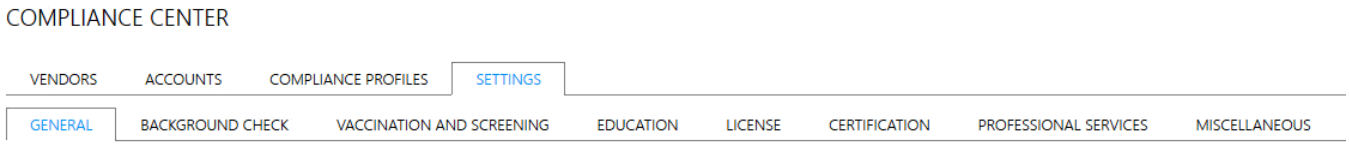
COMPLIANCE CENTER

Maintain documents, background checks, vaccination and other compliance related records with expiration dates and automatic tracking.

- Compliance items
- How to add Certification ID to your Documents
- How to add License ID to your Documents

COMPLIANCE ITEMS

Compliance center offers flexible configuration with all compliance items categorized and grouped under specific tab. To begin configuration process for your organization compliance, navigate to TOOLS AND SETTINGS > Compliance center > SETTINGS



Each tab allows you to add a compliance item, your vendors or staff members will be able to upload into ScheduleInterpreter®.

BACKGROUND CHECK

Most of the items under this tab are related to the background check of various kind. Based on requirements and form of employment the following items can be added to the list.

- Criminal History Check
- Prior Employment Verification
- Drug Screening
- Sexual Offender Registry Check
- Credit Background Check
- Social Media & Internet Check
- Driving Record
- Social Security Number Trace

VACCINATION SCREENING

Many organization utilizing the services of professional linguists require proof of vaccination. This list may vary from location to location. The list below can be used as a foundation of vaccination for all adults working in US.

- Influenza (“flu”) vaccine
- Pneumococcal polysaccharide vaccine – Pneumovax 23 [PPSV23])
- Pneumococcal conjugate vaccines [Prevnar 13 [PCV13]
- Tetanus, diphtheria, and pertussis (“whooping cough”) - containing vaccine (e.g., DTP, DTaP, Tdap, or Td)
- Measles, mumps, rubella (MMR) vaccine
- Varicella (“chickenpox”) vaccine
- Human papillomavirus (HPV) vaccination
- Hepatitis A vaccine
- Hepatitis B vaccine
- Meningococcal (“meningitis”) type A, C,W,Y vaccine (MenACWY)
- Meningococcal (“meningitis”) type B vaccine (MenB)
- Zoster (“shingles”) vaccine
- Haemophilus influenzae type b (“Hib”) vaccine

EDUCATION

Education tab provides an opportunity for linguists to enlist their general and professional education. There is no standardized list, however including college and university degrees or courses offered by third party organizations, for example Bridging the Gap for medical interpreter, will help to develop uniform education structure.

Use generic names, for example Court Interpreting. Linguists will be able to specify the level of degree, name of the program and awarding institution.

LICENSE

If in order to operate as a linguist, obtaining and maintaining a license is required, you can enlist the mandatory licenses for linguist. For example, American Sign Language interpreters may require a state license.

How to add License ID to your documents

CERTIFICATION

Based on requirements of your organizations or the clients you are providing the services for, a certification of a linguist can be one of the mandatory items. There is no standardized list. State of California or Federal Courts require interpreters' certification. You can add this items under CERTIFICATION tab.

How to add Certification ID to your documents

PROFESSIONAL SERVICES

This is a free form entry section and allows the linguists and your staff enlist the services provided by interpreters. This works more like a resume listing of all relevant jobs. Below is an example of possible items.

- Face to face interpreter
- Over the phone interpreter
- Video remote interpreter
- Conference interpreter
- Document translation - legal
- Document translation - medical

MISCELLANEOUS

This is a free form entry section that can be used for various compliance documents related to employment, contracts, compliance items of your partners and clients. There is no standardized list of items. Below is an example of possible items.

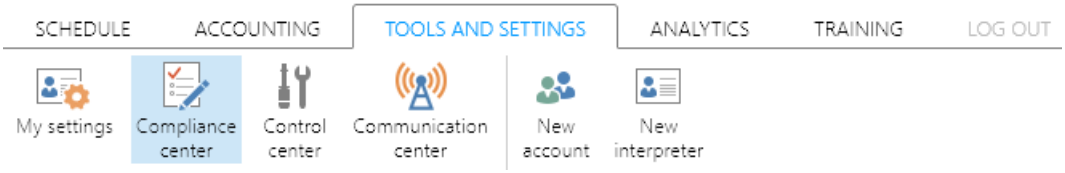
- Driver's license
- I-9
- BAA General hospital
- Employment agreement (W-2 only)
- Contract (1099-MISC only)
- HIPAA Memorandum of Understanding
- Cyber security policies
- PHA record policies.

