Board for Evaluation of Interpreters (BEI) Online Registry:

User Guide

Developed by:
Texas Department of Assistive and Rehabilitative Services (DARS)
Office for Deaf and Hard of Hearing Services (DHHS)
Board for Evaluation of Interpreters (BEI) Program

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Chapter 1: What is BEI and what is the Purpose of the BEI Registry?

What is BEI?

The Texas Department of Assistive and Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services (DHHS), operates the Board for Evaluation of Interpreters (BEI) certification program. The program is responsible for testing and certifying the skill level of individuals seeking to become certified interpreters in Texas.

The primary goal of the BEI certification program is to ensure that prospective interpreters are proficient in their ability to meaningfully and accurately comprehend, produce, and transform ASL to and from English.

For information about who is eligible for certification, associated fees, and a list of the certificates available, see BEI’s webpage: http://www.dars.state.tx.us/dhhs/bei.shtml.

Purpose of the BEI Registry

The purpose of the BEI Registry is to allow individuals certified through BEI to enter their names into a searchable database of certified interpreters. By registering as a certified interpreter through the BEI registry, certified interpreters make it easy for individuals seeking services to search for and find interpreters matching their needs.

Purpose of the BEI Registry User Guide

The purpose of the BEI Registry User Guide is to assist individuals would like to use the BEI Registry to apply for interpreter certification tests, recertify, or add their names to BEI’s searchable database of certified interpreters access these services and functions.

The guide presents a step by step explanation of how to register and use the BEI Registry’s many features and includes screen shots, explanations of how to perform certain tasks, and contact information for BEI staff where appropriate.
Chapter 2: Accessing the BEI Registry

System Requirements

The Board for Evaluation of Interpreters (BEI) Registry application is compatible with the following web browsers:

- Internet Explorer (IE), version 8 or greater
- Firefox, version 25.0 or greater
- Google Chrome, version 30.0 or greater

If you are using a different browser or a less recent version, you may have trouble accessing this system and may need to change your browser to one listed above.

Trouble Accessing the System

If you have trouble accessing the system and are using one of the supported web browsers, contact customer support at BEISupport@dars.state.tx.us.

System Registration

The following hyperlink will take you to the Board for Evaluation of Interpreters (BEI) Registry login page: https://dmzweb.dars.state.tx.us/prd/bei. When the hyperlink is selected or entered into a web browser, the user will be routed to the Registration page where the user can log in or create a new account.

If the user is registering for the first time, he or she inputs the appropriate information into the following data fields:

- First Name
- Last Name
- Middle Name
- Email
- Confirm Email

The Registration page will contain:

- A submit button which allows the user to register.
- Close page button that closes the page.
Chapter 3: Steps in the BEI Registration Process

Step One: Register on the BEI Registration Page

To access and register with the Board for Evaluation of Interpreters (BEI) Registry navigate to the registration page at https://dmzweb.dars.state.tx.us/prd/bei. The user can now login or create a new account.

If the user is registering for the first time, the user creates a new account by filling in the appropriate information into the following data fields:

- First Name
- Last Name
- Middle Name
- Email
- Confirm Email

In addition to the data fields, the Registration page will contain two options that the user can select from, these options are:

- a “Submit” button which allows the user to register; or
- a “Close” button that closes the page without registering the user.

The Registry page is shown in the image below.
Following the submission of the registration information, a confirmation page appears.

The confirmation page will contain two options from which the user will select:

- “Yes” button, which allows the user to confirm the information included in the data fields and continue registering; and
- “No” button, which allows the user to go back and correct the information included in the data fields before continuing to register.

If the user selects the “Yes” button to confirm that the information included in the data fields was correct, a page titled “Successful” is displayed.

The “Successful” page indicates that the user has successfully registered. The text on the page explains that a temporary password has been sent to the Email address provided by the user, and that the user may now logon to the BEI registry system with the temporary password as shown in the image below.

---

**Step Two: Logon to the System on the BEI Login Page**

The user will read and acknowledge terms and conditions for using the system on the Login page by entering the user login name and temporary password and clicking the “OK and sign in” button.
If the user does not have access rights, is inactive, or typed in an incorrect user name or password, the application will return an error message that reads: “Login was unsuccessful. Please correct the errors and try again. The user name or password provided is incorrect.”

