photo
  - Regions available for interpreting assignments
  - Availability for interpreting work
- 9.3 Interpreters are responsible for ensuring that the information displayed on their public profile is accurate and up to date.
- 9.4 Data is maintained in accordance with the Data Protection and Privacy Policy.

## Section 10 Practice Breaks

### Practice Breaks - less than 12 months

- 10.1 Interpreters can take a practice break of up to 12 continuous months while remaining on the register. Reason for requiring a practice break may include:
- Illness or injury
  - Maternity, paternity, adoptive, or carer's leave
  - Bereavement
  - Short-term employment unrelated to interpreting
  - Other circumstances deemed appropriate by RISLI
- 10.2 To request a Practice Break, interpreters must submit a request in writing to [manager@risli.ie](mailto:manager@risli.ie)
- Reason for the practice break

- b) Supporting Evidence (if applicable): Provide relevant documentation to support the request, such as a medical certificate, confirmation letter from other individuals or organisations, or other official correspondence.

10.3 Each request for a practice break will be considered by the Chair of the Registration Panel and Manager.

### Practice Breaks - more than 12 months

- 10.4 If an interpreter is seeking a practice break longer than a 12-month continuous period, they should notify [manager@risli.ie](mailto:manager@risli.ie).
- 10.5 The interpreter may be removed from the Register for the length of their practice break. Such cases will be dealt with on a case-by-case basis.
- 10.6 The interpreter's data will be maintained in accordance with the [Data Protection and Privacy Policy](#).
- 10.7 Interpreters wishing to re-register after such a practice break of more than twelve months should reapply to the Register under the process described in Section 5.
- 10.8 RISLI can liaise with the interpreter to support their return to the profession.

## Section 11 Leaving the Register

- 11.1 If an interpreter's registration is revoked or an interpreter voluntarily removes themselves from the Register, the following will occur:
  - a) The former interpreter must return their Registration Card and Certificate of Registration
  - b) The former interpreter's profile page will be deleted from the online register directory on [www.risli.ie](http://www.risli.ie)

### Removal from the Register

- 11.2 An interpreter may be removed from the Register for the following reasons:
  - a) Following a decision of the Registration Sub-committee due to an interpreter failing to meet the maintenance of registration requirements (see section 8)
  - b) Following the decision of the Appeals Sub-committee (see section 12).
- 11.3 The interpreter will be informed in writing of their removal and the reasons for their removal.
- 11.4 The interpreter can appeal the decision. For information on more information, please see Section 12 Appeals.

### Voluntary Removal from the Register

- 11.5 An interpreter may voluntarily remove themselves from the Register at any time by emailing RISLI [manager@risli.ie](mailto:manager@risli.ie)

## Section 12 Appeals

- 12.1 Where there is a refusal to register an applicant or a decision is made to remove someone from the register, the applicant/former registered interpreter can appeal this decision.
- 12.2 The applicant/former registered interpreter who wishes to appeal ("appellant") must notify RISLI ([manager@risli.ie](mailto:manager@risli.ie)) within 30 days of receiving the decision in relation to their registration, and an Appeals Sub-committee will be formed to consider the Appeal. Those involved in the initial registration decision may not form part of the Appeals Sub-committee.

## Appeals Sub-committee

- 12.3 It is intended the Appeals Sub-committee will be a three-person committee appointed by the Board. Where there are not enough members available or conflicts of interest arise, external persons can be appointed by the Board for the purpose of considering the Appeal.
- 12.4 The consideration of an appeal is private and confidential and will be treated as such by the Appeals Sub-committee.
- 12.5 It shall be compulsory for all members of the Appeals Sub-committee to declare any actual or potential conflicts of interest in relation to any appeal coming before them. The chairperson of the Appeals Sub-committee will consider any conflict and make a decision on the member's involvement in the appeal.

## Appeals Process

- 12.6 The appellant must send an **Appeal Submission** to the Appeals Sub-committee. The Appeal Submission should clearly set out each point of appeal and the reasons for each point of appeal. The appellant can include additional information with their Appeal Submission to support their appeal.
- 12.7 The Appeal Submission can be sent to the Appeals Sub-committee in writing or Irish Sign Language to [manager@risli.ie](mailto:manager@risli.ie). All Irish Sign Language submissions will be translated into written English.
- 12.8 Upon receiving the Appeal Submission, the Appeals Sub-committee will consider the appeal. The Appeals Sub-committee will be provided with all documentation and correspondence in relation to the initial registration decision. The Appeals Sub-committee will make a decision only on the points of appeal raised.
- 12.9 An appellant may at any time withdraw their appeal by contact [manager@risli.ie](mailto:manager@risli.ie)
- 12.10 Once consideration of the appeal is complete, the Appeals Sub-committee will provide an **Appeals Report** to the Registration Sub-committee and to the appellant. Reasons will be given for the decisions of the Appeals Sub-committee.
- 12.11 Decisions of the Appeals Sub-committee are final.