HOW TO ADD CERTIFICATION ID TO YOUR DOCUMENTS

ScheduleInterpreter allows you to add your vendor's Certification ID to the documents created in SI Labs (Request form, Verification of services, Timesheet, Vendor Contract/Memo, Client invoice).

COMPLIANCE CENTER

To access the Compliance Center, login to the portal, click `Tools and setting`, the click `Compliance Center.`

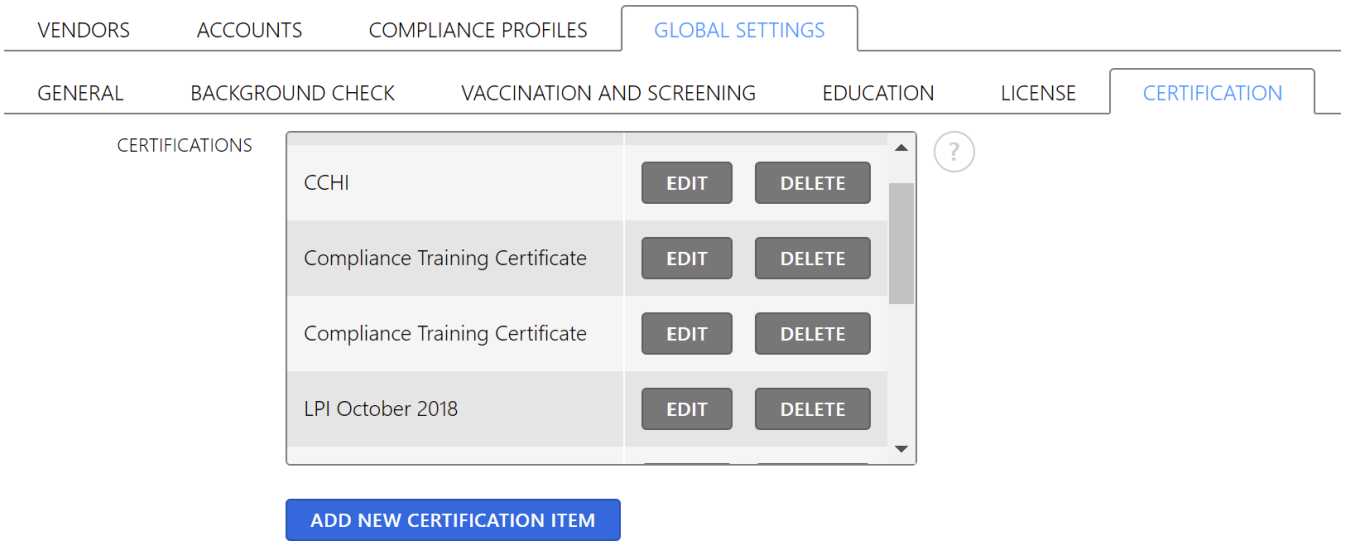


CERTIFICATION

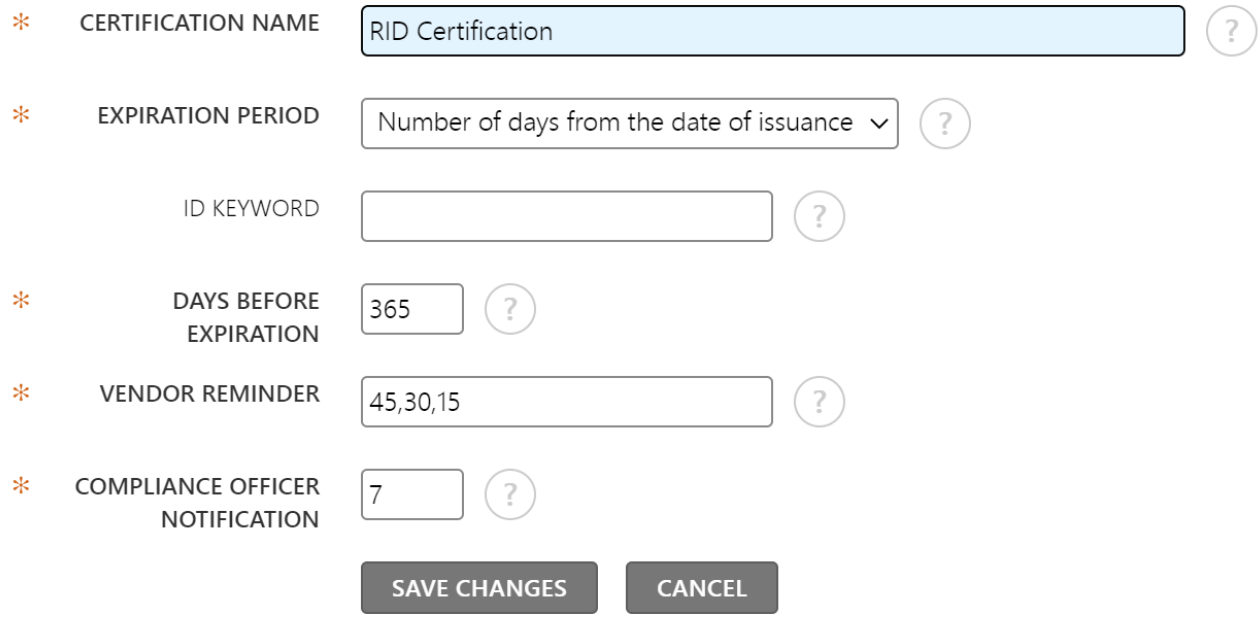
To create a new Certification item, go to `Global Settings`, click the `CERTIFICATION TAB`, then click



