

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND (FSDB) STAFF  
AMERICAN SIGN LANGUAGE (ASL) PROGRAM PROCEDURES

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## FSDB STAFF AMERICAN SIGN LANGUAGE (ASL) PROCEDURES

### I. AN OVERVIEW OF THE SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI)

The SLPI, the sign language assessment tool selected for use with FSDB staff and staff applicants, was developed by William Newell and Frank Caccamise in the early 1980s. The SLPI is based on the Language/Oral Proficiency Interview (L/OPI), which was developed at the Language School of the U.S. Foreign Service Institute after World War II. SLPI results are used to identify how well individuals can use sign language for communication and to assist individuals in identifying and planning sign language communication skill development opportunities appropriate for their participation. The SLPI involves a recorded one-to-one sign language interview/conversation between a trained SLPI interviewer and a candidate. Each SLPI is rated independently by trained raters using the SLPI Rating Scale (page 15). In addition to an SLPI rating, a follow-up meeting to support sign language communication skills development is an important part of the SLPI process. Therefore, based on consultation with the two SLPI developers, FSDB has made SLPI Follow-Up Meetings an integral part of the American Sign Language (ASL) communication skills assessment and development services for FSDB staff.

### II. AMERICAN SIGN LANGUAGE (ASL) SKILL LEVEL STANDARDS AND ENTRY SKILL LEVELS

ASL skill level standards and a timeline for achieving these standards have been established for selected FSDB staff positions based on the SLPI Rating Scale (page 15). These standards are included in FSDB OPP 1.24, *FSDB Staff American Sign Language (ASL) Program Policy*. As stated in this policy, it is preferred that staff members have their standards at job entry.

### III. JOB ANNOUNCEMENTS AND POSITION DESCRIPTIONS

- A. For staff positions with ASL skill level standards, job announcements and position descriptions state that these standards are the preferred skill levels at job entry.
- B. For staff positions with no ASL skill level standards, job announcements and position descriptions state that staff in these positions are encouraged to develop ASL communication skills.

#### IV. USE OF STAFF DEVELOPMENT AND PERFORMANCE EVALUATION PROCESSES

- A. All staff are encouraged to develop:
  - 1. ASL communication skills.
  - 2. Strategies for effectively communicating with deaf and hard-of-hearing persons.
  - 3. Knowledge about Deaf culture.
- B. In addition to ASL courses, workshops, and use of ASL self-instructional materials, as appropriate, staff include in their staff development plans agreement to participate in courses and workshops that provide: (1) strategies for effectively communicating with deaf/hard-of-hearing people (for example, use of distance communication devices, spoken communication skills and strategies, use of written communication, and how to work effectively with interpreters); and (2) information about Deaf culture.
- C. Staff performance evaluations should recognize the efforts of all staff to develop the skills and knowledge identified above.

#### V. OPPORTUNITIES FOR DEVELOPING ASL SKILLS

- A. FSDB is committed to a comprehensive ASL skills assessment and development program for all staff, utilizing SLPI results to tailor instruction to best meet each staff member's needs.
- B. As resources allow, the FSDB ASL Program includes:
  - 1. ASL courses and tutoring.
  - 2. Workshops on targeted ASL skills; for example, use of space, indexing, eye gaze, sign movement directionality, and body shifts to identify and discuss persons, places, and objects present and not present and use of classifiers for describing and representing persons, places, and objects and their movements (for example, use of the index finger to represent a person
  - 3. ASL learning lab.
  - 4. ASL self-instructional materials (videos, etc.).
  - 5. Materials and instruction for cultural information and other information important to deaf and hard-of-hearing persons.
  - 6. Materials to assist in ASL skills development and cultural information specific to FSDB.
  - 7. Workshops on effective communication strategies (see IV-B above).

## VI. FSDB STAFF ASL PROGRAM INFORMATION AT TIME OF JOB ENTRY

FSDB Human Resources provides staff members' supervisors with a list of items to discuss and forms to share with new staff at their checklist meeting. For staff with ASL skill level standards this includes information about the FSDB ASL Program and expectations for their participation in this program (pp.24-26).