If the user forgets his or her password, the user can select the “Forget Password” option; this will send a temporary password to the Email address the user has on file. If the user forgets his or her user name, he or she will be required to contact customer support at BEISupport@dars.state.tx.us.

The Login page will contain the following options for the user to select from:
- “OK and sign in button,” which allows the user to log into the system
- “Close” button that closes the page
- Hyperlinks to: Public Interpreter Registry; Public Test Schedule; and Public Court Mentor List
Step Three: Reset Password on BEI Password Reset Page

When the user logs in for the first time, the system will direct the user to the Password Reset page and will require the user to reset his or her temporary password. The user resets his or her password by filling the appropriate information into the following data fields:

- Current password
- New password
- Confirm new password

The user then selects the “Change Password” button to submit and finalize the change of password. If the new password entered does not conform to the password requirements, an error message is generated specifying the requirements not met and a list of the requirements is provided.

The Password Reset page is shown below.
Chapter 4: Navigating the BEI Registry

Navigation Menu

Once the user logs in to the BEI Registry system, the application allows the user to choose from different static and dynamic navigational and menu options.

The menu will display the Email address of the currently logged in user, and the user’s name will appear on the Personal Information page.

Static Menu Options

Once the user gains access to the system, the application allows the user to choose from the following static options, or options that are universal for all users:

- Skip to Content
- Zoom Layout
- Accessibility

If the user selects the Accessibility menu item, this opens the Short Cut Keys page containing a list of accessible keyboard shortcuts. The shortcuts list is shown below.

![Short Cut Keys](image-url)

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Short Cut Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close Page; Close; Cancel; No</td>
<td>Alt + C</td>
</tr>
<tr>
<td>New</td>
<td>Alt + I</td>
</tr>
<tr>
<td>OK; Yes; I Agree; Authorize</td>
<td>Alt + O</td>
</tr>
<tr>
<td>Print</td>
<td>Alt + P</td>
</tr>
<tr>
<td>Print Preview</td>
<td>Alt + P</td>
</tr>
<tr>
<td>Reset</td>
<td>Alt + R</td>
</tr>
<tr>
<td>Save</td>
<td>Alt + S</td>
</tr>
<tr>
<td>Search</td>
<td>Alt + L</td>
</tr>
<tr>
<td>Zoom Layout</td>
<td>Alt + Y and Enter</td>
</tr>
</tbody>
</table>
Dynamic Navigational Options

The application also populates a navigation menu that allows the user to select from the following options, which are populated with information specific to the user:

- My Profile page
- Account page

The default page is the My Profile page, which contains two additional navigational options that users can select from:

- Personal Information page
- Interpreter History page

The BEI registry Navigation page is shown below.
Chapter 5: Completing the BEI Registry User Profile

Complete User Profile

If the user selects the “My Profile” navigation menu item, an expanded navigation menu consisting of the following additional menu items is opened:

- Personal Information
- Interpreter History

The expanded “My Profile” menu is shown below.

The user should complete the profile completely by filling the appropriate information into all data fields contained on the My Profile page.

If the user information is already in the system, the fields will be prepopulated with the existing data. The user is required to fill in any data fields that are not already populated, as appropriate.

The following information is required to complete the data fields to complete the user profile:

- First Name
- Last Name
- Middle Name
- Maiden Name
- Date of Birth
- Gender
- Level of Education
- Auditory Status
- Military Status
- Race
- Primary and alternate Email
- Phone Number
- Address
- HHSC Region Information
- DRS Region Information
- Option to publish information to the online registry
- Photo ID information
- Non-DARS certificate information
- Conviction Information

The following information, entered by BEI staff, is also displayed on the user’s My Profile page:

- Date Inactive
- Probation Date
- Suspended Date
- Revoked Date
- Legacy ID

If the user has become inactive, put on probation or suspension, or has had his or her certification revoked, a date will populate on the appropriate line.

If the user was certified prior to the implementation of the new BEI Registry (prior to May 19, 2015) a legacy ID will displaying showing the old certification number.

The Personal Information page and information required to complete the user profile is shown below.
Race
☐ American Indian
☐ Asian
☐ Black
☐ Hispanic
☐ Hawaiian
☐ White

Primary Email / User: terpix@yahoo.com
Name:
Alternate Email:

Phone

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Phone Type</th>
<th>Primary Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select From List</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Address

Address Line One:
Address Line Two:
Zip Code:
City: ENTER ZIP FIRST
State: ENTER ZIP FIRST
County: ENTER ZIP FIRST

HHSC Region:

DRS Region:

Publish Contact Information on Registry?