COMPLIANCE CENTER



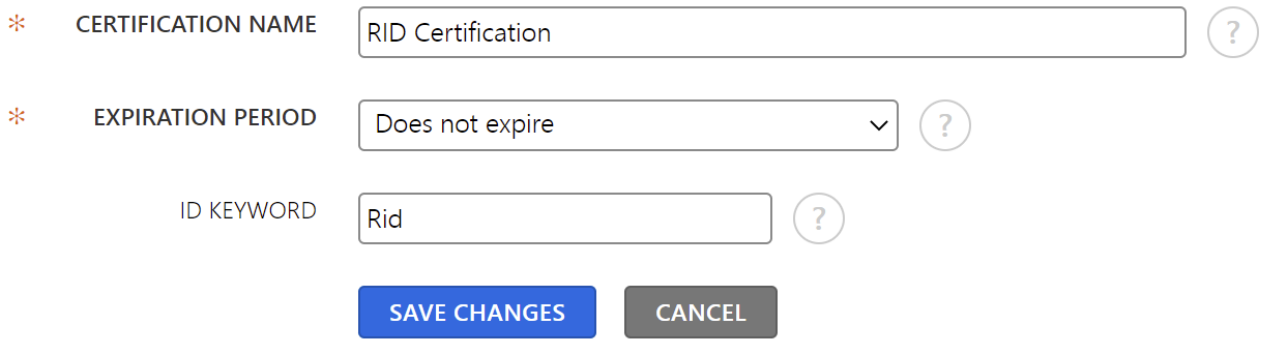
Enter the Certification Name, then select whether the certification expires or not. If it does not expire, select Does not expire from the drop down list. If the certification expires, select Number of days from the date of issuance, and fill out the additional 3 fields that will appear on the screen (Days before expiration, Vendor reminder, and Compliance officer Notification).



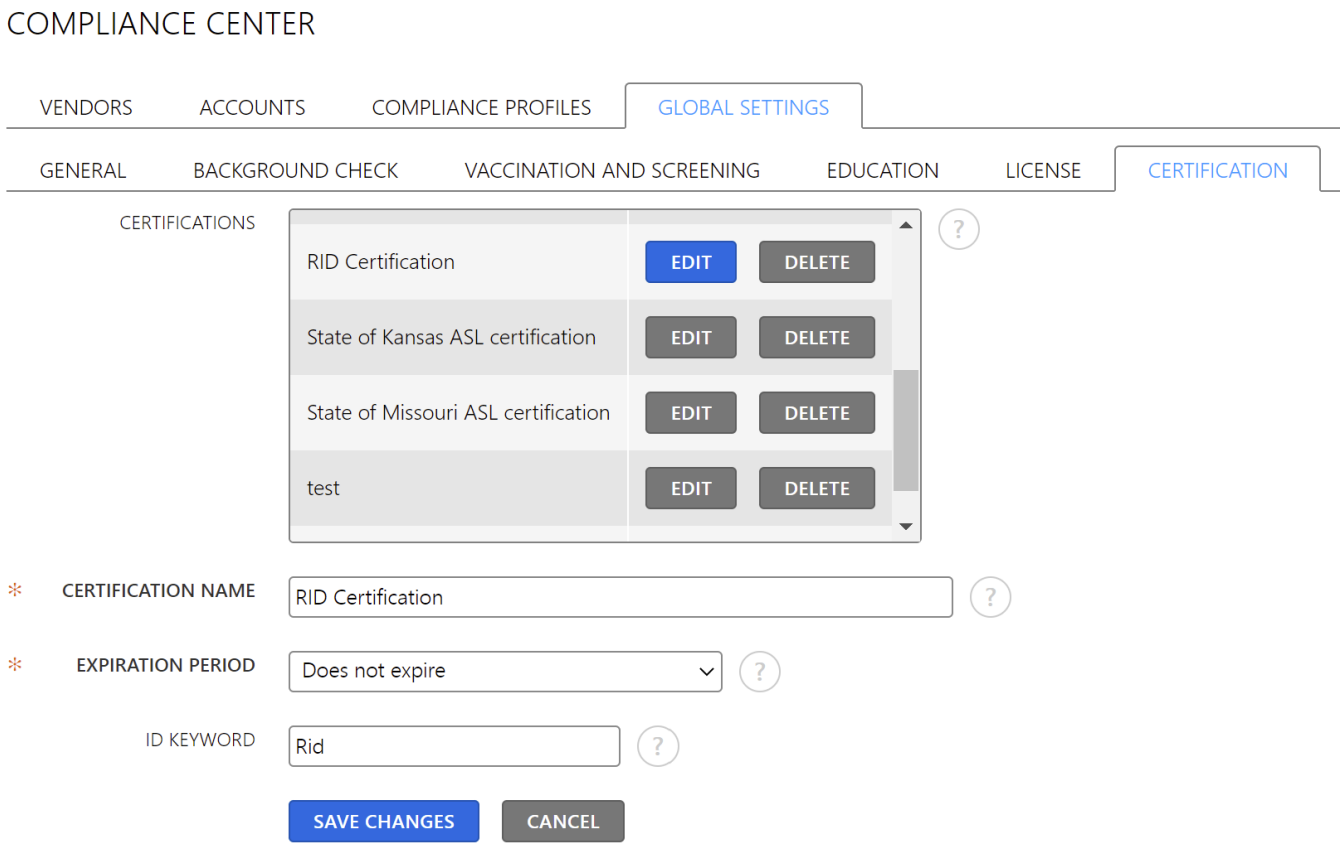
In the ID Keyword field, provide a keyword to reference the Certification ID. The ID can be embedded into various documents, like Client request form, Verification of services, Vendor contract/memo, Client invoice etc., using the keyword provided here. For example, entering `Rid` will enable to embed vendor's RID Certification ID using `{vendorRidCertificationId}` keyword.