## VII. STAFF ASL SKILL LEVEL STANDARDS AND PARTICIPATION IN THE FSDB ASL PROGRAM

- A. Staff members with ASL skill level standards take the SLPI within 60 business days of their job entry dates or within 60 days of their voluntary job position transfer dates unless they submit acceptable documentation of SLPI: ASL results that show they are at or above their standards.
- B. ASL skills of staff members with ASL standards are included in annual staff performance evaluations. Based on these evaluations supervisors may include in staff members' staff development plans participation in ASL skills development activities and taking the SLPI. These expectations may be included in staff members' development plans prior to and after they achieve their ASL standards.
- C. Staff with ASL standards take the SLPI every two years until they achieve their standards.
- D. There must be a minimum of six months between SLPIs unless staff members receive approval from the FSDB ASL Program Coordinator and their supervisors to waive this six-month minimum.

## VIII. SLPI SCHEDULING, INTERVIEWING, RATING, AND SHARING RESULTS PROCEDURES FOR STAFF MEMBERS

- A. Scheduling Interviews: For staff members in positions with ASL standards:
  - 1. Staff members and their supervisors work together to ensure expectations for taking the SLPI are followed (see Sub-Section VII above).
  - 2. Staff members have the responsibility to contact the FSDB ASL Program Office to schedule SLPI interviews.
- B. Staff members are scheduled for 30-minute SLPI interview time blocks, with one interview per video. A label with the name of the staff member, name of the interviewer, and the date of the interview is affixed to each video.

C. Prior to SLPI interviews:

1. Staff members are sent, via email, SLPI appointment memos (which include the names of their interviewers), and they are sent SLPI pre-interview information/forms (pages 11-15). Also, reminder emails may be sent the day before scheduled SLPI interviews. Copies of this information are sent to SLPI Team members scheduled to conduct interviews.
2. When staff members arrive for their scheduled interviews they complete an SLPI pre-interview questionnaire (page 16).

D. SLPI: ASL Results Memos:

1. Staff members receive SLPI results memos (page 18 or p.19) that include their SLPI ratings with a copy of the SLPI Rating Scale attached (page 20)”
    - a. Memos for staff members achieving their ASL standards are informed that they should contact the FSDB ASL Office if they have any questions about their SLPI results or the SLPI in general (page 18).
    - b. Memos for staff members not achieving their ASL standards include encouragement for staff members to schedule SLPI Follow-Up Meetings (page 19).
  2. Results memos may request staff members to consider giving permission for their SLPI videos to be used for training. If staff members wish to give permission, they sign a form attached to their results memos that they return to the ASL Program Office (page 21).
  3. Results are shared with staff members and, if staff members have standards, with their immediate supervisors, their Administrators, the President, and Human Resources. Also, SLPI results are placed in confidential files in the FSDB ASL Program Office.
- E. Staff members’ viewings of their SLPI videos must be done at an FSDB campus site with FSDB SLPI: ASL Team Members knowledgeable about staff ASL skill development opportunities.
- F. SLPI videos are maintained in a secure location by the FSDB ASL Program Coordinator for six months from dates of interviews unless staff members request in writing that their videos be erased sooner. SLPI videos are automatically erased six months from interview dates unless videos are being used to assist staff members in their ASL skills development and/or staff members have signed a form stating that their SLPI videos may be used for training (page 21).

- G. Annual reports that include “group” SLPI results are provided as appropriate for FSDB administrative staff and others in order:
  - 1. To assist in monitoring effectiveness of FSDB staff ASL skills assessment-development services.
  - 2. To assist in planning FSDB staff ASL skills assessment-development services additions and modifications based on this information and available resources.

Note: In developing group results and reports, confidentiality of individual results is maintained.

## IX. SLPI RE-INTERVIEWS AND RE-RATINGS

### A. Requests for Re-Interviews

- 1. If staff members are not satisfied with their interviews, within two working days of interview dates, they may request that the ASL Program Office to schedule another interview with different, but not specific interviewers.
- 2. When staff members request re-interviews, the “first” interviews are not rated.
- 3. Videos of “first” interviews are erased within one month from dates re-interviews requested.