Yes

Photo ID Received:

Photo ID Expire Date:

Do you hold a Non-DARS/BEI Certificate?

Select From List

Do you have a conviction? Please enter description and date.
The user then has the option to select the “Save” button to save the new or updated information, or to select the “Close” button to close the page without saving the new or updated information.

If you have an external Interpreter Certificate that has not been issued by the Texas Department of Assistive and Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services, you must select “Yes” when asked on the My Profile page. Certifications that would be considered external and would require you to select “Yes” include:

- Michigan Board for Evaluation of Interpreters (MI BEI)
- Illinois Board for Evaluation of Interpreters (IL BEI)
- Missouri Board for Evaluation of Interpreters (MO BEI)
- Registry for Interpreters of the Deaf (RID)

When you select “Yes” to indicate that you have an external certification, the application will take you to another screen to enter information about that certification when you select the “Save” button to save your new or updated information.
Once the user enters information about his or her external certifications and selects the “Save” button, the information is saved and the user is returned to the Personal Information page. The “Close” button will close the page and the Personal Information page would no longer be displayed.
Chapter 6: How to Apply for Tests or Certificates on the BEI Registry

Once the user profile has been completed and saved, the navigation menu will be expanded to include additional menu items at the left of the screen.

The left navigation menu will consist of the following additional options from which the user can select and use to complete tasks, such as applying for training, certification, or certification renewal:

- Personal Information
- How to Apply
- External Trainings
- Interpreter History

The expanded navigational menu is shown below.

![Navigational Menu](image)

How to Apply

If the user selects the “How to Apply” navigational item, the navigation menu is expanded to include additional navigation menu items consisting of the following options:

- Test Application
- Application Status
Certificate Application, if you have certifications from the following:
  - Michigan Board for Evaluation of Interpreters (MI BEI), Illinois Board for Evaluation of Interpreters (IL BEI), or Missouri Board for Evaluation of Interpreters (MO BEI).

The “How to Apply” navigation menu is shown below, minus the “Certificate Application” expanded menu item, which only appears if a user has one of the certifications listed above.

Test Application

If the user selects the “Test Application” menu item, the user is taken to a page where he or she is given the option to select a test from a list. Once a test is selected, the page also provides information about eligibility requirements to take the test, a description of the test, and the cost associated with that test.

To select a test from the drop down list, the user must ensure that the test is visible in the drop down box and then click on the Test Application page, anywhere outside of the drop down box. When the user does this, the eligibility requirements, costs, and any college credit hours associated with the test selected are shown on the page.

The user may also select the “Search” button to search for specific tests and their eligibility requirements, costs, and associated college credit hours.

To request an accommodation for the test, the user must check the box next to “Do you need special accommodation?” Once the application is completed, a BEI staff person
will contact the user to inquire about the accommodation requested and determine how to meet the user’s needs.

The “Test Application” expanded navigational item is shown below.

The page allows the user to select the “Next” button or “Close” button. The “Close” button closes the page and navigates the user to his or her history of tests requested.

The “Next” button saves the user’s selected test information and navigates the user to a page that displays a list of dates, times, and locations where he or she can take the test. The user places a check mark in the box next to his or her “First Choice” based on test date and location.

Once the “First Choice” test has been selected, the user then selects from the “Submit” button or the “Close” button.
The “First Choice” test selection page is shown below.

Selecting the “Submit” button navigates the user to an Application Record page with information about the test’s date, time, fees, and application status. The Application Record page is shown below.
The only remaining selection available to the user is the “Close” button, which brings the user to the Interpreter History page.

**Certification Application**

If the user selects the Certification Application menu item, the user is navigated to a page with a drop down box that allows the user to select a certificate type. The user selects the certificate type and, then, selects the “Search” button. When the “Search” button is selected, a page that lists the documents required, a description of the certificate selected, and the cost associated with the certificate selected will be displayed.

The Certificate Application page is shown below.

Selecting the “Submit” button brings the user back to the Application Status page.
Application Status

If the user selects “Application Status” from the expanded navigation menu, the user is navigated to the Application Record page. The Application Record page lists the applications submitted by the user, along with the status of each application.

