**Marywood University – Institutional Review Board and Exempt Review Committee**

Immaculata Hall, 2300 Adams Avenue, Scranton, PA 18509

Phone: (570) 348-6211, x.2418 or Email: [irbhelp@marywood.edu](mailto:irbhelp@marywood.edu)

**TRANSLATOR / INTERPRETER CERTIFICATION FORM**

**INSTRUCTIONS:** Complete this form when translation of written documents has occurred or live interpretation will occur. Translation of written documents should only take place after English versions have been approved.

**Once hand-signed, submit this form within a package at** [**www.irbnet.org**](http://www.irbnet.org)**.**

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| **Principal Investigator** | Click here to enter PI’s name |
| **Study Title** | *Click here to enter study title.* |
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**Select all that apply:** ☐ Document translation - written conversion from English into another written language

☐ Live Interpretation of oral conversation into another oral or signed language

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1. **I am duly qualified to translate or interpret English into:** Click here to enter the language name.
2. **I am (select one):** ☐ Certified ☐ Not Certified , but fluent (speak, read and write)
3. **If certified,** name the entity which certified you. **If not certified,** explain any qualifications (e.g. native language, formal education, number or years providing language services, and/or entities for which you have provided similar services).  
     
   Click here to enter qualification details.
4. **If** **applicable, name any documents which you will translate in writing or interpret live:**

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☐ Forward translation

☐ Back translation

To the best of my knowledge, I certify that my translation of the above documents is accurate, or that I will provide accurate live interpretation services.

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 Hand Signature of Translator or Interpreter Date