### B. Requests for Re-Ratings

- 1. If, after SLPI Follow-Up Meetings staff members believe their ratings are not correct, they may request re-ratings by notifying the FSDB ASL Program Coordinator of this within ten working/business days following the day of their follow-up meetings.
- 2. The FSDB ASL Program Coordinator schedules second ratings that are conducted by raters not involved in first ratings; raters for second ratings are not told that they are conducting second ratings:
  - a. If the first and second ratings are in agreement, the results are official.
  - b. If the first and second ratings differ, a third rating is conducted by raters not knowledgeable about the first two ratings.
- 3. If the third ratings are in agreement with one of the first two ratings, third rating results are official; if third ratings are not in agreement with either of the first two ratings, staff members are scheduled for another interview.

## X. REQUEST FOR REASONABLE ACCOMMODATIONS

- A. Certain FSDB staff members may have disabling conditions that warrant reasonable accommodations to the FSDB Staff American Sign Language (ASL) Communication Policy.
- B. Requests for reasonable accommodations must be made in writing (using appropriate form) to staff members' supervisors.
- C. Staff members may obtain Reasonable Accommodations Request form from their immediate supervisors (pages 22-23).
- C. Staff member's immediate Supervisor, Administrator, and the ASL Program Coordinator, in consultation with others as appropriate, make recommendations regarding reasonable accommodations to the FSDB President, who makes the final decision.

## XI. SUMMARY OF SLPI SCHEDULING, INTERVIEWING, RATING, AND SHARING RESULTS PROCEDURES<sup>a</sup>

Steps	Procedures	Persons Responsible
1.	Contact ASL Program Office for interview	Staff Member
2.	Send Appointment memo and other pre-interview information to staff.	ASL Program Coordinator
3.	Conduct interview	SLPI Interviewer
4.	Schedule and conduct ratings	ASL Program Coordinator And SLPI Raters
5.	Copies of results memos to staff member/applicant and (hiring) supervisor if appropriate	ASL Program Coordinator
6.	Contact ASL Program Office to schedule SLPI Follow-Up Meeting <sup>b</sup>	Staff Member
7.	Attend/conduct SLPI Follow-Up Meeting <sup>b</sup>	Staff Member and ASL Program Coordinator or Another SLPI Team Member

<sup>a</sup>SLPI videos are automatically erased six months from interview date unless videos are being used to assist staff members in their sign language skills development and/or staff members have signed a form stating that their SLPI videos may be used for training (page 21). If permission is given to use SLPI videos for training, videos erased when no longer needed for this purpose.

<sup>b</sup>SLPI Follow-Up Meetings are optional.

## Appendix A

### SIGN LANGUAGE PROFICIENCY INTERVIEW: ASL (SLPI: ASL) PRE-INTERVIEW FORMS

SLPI: ASL APPOINTMENT AND INFORMATION MEMO (page 11)<sup>a</sup>

A BRIEF DESCRIPTION OF THE SLPI: ASL (page 12)

SLPI: ASL INFORMATION FOR CANDIDATES (page 13)

SLPI TIPS FOR CANDIDATES (page 14)

SLPI RATING SCALE (page 15)

SLPI CANDIDATE PRE-INTERVIEW QUESTIONNAIRE (page 16)

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<sup>a</sup>Interviewer names are included in interview appointment memos. Staff members may request another interviewer but may not request a specific interviewer. Reasons for requesting another interviewer do not need to be given.

## SLPI: ASL APPOINTMENT AND INFORMATION MEMO

---

To: NAME  
From: NAME, FSDB ASL Program Coordinator  
Date:  
Subject: Sign Language Proficiency Interview (SLPI) Appointment and Information

---

Your SLPI has been scheduled for DATE at TIME in LOCATION. NAME will be conducting your interview.

Enclosed are the following to help you prepare for your SLPI:

1. A Brief Description of the SLPI: ASL (Attachment 1)
2. SLPI: ASL Information for Candidates - Explains SLPI procedures and the basis for evaluating your sign language skills (Attachment 2)
3. SLPI Tips for Candidates - Provides hints on strategies to use during the SLPI in order to do well (Attachment 3)
4. The SLPI Rating Scale (Attachment 4)

Based on your SLPI, you will receive a rating of your ASL skills; that is, a rating from No Functional Skills to Advanced Plus-to-Superior Plus Skill Level Range from the SLPI Rating Scale (see Attachment 4).

