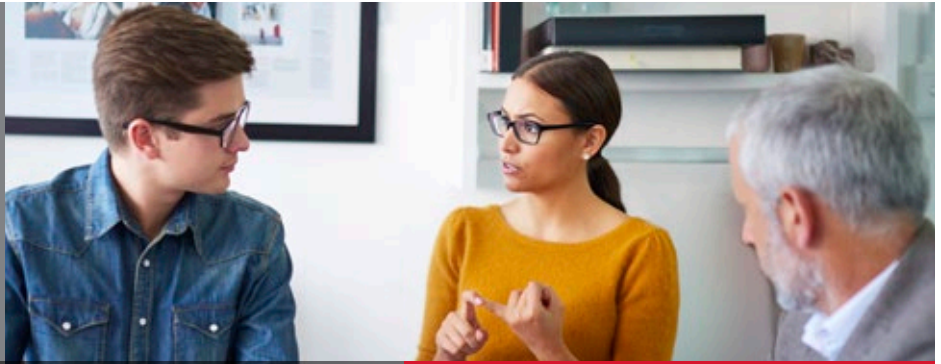


PROFESSIONAL INTERPRETER IN SPECIAL EDUCATION CERTIFICATE PROGRAM



ONLINE CONTINUING EDUCATION COURSE FROM **THE UNIVERSITY OF GEORGIA**

How to Contact Us:

Phone: +1-706-542-3537 or
800-811-6640 (toll free in the USA)

Email: questions@georgiacenter.uga.edu

Frequently Asked Questions

- For whom is the course designed?
- Are there any prerequisites for enrolling in this course?
- How long does it take to complete this course?
- How do I access the weekly live class sessions?
- What if I am unable to participate in a live class session?
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- What is the preferred browser to be used for the optimal online course experience?
- Who should I contact for assistance with the course?

For whom is this course designed?

This course is designed for bilingual teachers and bilingual staff who assist with interpretation in the public, private, or charter school setting and other education institutions, or anyone who is bilingual and works with these individuals; interpreters and translators currently employed in educational institutions seeking to enhance their skills in special education terminology; independent interpreters; interpreters with other credentials; and individuals seeking employment in educational and interpreting organizations.

Are there any prerequisites for enrolling in this course?

You must be fluent in both English and a second language to complete the certificate requirements. Since this is an advanced interpretation course, it is recommended that you take the *Professional Interpreter in Education Certificate Program* or that you have knowledge of the foundations of interpreting in a school setting.

How long does it take to complete this course?

This is an 8-week course, with live online class sessions every Tuesday. In those 8 weeks, you will complete 30 hours of study, which includes reading assignments, videos, discussions, and quizzes in addition to the one-hour weekly live classes.

How do I access the weekly live sessions?

The weekly live sessions are accessed through the Online Rooms on the navigation menu at the top of every *eLearning Commons* page. Click on the Online Rooms link at the top of the page, then select the Live Chat for date and time under the Rooms tab. Once you click on the link, you will be given the option to join the room.



The University of Georgia
Center for Continuing Education

What if I am unable to participate in a live class session?

The weekly live sessions are recorded and archived for later viewing. Click on the Online Rooms link at the top of the page, then select the live chat for date and time you were unable to attend under the Rooms tab. Once you click on the link, you will see a page that has two tabs, Room and Archive. Select Archive then the link for the live chat that you wish to view.

What are the course requirements for *Professional Interpreter in Education Certificate Program*?

To complete this course, and earn University of Georgia Continuing Education Units (CEUs) you must:

- Complete the online learning content for each module,
- Submit each module's discussion questions and written assignments and receive a passing mark,
- Pass each end-of-module quiz with a 70% or better,
- Participate in each weekly 1-hour live class session,
- Achieve a minimum score of 80% on the Final Exam; and
- Fill out the end-of-course evaluation.

What is the cancellation/refund policy for this course?

The Georgia Center will issue a refund less a \$75 cancellation fee for course cancellation requests received before 5:00 p.m. on the fifth business day prior to the beginning of a course. Business days are Monday through Friday, excluding holidays. To cancel your enrollment, please send an email to: student@georgiacenter.uga.edu.

No refunds can be issued if you cancel within four business days of the course start date or at any time after a course begins. Once you access the online course, you are no longer eligible for a refund.

Course Cancellation by the Georgia Center: Should the Georgia Center find it necessary to cancel the course for any reason, we will attempt to notify the participants at least 24 hours in advance via phone and/or e-mail. In the event that the course is cancelled by the Georgia Center, a 100% refund will be processed for each registrant.

What is the preferred browser to be used for the optimal online course experience?

A modern browser adhering to web standards is recommended for optimal viewing. If possible, please use a robust browser such as Chrome, Firefox, or Safari.

Who should I contact for assistance with the course?

If you need technical support with the web course software email the Call Center at the University of Georgia Center for Continuing Education at callcenter@georgiacenter.uga.edu, or call +1-866-781-9953. A Call Center associate will respond to your inquiry as soon as possible.

For questions about the concepts and content presented in the course, contact your instructor, Ana Soler, through the course tools.

For questions about administration of the course, contact the Georgia Center for Continuing Education at 706-542-3537 (Monday – Friday 8am-6pm US ET.) or email your request to student@georgiacenter.uga.edu.

Enroll Anytime. Register Now!

For more information about *Professional Interpreter in Special Education*, contact us at questions@georgiacenter.uga.edu or by telephone at +1-706-542-3537.