



## Steps for working with us as a medical interpreter (page 2 is for working with us as a translator)

1. Fill out the application and send it in - <https://interpretersassociates.com/prospective-interpreters/>
2. If your application is approved, we will setup an interview.
3. If the interview is all good, we will send you a **DOCU-SIGN** with all the contracts to be completed by you electronically. We will also require a role-play session with one of our senior interpreters.

### If all is approved, you will then need to send us the following in addition to the Docu-sign:

- **Copy of vaccines including** TB negative result from the last 12 months, MMR titer showing immunity, or, 2 shots of each vaccine, the annual Flu shot, and proof of Varicella immunity.

***We suggest taking this sheet to your physician so as not to delay your paperwork:***

**TB** – We must have proof of no TB in your system. This can be done like this:

- 1) 1 Negative T-spot or Quantiferon gold test which is a blood test showing no TB - not older than 2 months (Preferred)
- 2) For those that are PPD Positive you must provide a Negative T-spot test (blood test).

**MMR** – Positive immunity serology to these diseases, or two separate doses of these vaccines. **(MANDATORY)**

**Varicella** – Positive immunity serology for varicella or two doses of the varicella vaccine. **(MANDATORY)**

**Hep B** – Proof of Immunity. **(RECOMMENDED but not mandatory)**

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

**TDaP Shot** – You should have one vaccine.

- 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. You can use a selfie. If you send us an actual picture by mail, please write your name on the back of the picture. If you send it to us digitally you can e-mail to: [aliebl@interpretersassociates.com](mailto:aliebl@interpretersassociates.com) or text it to: 603-443-7251.
- Copy of your driver's license or passport.

### Please return supporting documents to:

Interpreters Associates, Inc.  
529 Main Street  
Powerhouse Building – Suite 200  
Charlestown, MA 0212  
FAX – 781-629-2699  
or e-mail to: [aliebl@interpretersassociates.com](mailto:aliebl@interpretersassociates.com)

Office Address: 529 Main Street, Suite 200 Powerhouse Building, Charlestown, MA 02129

Fax (781) 629-2699

Web site: [www.interpretersassociates.com](http://www.interpretersassociates.com) • E-mail: [aliebl@interpretersassociates.com](mailto:aliebl@interpretersassociates.com)

MEMBER ATA

**Steps for working with us as a translator:**

1. Fill out the application and send it in - <https://interpretersassociates.com/prospective-interpreters/>
2. If your application is approved, we will setup an interview.
3. If the interview is all good, we will send you a **DOCU-SIGN** with all the contracts to be completed by you electronically.
4. We will also require a sample of your translation to be evaluated.

**If all is approved, you will then need to send us the following in addition to the Docu-sign:**

- ❑ A copy of all your qualifications, schooling, ATA certificate, letters of recommendation or similar.
- ❑ A color passport-type picture of yourself. You can use a selfie. If you send us an actual picture by mail, please write your name on the back of the picture. If you send it to us digitally you can e-mail to: [aliebl@interpretersassociates.com](mailto:aliebl@interpretersassociates.com) or text to: 603-443-7251.
- ❑ Copy of your driver's license or passport.

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