> ⚠ Each certification item is unique therefore each one must have its own keyword.

Once you filled out all the fields, click `SAVE CHANGES`.



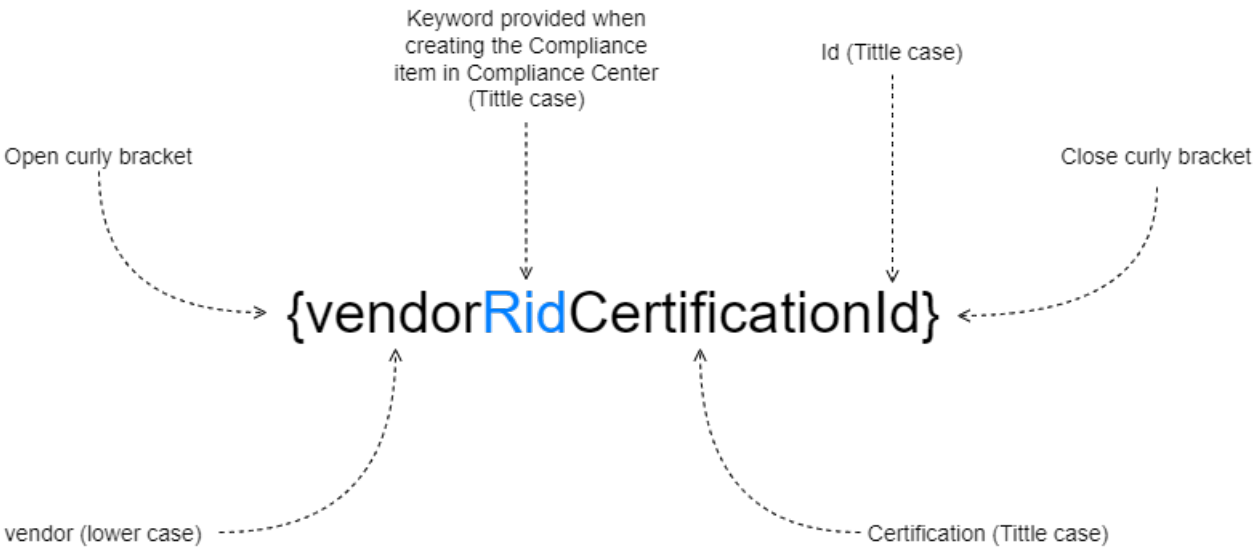
To add a keyword to an existing Compliance item, click `EDIT`, provide an unique keyword, then click `SAVE CHANGES.`



ID keyword can be entered using any capitalization. ScheduleInterpreter® will convert ID keyword into the title case, see more details below.