If you have any questions about your scheduled SLPI, please contact the FSDB ASL Program Office, CONTACT INFORMATION.

Note: We would appreciate it if you would wear medium-to-dark, solid colored skin contrasting clothing to your interview. Please do not wear white or very light colored clothing. Thank you.

xc: NAME, Staff Members' Immediate Supervisors or Applicants' Hiring Supervisors (memo only).

## Attachment 1

## A BRIEF DESCRIPTION OF THE SIGN LANGUAGE PROFICIENCY INTERVIEW: AMERICAN SIGN LANGUAGE (SLPI: ASL)

Frank Caccamise and William Newell  
February 2010

The SLPI, a conversational approach to sign language communication skills assessment, is based on the Oral Proficiency Interview (OPI) (also known as the Language Proficiency Interview/LPI). Like the O/LPI, the SLPI permits interview content to vary according to the job responsibilities, background, and interests of each person interviewed. Consistent with the O/LPI, the goals of the SLPI are to assess how well people are able to use sign language for their communication needs, and, as appropriate, to assist people in development of their sign language skills.

The SLPI involves a one-to-one sign language conversation between the interviewer and candidate/interviewee, with each interviewee recorded and subsequently rated independently by SLPI raters. (See Attachments 2 and 3 for SLPI candidate information and tips.). The basis for ratings is the SLPI Rating Scale (Attachment 4), a standard scale based on highly skilled, knowledgeable native/native-like signers.

The SLPI: ASL assesses sign language as it is used among skilled sign language communicators in the United States. This use includes pure, linguistic descriptions of American Sign Language to English influenced meaning based signing. This full range is characterized by: (a) meaning-based sign language vocabulary selection consistent with standardized signs in current use by skilled language users, and (b) a variety of grammatical features that are consistent with effective use of gestural-visual language for communication. These grammatical features include: (a) space, indexing, eye gaze, sign movement directionality, and body shifts to separate ideas and to identify and discuss persons, places, and objects present and not present; (b) classifiers for describing and representing persons, places, and objects and their movements (for example, use of the index finger to represent a person); (c) sign-word order which facilitates effective communication in gestural-visual language; and (d) facial expressions and other body movements (non-manual signals) to support and add to information communicated (for example, affirmative and negative head movements). In addition to vocabulary and grammatical features, clarity of sign production, fluency, and comprehension are important to effective communication when using a gestural-visual language, and therefore are considered in SLPI ratings. Further explanation of what is assessed by the SLPI is provided in *SLPI Notebook (a) Section 5, Skills Important for Effective Sign Language Communication and Sign Language Proficiency Interview (SLPI) Rating Levels*, and (b) Section 7, PAPER #3, *What Does the SLPI Assess?* Copies of these papers are available from the FSDB ASL Program Coordinator.

As we have discussed consistently in SLPI presentations and published materials, follow-up is critical to successful use of the SLPI. SLPI candidates, therefore, are encouraged to schedule SLPI Follow-Up Meetings. During follow-up meetings candidates have the opportunity to meet with ASL specialists to review and discuss their SLPI: ASL videos as a basis for planning ASL skill development activities based on their individual communication skills and needs.

Attachment 2

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI): ASL  
INFORMATION FOR CANDIDATES

1. We will have a conversation about social and work topics. I will ask you questions, and you may ask me questions.
2. We want to get the best sample of your ASL skills.
3. In order to elicit your best ASL skills, I may ask you to “re-sign” (restate) some responses.
4. We will evaluate your ASL skills, including: (a) vocabulary; (b) clarity and control of sign production; (c) use of ASL (for example, use of space, sign directionality, classifiers, time indicators, and sentence and discourse structure); (d) non-manual behaviors such as facial expressions and body shifts; (e) fluency or smoothness of sign and fingerspelling production; and (f) comprehension (skill in receiving ASL).
5. Please try to maintain a good “signing posture”; that is, please sit upright. This should help you show your best ASL skills.
6. Please answer my questions as completely as possible.

