IOWA | Department of Inspections, Appeals, & Licensing

# Iowa Board of Sign Language Interpreters & Transliterators

## SUPERVISION AGREEMENT

Agreement made this _____day of_____, _____ between _____ ("Supervisor") and _____ ("Temporary License Holder").

For the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Parties:** Supervisor is a sign language interpreter or transliterator licensed pursuant to Iowa Code section 154E.3 and 481 IAC 961.2, who has agreed to provide on-site evaluations and advisory sessions with Temporary License Holder for the purpose of the professional development of Temporary License Holder. Temporary License Holder is an applicant for licensure who has not successfully completed the licensure examination approved by the Board of Sign Language Interpreters and Transliterators ("Board"), but has complied with all other requirements in 481 IAC 961.2(1).

2. **Purpose:** This Agreement is entered into by the parties pursuant to 481 IAC 961.3(3)"a".

3. **Duration:** This agreement shall commence _____ and end _____, and may be extended upon mutual consent of the parties.

4. **Parties' Obligations:** During each year following the initial licensure issue date, as defined in 481 IAC 961.3(1), a temporary license holder is only authorized to practice if the following direct supervision requirements are fulfilled. A temporary licensee must:

    **a.** Have a supervisor observe the temporary license holder in active practice for no fewer than six (6) bimonthly observation sessions per year lasting at least thirty (30) minutes each, if the temporary license holder is working alone in providing active interpreter or transliterator services, or at least sixty (60) minutes each, if the temporary license holder is working in a team interpreting situation. At least two of the observation sessions must be in person, and the remainder of the observation sessions may be performed through technology that allows direct observation of the temporary license holder providing active interpreter or transliterator services;

    **b.** Attend at last six (6) bimonthly advisory sessions with the supervisor per year for the purpose of discussing the supervisor's suggestions for the temporary license holder's professional skill development based on the observations sessions. An advisory session may occur immediately following an observation session if the setting is appropriate. At least two of the advisory sessions must be in person and the remainder of the advisory sessions may be performed through technology that allows real-time assessment and feedback. Each advisory session shall involve only the temporary license holder and the supervisor;

    **c.** Maintain an event log documenting the date, time, length and setting of each observation session and advisory session and whether the session was performed

in person or through other technological means. The temporary license holder shall ensure that the supervisor verifies the occurrence of the observation session or advisory session by placing the temporary license holder's signature on the log prior to submission to the supervisor. This event log shall be provided to the board upon request and must be submitted with the temporary license holder's renewal application;

**d.** Ensure that the supervisor attends each of the observation sessions and advisory sessions or reschedules the sessions as necessary to ensure compliance;

**e.** Comply with the required observation session and advisory session obligations. If for any reason the replacement of a supervisor becomes necessary, the temporary license holder shall be responsible for developing a new written agreement with the new supervisor. A replacement of supervisors shall not excuse noncompliance with observation session and advisory session obligations; and

**f.** Obtain permission from clients as necessary to allow the supervisor to be in attendance during the observation sessions.

**5. Contact Information:**

**a.** For Supervisor:
Address:
Telephone:
Cell phone:

**b.** For Temporary License Holder:
Address:
Telephone:
Cell phone:

**6. Payment:**

**7. Termination:** Either party shall have the right to terminate this Agreement with or without cause by giving not less than thirty (30) days written notice to the other party.

**8. Obligations upon Termination:** Upon termination by either party, as of the effective date of termination, Supervisor shall have no further obligation to provide supervisory services under this Agreement except to initial in Temporary License Holder's event log for each observation and advisory session held with Temporary License Holder.

**9. Entire Agreement:** This document constitutes the entire understanding and agreement between the parties.

**10. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

**IN WITNESS WHEREOF** the parties hereto have entered into this Agreement effective as of the date referenced above and affixed their signatures below.

**SUPERVISOR**

| | |
|---|---|
| _____ | _____ |
| Name | Date |

**TEMPORARY LICENSE HOLDER**

| | |
|---|---|
| _____ | _____ |
| Name | Date |

**Department of Inspections, Appeals, & Licensing**
Sign Language Interpreters and Transliterators
6200 Park Avenue, Suite 100
Des Moines, Iowa 50321-1270
pld-licensure@dial.iowa.gov