



Bilingual Proficiency Certification and Differential Pay

The bilingual proficiency certification process for LCOG S&DS employees helps ensure service equity to better meet the needs of Oregonians we serve. It will ensure a process for determining language proficiency that is fair and objective for employees.

About Bilingual Proficiency Certification and Differential Pay

Some positions in S&DS require a bilingual employee to meet the needs of the people we serve. Bilingual pay is provided to employees who provide translation services to and from English from another language, in which they are fluent, to fulfill their job duties and to serve the agency as a whole.

Employees who take a proficiency test and meet qualifications will receive a certification of bilingual skills and qualify for a higher differential pay. In doing this, they agree to provide comprehensive written and oral translation services to and from English from another language, in which they are fluent regardless of position held.

Effective July 2, 2022, to receive the higher level of differential employees must meet the following standards: Minimum Speaking Level of **Advanced Low** and Minimum Writing Level of **Advanced Mid**. S&DS will provide bilingual proficiency testing through Language Testing International (LTI), the same platform used by Oregon Department of Human Services (ODHS). Ratings below the minimum level will not receive certification. Employees may elect to retest and will be financially responsible for any test administered after the initial test.

Bilingual Proficiency Testing Process

All bilingual staff providing translation services will need to complete the form “ADDENDUM Bilingual Proficiency (Revised August 30, 2022)” regardless of whether or not they choose to become certified. This form can be located on the intranet under Human Resources > Position Descriptions > Senior and Disability Services.

Staff should check the option “Bilingual Services (\$2,650)” and sign and date.

Managers shall sign and date and send to HR for signature.

If a bilingual staff member wishes to become certified:

Email S&DS Executive Assistant, Jackie Low, at jlow@lcog.org to request a test, including the language being tested.

Staff will be tested in both spoken and written communication. Examinee Handbooks will be provided for each test. **Please note: LTI does not provide practice materials.** Resources are listed below.

The S&DS Executive Assistant will submit a test request through LTI's customer portal. Instructions to schedule each test will be sent to the staff member through LTI.

Staff will have 10 business days to schedule and complete their tests.

Managers are instructed to allow protected time for staff to be able to complete the tests. The oral test is approximately 20-40 minutes, while the written test is approximately 40-60 minutes. Staff will be advised to work with their manager to determine coverage needs and if both tests can be taken on the same day or if they will need to be taken on separate days.

All staff, regardless of their position, will need to rate at the minimum ACTFL Proficiency Levels detailed above. **Please note: staff should speak and write as much as possible to demonstrate their fluency and receive the most accurate rating. See chart on the following page for all ACTFL Proficiency Levels.**

Once the tests are completed, LTI will rate/score the tests and return the rating through the LTI customer portal.

Ratings at or above the minimum level will receive a certification, valid for 2 years from the issue date. Copies of certification will be given to the staff member and their manager.

Once certification is received, managers should have staff submit a new "ADDENDUM Bilingual Proficiency (Revised August 30, 2022)" form, marking the box for "Bilingual services and certification." Please be sure to include the date of certification and the date it will expire. Staff and manager will sign and date, and the manager will send the completed form with a copy of the certification to HR.

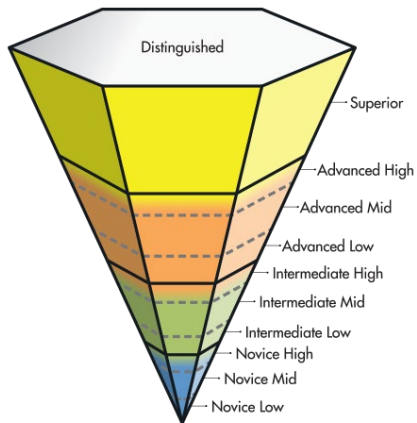
Ratings below the minimum level will not receive a certification. Staff may elect to retest and will be financially responsible for any administered after the initial test. Proficiency tests are priced at \$90.50 written and \$108.00 oral, per attempt*.

*If a staff member wishes to retest, they will email the S&DS Executive Assistant to request a retest. The S&DS Executive Assistant will provide the staff member the **Agreement to Pay for Bilingual Certification Retest** form to be completed and returned to fiscal with payment. Once fiscal receives and enters payment, they will notify the S&DS Executive Assistant who will then process the retest request following the process outlined above.*

If there is a difference between what the staff member paid and what LCOG is invoiced, fiscal will work with the staff member on additional payment or refund.

*Pricing updated January 1, 2024.

ACTFL Proficiency Levels



Inverted Pyramid Representing ACTFL Rating Scale with Major Ranges and Sublevels including Distinguished

Resources

[LTI ACTFL OPIc \(Oral Proficiency Interview - computer\) Examinee Handbook](#)

[LTI OPIc Demo](#)

[LTI ACTFL WPT \(Writing Proficiency Test\) Examinee Handbook](#)

[LTI WPT Demo](#)

[BYU APPT ACTFL Proficiency Practice Test](#) – click the “I would like to try a practice test button” – no log in required.