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](mailto:iap@uncg.edu) or 336-256-1059.

**Provided by Individual**

1. **Training Certificate:**
   1. UNCG CNNC Foundations of Professional Interpretation Training or Equivalent

1. **Health/Immunization Records:** 
   1. Measles, Mumps, Rubella (MMR)- Vaccine (2 dosages) **OR** Positive Serology Test
   2. Chicken Pox Vaccine- (2 dosages) **OR** Positive Serology Test
   3. Tetanus / Diphtheria within last 10 years
   4. Flu Shot or Signed Declination (Required Yearly)
   5. COVID 19 Vaccine (Optional)
   6. Negative QuantiFERON Gold Lab (Blood test only. Skin test not accepted.)
2. **Resume:** 
   1. Must include at least 6 months of interpreting experience.

**Completed in conjunction with CNNC**

1. **Language Assessment:**
   1. Completed in house and requires a passing score of 80% or higher.
2. **Interpreter Access Project Forms:­­­­**
3. Interpreter Access Project Application
4. Interpreter Application Agreement
5. Confidentiality Agreement
6. **Background Check:**
   1. Disclosure and Authorization Statement
   2. Criminal Background Check
   3. Office of the Inspector General List Verification
   4. Sex Offender Registry List
   5. Urine drug screen (CNNC to assist with scheduling & cost)
7. **Cone Health Testing Requirements:**
   1. Will provide information that includes PowerPoints and videos regarding safety at work, compliance & privacy. Will complete 3 mini quizzes and sign attestation forms.
8. **Smartphone Required:**
   1. Download interpreter App
9. **UNCG Independent Contractor Requirements:**
   1. Independent Contractor Determination From & Contract
   2. W-9