



# Experience Worksheet for Bachelor's Degree

Enter all experience below and calculate total Experience Credits.  
Credits may come from any combination of categories without restriction.

**Admin Use Only**

## College Coursework

Calculate the amount of college credit earned.

Total Semester Hour Credits: (1 credit = 1 Experience Credit) \_\_\_\_\_ x 1 = \_\_\_\_\_

Total Quarter Hour Credits: (1 credit = .75 Experience Credits) \_\_\_\_\_ x .75 = \_\_\_\_\_

Required Documentation

Official transcript from a college accredited by the US Dept. of Education that shows earned college credit, including college credit exams (CLEP, Praxis, DANTES, DSST, etc.)

Coursework Total: \_\_\_\_\_

CC: \_\_\_\_\_

## Interpreting Experience

Calculate the number of years worked as an interpreter in each sub-category.

A maximum of 15 experience credits may be earned for each calendar year.

Single Employer: Full-time (min 32 hr/week) - (1 year = 15 Experience Credits) \_\_\_\_\_ x 15 = \_\_\_\_\_

Part-time (min 10 hr/week) - (1 year = 7 Experience Credits) \_\_\_\_\_ x 7 = \_\_\_\_\_

Required Documentation

Official letter from employer verifying number of years worked as an interpreter and whether on a full or part-time basis.  
(minimum 6 months per employer)

Multiple Employers/ Full-time (min 20 hr/week) - (1 year = 15 Experience Credits) \_\_\_\_\_ x 15 = \_\_\_\_\_

Freelance Interpreting: Part-time (10 - 20 hr/week) - (1 year = 7 Experience Credits) \_\_\_\_\_ x 7 = \_\_\_\_\_

Required Documentation

Notarized letter from candidate verifying number of years and average number of hours worked per week in this capacity

Volunteer Interpreter: Full-time (min 20 hr/week) - (1 month = .5 Experience Credits) \_\_\_\_\_ x .5 = \_\_\_\_\_

Part-time (10 - 20 hr/week) - (1 month = .25 Experience Credits) \_\_\_\_\_ x .25 = \_\_\_\_\_

Required Documentation

Official letter from supervisor or organization verifying number of months and average number of hours worked per week as an interpreter, including internships.

Interpreting Total: \_\_\_\_\_

IE: \_\_\_\_\_

## Professional Development

Calculate all continuing education units earned within the last 5 years.

CEUs Earned: (.1 CEU or 1 hour = .02 Experience Credits) \_\_\_\_\_ x .02 = \_\_\_\_\_

Required Documentation

For RID Sponsored CEUs:  
- RID Transcript or certificate of completion  
For non-RID CEUs:  
- Certificate or letter of completion for each activity that clearly indicates the activity name, sponsor and number of CEUs or course hours.  
*Activities can include courses, lectures, seminars, webinars, workshops, mentoring or course development, but must be related to deafness, signed language or interpreting.*

Development Total: \_\_\_\_\_

PD: \_\_\_\_\_

Total Experience Credits: \_\_\_\_\_  
(120 Experience Credits = Bachelor's Degree)

Total: \_\_\_\_\_