HOW DOCUMENT KEYWORD IS CREATED

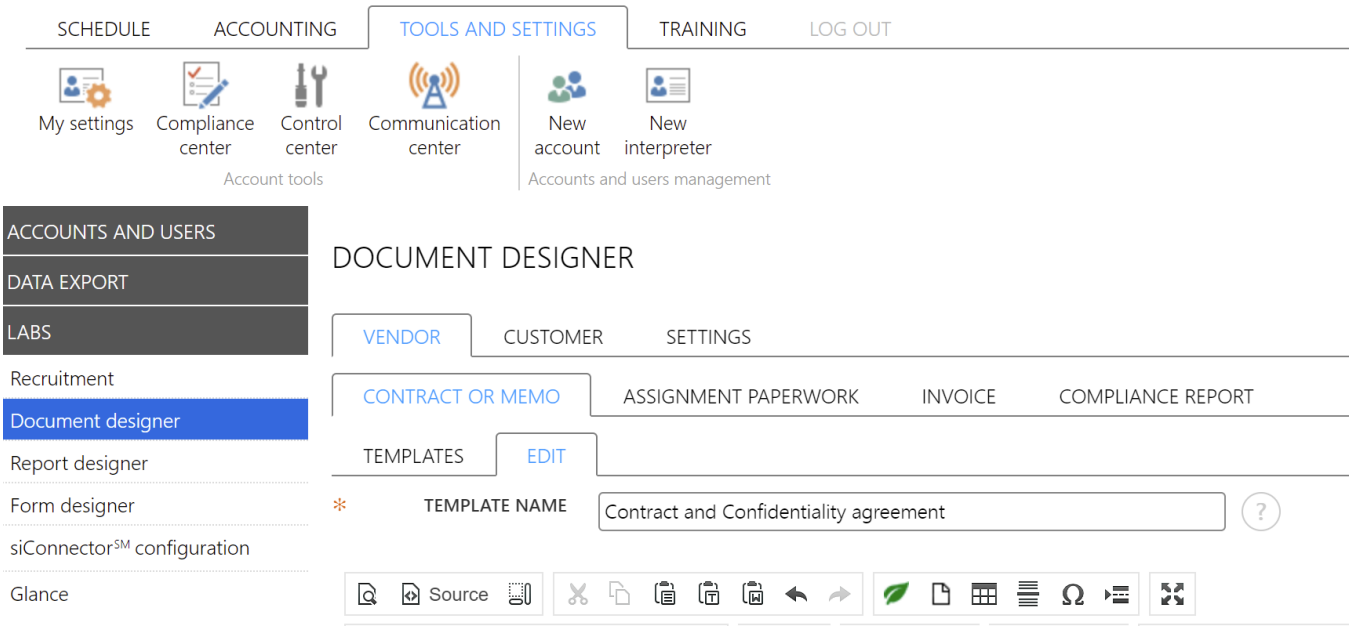
ScheduleInterpreter® is using a series of keywords to populate documentation templates. To use custom keyword for certification ID, special processing is performed and the documentation keyword is created using the following rules.



HOW TO ADD CERTIFICATION ID TO YOUR DOCUMENTS

Once you have created your Certification ID keywords, you can add them to your assignment paperwork and

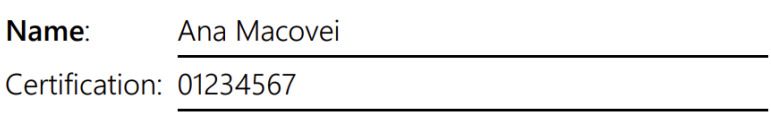
documents. To do so, go to Tools and Settings, LABS, then click Document designer.



Select the document in which you would like to add the Vendor Certification ID, click Edit, decide where in the document you would like the ID to appear, then enter the corresponding keyword, making sure to follow the exact format as below:



SAVE the changes you made to your template, and review the Certification ID populated in the live document.



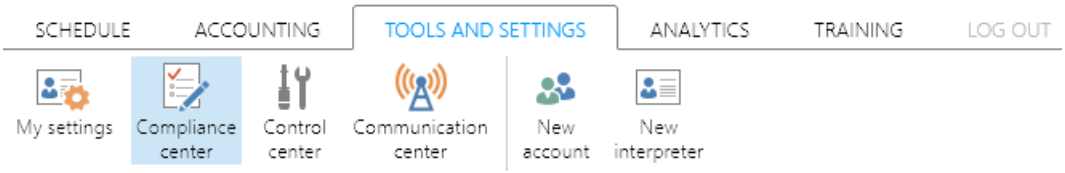
Vendors can have one or multiple certifications and ScheduleInterpreter allows you to create keywords and add one or multiple Certification IDs to your documents.

HOW TO ADD LICENSE ID TO YOUR DOCUMENTS

ScheduleInterpreter allows you to add your vendor's License ID to the documents created in SI Labs (Request form, Verification of services, Timesheet, Vendor Contract/Memo, Vendor/Client invoice).

COMPLIANCE CENTER

To access the Compliance Center, login to the portal, click `Tools and setting`, then click `Compliance Center.`