Do you have any questions? Please use ASL.

NOTE: PLEASE USE YOUR BEST ASL.

### Attachment 3

## SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) TIPS FOR CANDIDATES

1. **RELAX:** Sip a cup of coffee, rub your hands, talk about the weather—anything that will help you to relax and be confident.
2. **RATE OF SIGNING:** Sign at a rate that is comfortable for you. If you know that you make many mistakes when you sign quickly, slow down.
3. **KEEP SIGNING:** Don't stop the conversation by answering simply YES or NO. Be generous. Give details, explain your point, develop your thoughts, and make comparisons. Anything that shows you can discuss a topic in depth will help you perform better. If you are not a "talkative" person by nature, you must make an extra effort to communicate during the interview.
4. **DON'T DOWNGRADE YOURSELF:** Don't apologize for your signing skills. Be positive. Let the interview show your skills.

### WHAT TO DO . . .

1. **IF YOU MAKE A MISTAKE:** If you know you made a mistake, correct it and continue. Correcting a mistake can help your performance.
2. **IF YOU ARE LOST IN A LONG EXPLANATION:** Stop...Think. Say something like, "Let me tell you again—it is complicated." Then try again. Don't worry about what happened. No one expects you to sign without mistakes.
3. **IF YOU BECOME NERVOUS DURING THE INTERVIEW:** The interviewer will know you are nervous and help you. You can stop for a few seconds and get control. Relax. Admit that you are nervous and joke about it. Often this is enough to make you comfortable again.
4. **IF SOMETHING IS INTERFERING WITH YOUR SIGNING:** If the air conditioner bothers you, say so. If you can't see the interviewer clearly, say so. Remember that this is your interview. You should have the best possible interview conditions.

## Attachment 4

**SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) RATING SCALE<sup>ab</sup>**

<b><u>RATINGS</u></b>	<b><u>DESCRIPTORS<sup>c</sup></u></b>
<b><u>Superior Plus</u></b>	<b><u>Able to have a fully shared and natural conversation, with in-depth elaboration for both social and work topics.</u></b> All aspects of signing are native-like.
<b><u>Superior</u></b>	<b><u>Able to have a fully shared conversation, with in-depth elaboration for both social and work topics.</u></b> Very broad sign language vocabulary, near native-like production and fluency, excellent use of sign language grammatical features, and excellent comprehension for normal signing rate.
<b><u>Advanced Plus</u></b>	Exhibits some superior level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Advanced</u></b>	<b><u>Able to have a generally shared conversation with good, spontaneous elaboration for both social and work topics.</u></b> Broad sign language vocabulary knowledge and clear, accurate production of signs and fingerspelling at a normal/near-normal rate; occasional misproductions do not detract from conversational flow. Good use of many sign language grammatical features and comprehension good for normal signing rate.
<b><u>Intermediate Plus</u></b>	Exhibits some advanced level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Intermediate</u></b>	<b><u>Able to discuss with some confidence routine social and work topics within a conversational format with some elaboration; generally 3-to-5 sentences.</u></b> Good knowledge and control of everyday/basic sign language vocabulary with some sign vocabulary errors. Fairly clear signing at a moderate signing rate with some sign misproductions. Fair use of some sign language grammatical features and fairly good comprehension for a moderate-to-normal signing rate; a few repetitions and rephrasing of questions may be needed.
<b><u>Survival Plus</u></b>	Exhibits some intermediate level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Survival</u></b>	<b><u>Able to discuss basic social and work topics with responses generally 1-to-3 sentences in length.</u></b> Some knowledge of basic sign language vocabulary with many sign vocabulary and/or sign production errors. Slow-to-moderate signing rate. Basic use of a few sign language grammatical features. Fair comprehension for signing produced at a slow-to-moderate rate with some repetition and rephrasing.
<b><u>Novice Plus</u></b>	Exhibits some survival level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Novice</u></b>	<b><u>Able to provide single sign and some short phrase/sentence responses to basic questions signed at a slow-to-moderate rate with frequent repetition and rephrasing.</u></b> Vocabulary primarily related to everyday work and/or social areas such as basic work-related signs, family members, basic objects, colors, numbers, names of weekdays, and time. Production and fluency characterized by many sign production errors and by a slow rate with frequent inappropriate pauses/hesitations.
<b><u>Below Novice/No Functional Skills</u></b>	<b><u>(May be) Able to provide short single sign and “primarily” fingerspelled responses to some basic questions signed at a slow rate with extensive repetition and rephrasing.</u></b>

<sup>a</sup> Adapted from U.S. Foreign Service Institute & ACTFL LPI rating scales by William Newell and Frank Caccamise.