The Application Record page is shown below.

The user selects the “Close” button to return to the My Profile page.
Chapter 7: How to Renew a Certificate or Recertify on the BEI Registry

When the user selects the “Certificate Renewal / Recert.” navigation menu item, the item is expanded further to reveal additional menu item options including:

- Certificate List
- CEUs
- Recertification

The expanded “Certificate Renewal / Recert.” menu is shown below.

Certificate List

If the user selects the “Interpreter List” menu item, the user is navigated to a page containing a list of certificates issued that shows the following:

- Certificate Type
- Valid Through date, date up to and including which the certificate is valid
- Continuing Education Units (CEUs), required number and due date
- Initial Award Date, the date on which the certificate was awarded the first time
- Certificate Status, describes whether the certificate is Active, Pending, or at another status

The Certificates List page is shown below.
When the user clicks on one of the certificates listed, detailed information about that certificate is displayed, including:

- Certificate Number, a unique number issued for each certificate awarded
- Certificate Suffix, a chronological number based on the number of certificates issued (if a user is issued the 10th certificate out of a total of 50 total certificates issued, the Certificate Suffix would be 010)
- Certificate Type
- Status, describes whether the certificate is Active, Pending, or at another status
- Initial Award Date, date on which the certificate was awarded the first time
- Date Issued, date on which the certificate was issued (may be same as award date)
  - Changes yearly based on renewal or recertification.
- Valid Through date, date up to and including which the certificate is valid
  - Changes yearly based on renewal or recertification.
- Continuing Education Units (CEUs), required number and due date
- Certificate Card Print Date, date the certificate was printed
- Certificate Card Sent Date, date the certificate was sent to the user

The detailed Certificate page with additional information for that certificate is shown below.
Continuing Education Units (CEUs)

If the user selects the “CEUs” menu item, the user is navigated to a page where he or she can enter CEU information.

The following information is listed for each CEU entered:

- Status showing if documentation has been approved
- Type or subject matter of the CEU entered
- CEUs earned
- Documentation Received Date

Clicking on the status allows the user to see detailed information regarding the CEUs entered.

The CEU’s detailed information list is shown below.
After selecting “Status,” detailed information for each CEUs entry is displayed, including:

- Training Title
- Training Type
- Start Date
- End Date
- CEUs Earned
- Documentation Received Date
- Approved Date
- Denied Date

The detailed information page for a CEUs entry is shown below.
Entering New Continuing Education Units (CEUs)

To enter new CEUs, the user selects the “New” button on the main CEUs page, accessed by selecting the menu item “CEUs.”

The main CEUs page with “New” button is shown below:

The “New” button, when selected, navigates the user to a new CEU page where the user fills the appropriate information into the following data fields:

- Training Title
- Training Type
- Start Date
- End Date
- CEUs Earned

Additional information added by BEI staff includes:

- Documentation Received Date
- Approved Date
- Denied Date

The user has the option to select the “Save” button to save and submit the new CEUs information input into the data fields, or to select the “Close” button to close the page without saving and submitting any new information.

The new CEU input page is shown below.
Recertification

If the user clicks on the “Recertification” menu item, the user is navigated to an information page that lists the renew date and fee associated with the renewal.

Information regarding number of Continuing Education Units (CEUs) earned, type of CEUs earned and approved, and number of total CEU’s requires for recertification is also listed.

The user has the option to select the “Close” button to close the page.

The Recertification page is shown below.
Recertification for Suzanne Vega, Interpreter ID: 131

Type: Recertification

Recertification Date: 03/27/2020
Recertification Fee: 70.00
Late Recertification Fee: 0.00
Total Recertification Fee: 70.00

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Valid Through</th>
<th>CEUs due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>03/27/2016</td>
<td>03/27/2020</td>
<td>Active</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CEU Type</th>
<th>CEUs Required</th>
<th>CEUs Submitted</th>
<th>CEUs Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpreting-related</td>
<td>6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ethics-related topics</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General studies</td>
<td>2.00</td>
<td>0.100</td>
<td>0.100</td>
</tr>
</tbody>
</table>

Close
Chapter 8: How to Enter External Trainings on the BEI Registry

When the user selects the “External Trainings” menu item, an expanded navigation menu item is opened consisting of the following options:

- DHHS Training, or Office for Deaf and Hard of Hearing Services Training
- ITP, or Interpreter Training Program

The expanded “External Trainings” menu is shown below.