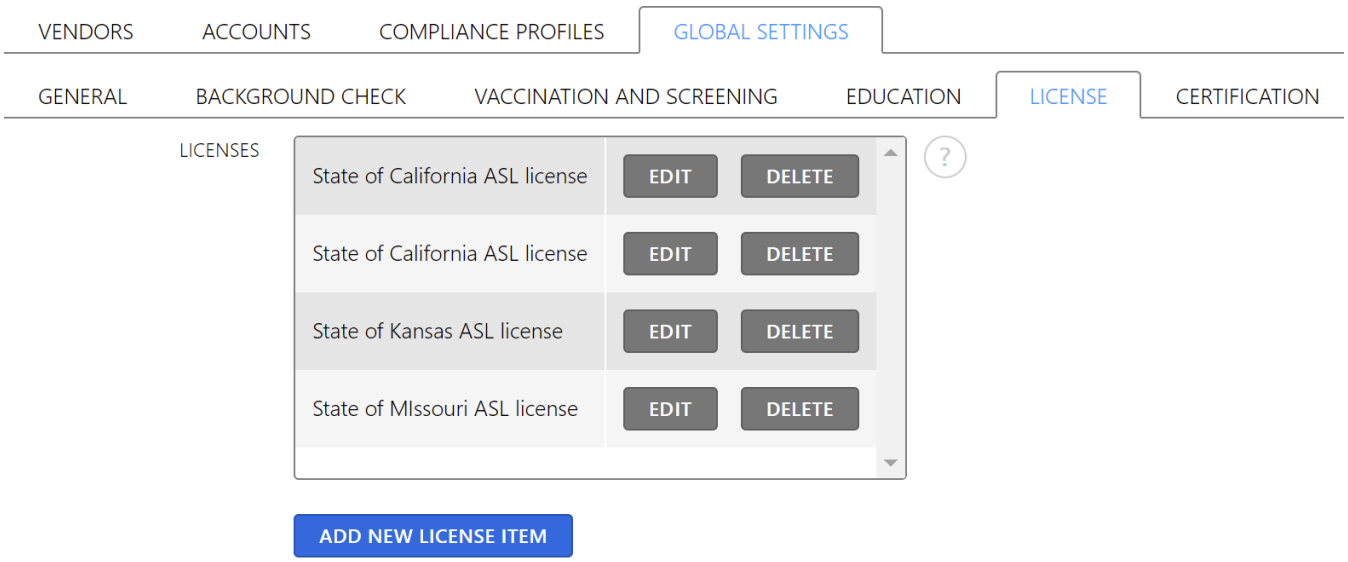


LICENSE

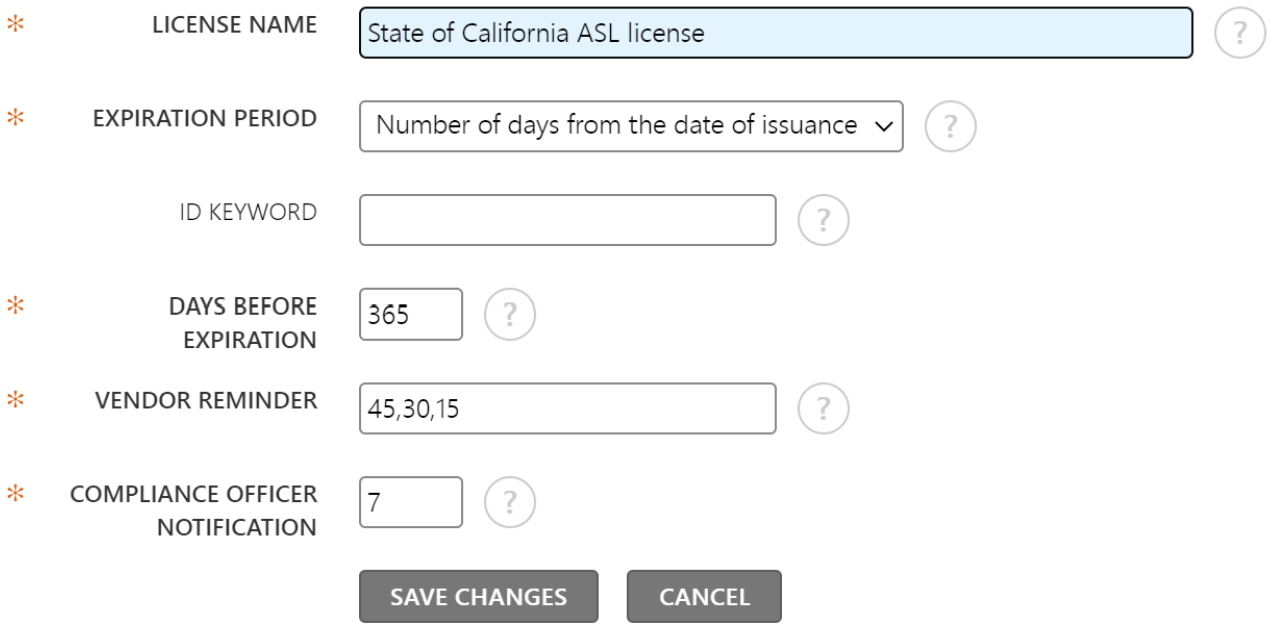
To create a new Certification item, go to `Global Settings`, click the `License Tab`, then click

ADD NEW LICENSE ITEM.