<sup>b</sup> The SLPI was referred to as the Sign Communication Proficiency Interview (SCPI) from 1983 to May 2006.

<sup>c</sup> For all SLPI rating descriptors, **first statement (in bold type) always a statement of sign language communicative functioning**, with all remaining statements (regular type) descriptors of ASL form (vocabulary, production, fluency, grammar, and comprehension).

June 2006 (revised edition)

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI)  
CANDIDATE PRE-INTERVIEW QUESTIONNAIRE

February 2010

1. Name:

2. Date:

3. Department:

4. Supervisor

5. Position:

6. Date Started Position:

## Appendix B

### SIGN LANGUAGE PROFICIENCY INTERVIEW: ASL (SLPI: ASL) SHARING OF RESULTS FORMS

- SLPI: ASL RESULTS MEMOS FOR FSDB STAFF:
  - 1: For Staff Achieving Their ASL Standards (page 18)
  - 2: For Staff Not Achieving Their ASL Standards (page 19)
- SLPI RATING SCALE (page 20)
- MAY INCLUDE REQUEST FOR PERMISSION TO USE SLPI VIDEOS FOR TRAINING WITH REQUEST FORM ATTACHED (page 21)

SIGN LANGUAGE PROFICIENCY INTERVIEW: ASL  
SLPI RESULTS MEMO 1 FOR FSDB STAFF

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To:  
From: NAME, FSDB American Sign Language (ASL) Program Coordinator  
Date:  
Subject: Your SLPI: ASL Results

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Your SLPI: ASL rating for your DATE SLPI is RATING.  
The SLPI Rating Scale attached will help you understand this rating.

Congratulations on achieving your SLPI standard.

Also, attached is a form requesting permission to use your SLPI video for training. Please consider completing this form and returning it to the ASL Program Office. (this paragraph is optional)

Please feel free to contact the ASL Program Office, CONTACT INFORMATION, if you have any questions. Thank you for participating in the SLPI process.

xc: NAME (staff member's immediate supervisor) and Human Resources (if staff member has a skill level standard)

Note: This memorandum is sent to staff achieving their standards. (Do not include this Note in memorandums sent to staff members.)

SIGN LANGUAGE PROFICIENCY INTERVIEW: ASL  
RESULTS MEMO 2 FOR FSDB STAFF

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To:  
From: NAME, FSDB American Sign Language (ASL) Program Coordinator  
Date:  
Subject: Your SLPI: ASL Result and Follow-Up Meeting

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Your SLPI: ASL rating for your DATE SLPI is RATING.  
The SLPI Rating Scale attached will help you understand this rating.

If you wish to schedule an SLPI Follow-Up meeting, please contact the ASL Program Office, CONTACT INFORMATION. At this meeting you will have the opportunity (a) to review your SLPI video, (b) to discuss your ASL skills, and (c) to discuss suggestions and opportunities for improving your ASL skills if appropriate. You should request this meeting within two weeks of receiving this results memo.

Also, attached is a form requesting permission to use your SLPI video for training. Please consider completing this form and returning it to the ASL Program Office. (this paragraph is optional)

Thank you for participating in the SLPI: ASL process.

xc: NAME (staff member's immediate supervisor) and Human Resources if staff member has a sign language communication skill level standard)

Note: This memorandum is sent to staff not achieving their standards. (Do not include this note in memorandums sent to staff members.)

