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

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Phone: (570) 348-6211, x.2418 or Email: 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.* |
| **IRBNet Number**  | Click here to enter #.. Find it at top of every page when viewing the study in IRBNet. |

**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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| **Translator's or Interpreter's Name** | Click here to enter individual's name. |
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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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1. **If applicable, the following has been provided for the documents listed in number 4.** Select one or both.

☐ 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