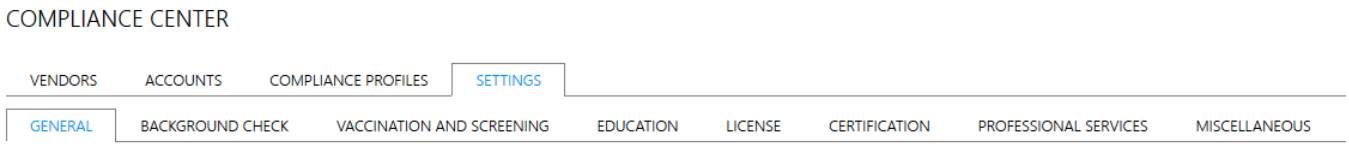
COMPLIANCE ITEMS

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.

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