Office for Deaf and Hard of Hearing Services (DHHS) Training

If the user clicks the “DHHS Training” menu item, the user is navigated to a page that allows him or her to see training existing information or add new training information.

The DHHS Training page is shown below.
By selecting the “New” button, the user is navigated to a page where the user can search for training that has been provided by DARS-DHHS and select the appropriate training from a drop down box.

After selecting the training type, the user can select the “Search” button to see a list of trainings offered matching the training type, but without any specific timeframe limiting the trainings listed.

If the user knows the dates on which the training was provided, the user can select the training type and the dates the training was provided. When the user selects the “Search” button, he or she can then see a list of trainings provided limited to those offered within the specific timeframe entered by the user.

The DHHS Training search page is shown below, with training type and start date entered in.

When the user selects the “Search” button, the user is taken to a table list of DHHS Trainings. The user can click on the table heading to sort the trainings by: Title, Type, Begin Date, End Date, and/or Hours.

The user then places a check mark in the box next to the trainings taken to select them, and then selects the “Save” button to save and submit the new DHHS training information.

The DHHS Training list table with the option to sort by headings and select trainings is shown below.
Interpreter Training Program (ITP)

If the user selects the “ITP” menu item, the user is navigated to an ITP training page where the user can select the “New” button to enter new information about attendance at an ITP.

When a new ITP is entered, the user and/or BEI staff input the appropriate information into the following data fields:

- ITP Name
- Enrollment Date
- Hours Earned/Completed
- Graduation Date
- Date the information was confirmed by DHHS staff

The new ITP input page is shown below.
Once the user has input the appropriate information, the user selects the “Save” button to save and submit the information entered, or the user can select the “Close” button to close the page without saving and submitting the information.

The ITP page with a new ITP added is shown below.
By selecting the name of the ITP, the user is navigated to a detailed information page for the ITP entered.

The detailed ITP information page is shown below.
Chapter 9: Creating an Interpreter History

When the user selects the “Interpreter History” navigation menu item, the item is extended to include the following additional menu items:

- Previous Name
- Previous Phone
- Previous Address

The “Interpreter History” expanded menu items list is shown below.

---

Adding a Previous Name

When the user selects the “Previous Name” menu item, the user is navigated to a page containing a listing of names used previously. The page lists the following information:

- First Name
- Last Name
- Middle Name
- Maiden Name
- Date of Birth
- Date Update

The “Previous Name” page is shown below.
Adding a Previous Phone

When the user selects the “Previous Phone” menu item, the user is navigated to a list of phone numbers used previously. The list contains the following information:

- Phone Number
- Phone Type
- Primary Phone
- Date Update

The “Previous Phone” page is shown below.
Adding a Previous Address

When the user selects the “Previous Address” menu item, the user is navigated to a list of addresses used previously. The list contains the following information:

- Address
- If current address
- Date Update

The “Previous Address” page is shown below.
Chapter 10: Updating Account Information

When the user selects the “Account” menu item, the menu is expanded to include the following additional menu items:

- Change Password
- Change Primary Email

The expanded “Account” menu is shown below.

Board for Evaluation of Interpreters (BEI) Registry

How to Change User Password

To change the account password, the user must select the “Change Password” menu item. The user will then be navigated to a new page and will be able to input the appropriate information into the following data fields:

- Current password
- New password
- Confirm new password

The user can save and submit his or her new password by selecting the “Change Password” button.

The Change Password page is shown below.
Change Primary Email

When the user selects the “Change Primary Email” menu item, the user is navigated to a page where the user can input appropriate information into the following data fields:

- Email address
- Confirm Email address
- Password

The user can select the “Change Email” button to save and submit the information entered and change the primary email address.

The Change Primary Email page is shown below.
Change Email address

You must log on again after you changed your email address.

Account Information

Email address

Confirm Email address

Password

[Change Email]
For Assistance Using the Board for Evaluation of Interpreters (BEI) Online Registry, Please Contact:

BEISupport@dars.state.tx.us

For questions, compliments, or complaints call the DARS Inquiries Line at 1-800-628-5115