## Attachment 1

**SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) RATING SCALE<sup>ab</sup>**

<b><u>RATINGS</u></b>	<b><u>DESCRIPTORS<sup>c</sup></u></b>
<b><u>Superior Plus</u></b>	<b><u>Able to have a fully shared and natural conversation, with in-depth elaboration for both social and work topics.</u></b> All aspects of signing are native-like.
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<b><u>Advanced Plus</u></b>	<u>Exhibits</u> some superior level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Advanced</u></b>	<b><u>Able to have a generally shared conversation with good, spontaneous elaboration for both social and work topics.</u></b> Broad sign language vocabulary knowledge and clear, accurate production of signs and fingerspelling at a normal/near-normal rate; occasional misproductions do not detract from conversational flow. Good use of many sign language grammatical features and comprehension good for normal signing rate.
<b><u>Intermediate Plus</u></b>	<u>Exhibits</u> some advanced level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Intermediate</u></b>	<b><u>Able to discuss with some confidence routine social and work topics within a conversational format with some elaboration; generally 3-to-5 sentences.</u></b> Good knowledge and control of everyday/basic sign language vocabulary with some sign vocabulary errors. Fairly clear signing at a moderate signing rate with some sign misproductions. Fair use of some sign language grammatical features and fairly good comprehension for a moderate-to-normal signing rate; a few repetitions and rephrasing of questions may be needed.
<b><u>Survival Plus</u></b>	<u>Exhibits</u> some intermediate level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Survival</u></b>	<b><u>Able to discuss basic social and work topics with responses generally 1-to-3 sentences in length.</u></b> Some knowledge of basic sign language vocabulary with many sign vocabulary and/or sign production errors. Slow-to-moderate signing rate. Basic use of a few sign language grammatical features. Fair comprehension for signing produced at a slow-to-moderate rate with some repetition and rephrasing.
<b><u>Novice Plus</u></b>	<u>Exhibits</u> some survival level skills, but not <u>all</u> and not <u>consistently</u> .
<b><u>Novice</u></b>	<b><u>Able to provide single sign and some short phrase/sentence responses to basic questions signed at a slow-to-moderate rate with frequent repetition and rephrasing.</u></b> Vocabulary primarily related to everyday work and/or social areas such as basic work-related signs, family members, basic objects, colors, numbers, names of weekdays, and time. Production and fluency characterized by many sign production errors and by a slow rate with frequent inappropriate pauses/hesitations.
<b><u>Below Novice/No Functional Skills</u></b>	<b><u>(May be) Able to provide short single sign and “primarily” fingerspelled responses to some basic questions signed at a slow rate with extensive repetition and rephrasing.</u></b>

<sup>a</sup> Adapted from U.S. Foreign Service Institute & ACTFL LPI rating scales by William Newell and Frank Caccamise.

<sup>b</sup> The SLPI was referred to as the Sign Communication Proficiency Interview (SCPI) from 1983 to May 2006.

<sup>c</sup> For all SLPI rating descriptors, **first statement (in bold type) always a statement of sign language communicative functioning**, with all remaining statements (regular type) descriptors of ASL form (vocabulary, production, fluency, grammar, and comprehension).

June 2006 (revised edition)

Attachment 2

PERMISSION TO USE SLPI: ASL VIDEOS FOR TRAINING

February 2010

Dear

In order to help ensure we are able to provide quality SLPI services, in-service training is provided for FSDB SLPI: ASL Team Members and training is sometimes necessary to add additional SLPI Team Members.

Given the above, we wish to request your permission to use your SLPI interview video to assist us in conducting SLPI training.

If you are willing to give us permission, please sign below and return this form to the FSDB American Sign Language (ASL) Program Office, ADDRESS. Thank you.

My signature below signifies my granting permission to FSDB to use my DATE SLPI: ASL video for SLPI training.

---

Signature

Date:

Appendix C

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND (FSDB)  
AMERICAN SIGN LANGUAGE (ASL) SKILL LEVEL STANDARD  
REASONABLE ACCOMMODATIONS REQUEST

February 2010

Instructions: Staff members should complete Section I and send to their forms to their Immediate Supervisors. All requests for accommodations must be made within six months of appointment to the position or within six months of the date the accommodations become necessary.

I. Staff Member's Name

Request Date:

Department:

Supervisor

Position:

SLPI: ASL Standard:

Reasons accommodations requested:

What do you believe would be reasonable accommodations?

