



Checklist of Items to Be Returned

- ❑ Sign and return Exhibits B, C, D E and F. Exhibit A you may keep for your own use.
- ❑ **Copy of vaccines including** TB, MMR (Measles, Mumps and Rubella), Varicella and Hepatitis B

HERE IS WHAT WE NEED, ANY MISSING VACCINE RECORD WILL DELAY YOUR PROCESSING:

TB – We must have a negative PPD Read showing you are free of TB. This report must be less than 12 months old. In case of being PPD Positive, you must provide this fact from your physician that you are PPD-Read POSITIVE but free of symptoms. A yearly PPD-POSITIVE questionnaire must be filled out. **(MANDATORY)**

MMR – Proven immunity to these diseases. **(MANDATORY)**

Varicella – either proof of varicella titer, two doses of the varicella vaccine, or a written statement that you have already had chicken pox. **(MANDATORY)**

Hep B – Proof of Immunity. **(RECOMMENDED)**

FLU Shot – A copy of your yearly flu shot for use in hospitals September-April **(MANDATORY)**

TDaP Shot – You should have this vaccine. **(RECOMMENDED)**

- ❑ One copy of your resume
- ❑ One copy of at least a 45-hour training certificate and/or certification if you are a QMI /CMI or AHI/CHI.
- ❑ A color passport-type picture for your badge. Can e-mail to: whywoodwest@interpretersassociates.com
- ❑ A copy of first page of your passport, Driver's License, Alien Reg. Card or Employment Authorization Card as well as a copy of your Social Security Card.

Please return the paperwork to:

Mail: Interpreters Associates, Inc.
529 Main Street
Powerhouse Building – Suite 200
Charlestown, MA 02129

FAX – 781-629-2699

or e-mail to: aliebl@interpretersassociates.com

Office Address: 40 Warren St., 3rd Floor, Charlestown, MA 02129

Fax (781) 629-2699

Web site: www.interpretersassociates.com • E-mail: aliebl@interpretersassociates.com