COMPLIANCE CENTER



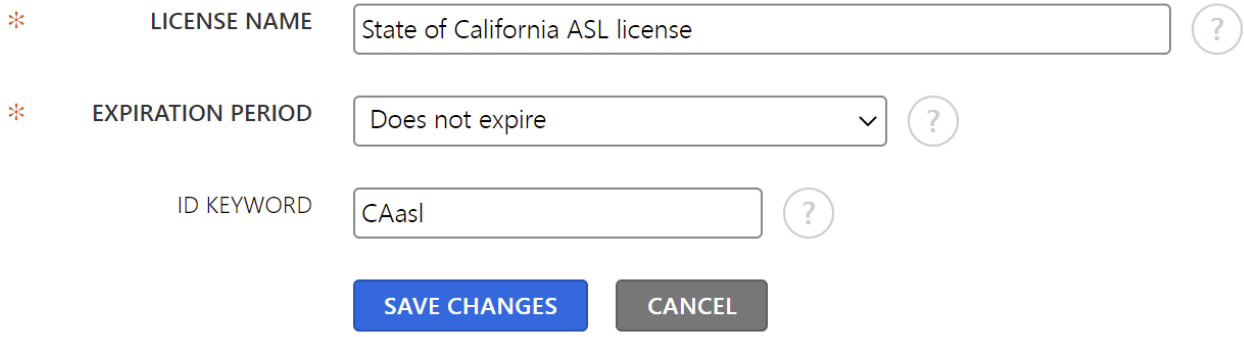
Enter the License Name, then select whether the License expires or not. If it does not expire, select Does not expire from the drop down list. If the License expires, select Number of days from the date of issuance, and fill out the additional 3 fields that will appear on the screen (Days before expiration, Vendor reminder, and Compliance officer Notification).



In the ID Keyword field, provide a keyword to reference the License ID. The ID can be embedded into various documents, like Client request form, Verification of services, Vendor contract/memo, Client invoice etc., using the keyword provided here. For example, entering `CAasl` will enable to embed vendor's RID License ID using `{vendorCaaslLicenseId}` keyword.

> ⚠ Each license item is unique therefore each one must have its own keyword.

Once you filled out all the fields, click `Save changes`.



To add a keyword to an existing License item, click `EDIT`, provide an unique keyword, then click `SAVE CHANGES.`

COMPLIANCE CENTER

VENDORS | ACCOUNTS | COMPLIANCE PROFILES | GLOBAL SETTINGS

GENERAL | BACKGROUND CHECK | VACCINATION AND SCREENING | EDUCATION | LICENSE

LICENSES

State of California ASL license	EDIT	DELETE
State of California ASL license	EDIT	DELETE
State of Kansas ASL license	EDIT	DELETE
State of MIssouri ASL license	EDIT	DELETE

* LICENSE NAME: State of California ASL license

* EXPIRATION PERIOD: Does not expire

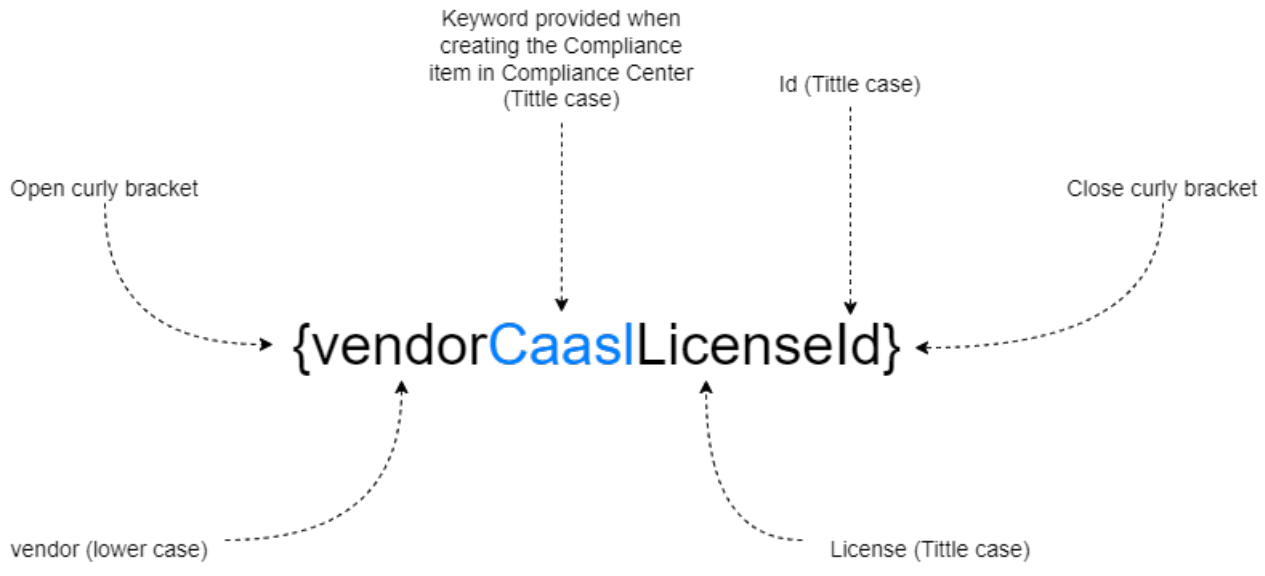
ID KEYWORD: Caasl

SAVE CHANGES | CANCEL

ID keyword can be entered using any capitalization. ScheduleInterpreter® will convert ID keyword into the title case, see more details below.