II. Immediate Supervisor, Administrator, and ASL Program Coordinator Recommendation:

\_\_\_\_ Revise SLPI Standard to \_\_\_\_\_

Comments:

\_\_\_\_ Keep SLPI Standard as currently stated. Make accommodations as follows:

\_\_\_\_ Reasonable accommodations not supported.

Comments:

III.FSDB President's Final Decision:

Immediate Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

ASL Program Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Distribution of Final Decision: Staff Member, Immediate Supervisor, Administrator, ASL Program Coordinator

\* Distribution (above) to be handled by FSDB President.

## Appendix D

### FSDB CHECKLIST SUPERVISOR MEETING INFORMATION FOR STAFF WITH AMERICAN SIGN LANGUAGE (ASL) STANDARDS

April 2010

Welcome to your new job position at the Florida School for the Deaf and Blind (FSDB).

There are three FSDB documents that will assist you in your understanding of (1) the special communication environment at FSDB, and (2) expectations and opportunities for you relative to American Sign Language (ASL) skills. These documents are:

1. *FSDB OP 7.04: FSDB Total Communication Philosophy-Definition.*
2. *FSDB OPP 1.24: FSDB Staff ASL Program Policy*
3. *FSDB Staff ASL Program Procedures.*

Please review the above documents and discuss any questions about your ASL expectations with your supervisor or the ASL Program Coordinator. You may access these documents via First Class Staff Email. The above documents are included in the News-Employee Information > Training & Staff Development > ASL Program Folder. If you wish paper copies of these documents you may print them yourself or request copies from FSDB ASL Program Office.

At your checklist meeting with your supervisor please complete Attachment 1 to this information sheet and give it to your supervisor who will return it to the FSDB ASL Program Office.

In addition, **if you have no ASL skills**, please complete Attachment 2 to this information sheet and give it to your supervisor who will return it to the ASL Program Office.

**If you have ASL skills** you should contact the ASL Program Office to schedule a Sign Language Proficiency Interview: ASL (SLPI: ASL) within 60 business days of your job entry date unless you submit acceptable documentation of SLPI: ASL results that show you are at or above your standard.

If you are not at or above your standard you will take the SLPI: ASL every two years until you achieve your standard.

If you have any questions about the FSDB ASL Program, please contact the ASL Program Office, CONTACT INFORMATION. Again, welcome to your new position at FSDB.

Attachment 1

FSDB NEW AND TRANSFERRING STAFF  
SIGN LANGUAGE PROFICIENCY INTERVIEW: AMERICAN SIGN LANGUAGE  
(SLPI: ASL) QUESTIONNAIRE

February 2010

Please fill in the information requested below and return to your supervisor. Your supervisor will then forward your completed form to the FSDB American Sign Language (ASL) Program Office. Thank you.

Note: All responses for individuals are used with strict confidentiality.

1. Name:
2. Date:
3. Department:
4. Supervisor:
5. Position:
6. Date Started:
7. Your SLPI: ASL Skill Level Standard:
8. Please rate your ASL skills by circling one of the numbers below:

1	2	3	4	5
no skills	basic skills	fair skills	good skills	excellent skills

If you circle 1 (no skills) please complete Attachment 2 on the next page. Thank you.

9. Have you taken the SLPI: ASL? \_\_\_\_ Yes \_\_\_\_ No

If you have taken the SLPI: ASL and wish to provide us with your copy of your SLPI: ASL results report, please give a copy of your SLPI report to your supervisor who will forward this to the FSDB ASL Program Office.

Note: When completed, your supervisor returns this form to the FSDB ASL Office, ADDRESS.

ATTACHMENT 2

FSDB SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) FORM  
FOR STAFF WITH NO AMERICAN SIGN LANGUAGE (ASL) SKILLS

February 2010

My signature below:

- A. Verifies that I have no ASL skills.
- B. Verifies that I will participate in FSDB ASL skill development activities, and I will take the SLPI: ASL within two years from my job entry date.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Position

\_\_\_\_\_  
Start Date

Witnessed by: \_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Note: When completed, your supervisor returns this form to the FSDB American Sign Language (ASL) Program Office, ADDRESS.