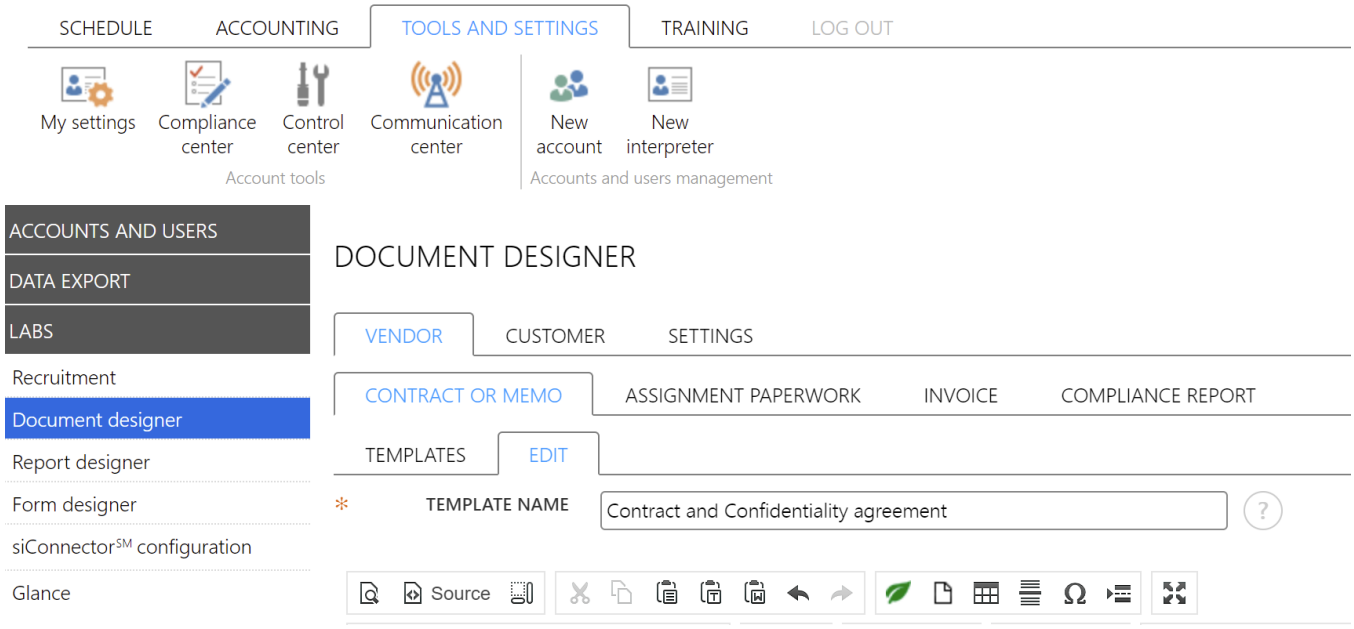
HOW DOCUMENT KEYWORD IS CREATED

ScheduleInterpreter® is using a series of keywords to populate documentation templates. To use custom keyword for license ID, special processing is performed and the documentation keyword is created using the following rules.

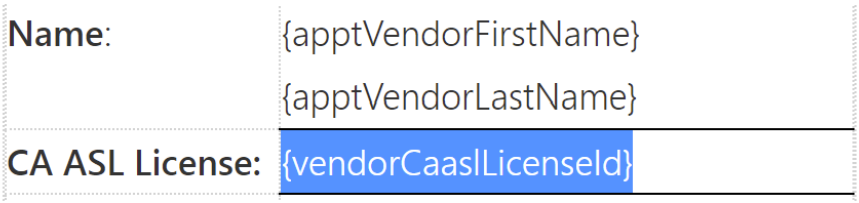


HOW TO ADD LICENSE ID TO YOUR DOCUMENTS

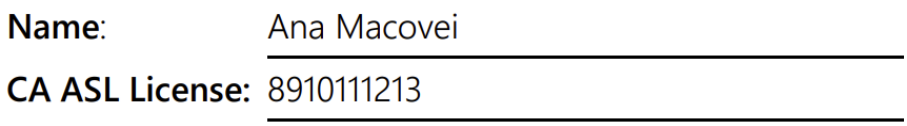
Once you have created your License ID keywords, you can add them to your assignment paperwork and documents. To do so, go to Tools and Settings, LABS, then click Document designer.



Select the document in which you would like to add the Vendor License ID, click Edit, decide where in the document you would like the ID to appear, then enter the corresponding keyword, making sure to follow the exact format as below:



SAVE the changes you made to your template, and review the Certification ID populated in the live document.



Vendors can have one or multiple Licenses and ScheduleInterpreter allows you to create keywords and add one or multiple Licenses IDs to your documents.