



# ACTFL

AMERICAN COUNCIL ON THE  
TEACHING OF FOREIGN LANGUAGES

## OPI TESTER CERTIFICATION INFORMATION PACKET



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## ACTFL CERTIFIED OPI TESTERS

### Description of ACTFL Testers

ACTFL Certified Testers are specialized language professionals who have completed a rigorous training process and have met the criteria established for certification by ACTFL. They represent a critical resource to their academic institutions and to the foreign language profession in general. ACTFL OPI Tester Certification is a highly-valued professional credential that is recognized nationally and internationally.

The awarding of certification as an ACTFL OPI Tester is validation of one's understanding of the principles and concepts of oral proficiency testing and of one's ability to apply theory to practice. Certification as an ACTFL OPI Tester acknowledges a tester's ability to elicit and rate oral proficiency interviews with a high degree of reliability.

ACTFL offers two levels of tester Certification. ACTFL Testers with **Full Certification** are authorized to conduct and rate ACTFL OPIs across all proficiency levels. Testers with **Limited Certification** are authorized to conduct and rate ACTFL OPIs only at the Novice and Intermediate levels.

### Rights and Responsibilities of ACTFL OPI Testers

ACTFL Certified Testers are authorized to conduct OPIs and to assign Advisory ratings within their own academic institutions. ACTFL Certified Testers are only authorized to conduct ACTFL testing outside of their academic institutions through the ACTFL Testing Office, Language Testing International (LTI). They may not perform ACTFL OPIs outside of their own academic institutions without the expressed written permission of ACTFL. ACTFL Certified Testers are not authorized to conduct ACTFL training.

ACTFL Certified Testers agree to conduct ACTFL OPIs in accordance with the policies, procedures, and protocols established by ACTFL. ACTFL Certified Testers agree to follow Refreshing and Recertification procedures, and uphold the highest professional and ethical standards in test administration and rating.

ACTFL OPI Tester Certification is valid for a maximum of four years, at the end of which all testers must recertify to maintain Certification. The procedures and fees for Recertification depend upon how active a tester has been during the previous four years of Certification.

## DEFINITION OF ACTFL RATING TERMS

### **Official ACTFL OPI Rating**

An Official ACTFL OPI is an oral proficiency interview that is conducted by an ACTFL Certified Tester according to ACTFL testing protocol and professional standards and is blindly double rated under the supervision of the ACTFL Testing Office. Only ACTFL, through the ACTFL Testing Office, may issue an Official ACTFL OPI Rating and Certificate.

### **Advisory OPI Rating**

An Advisory OPI is an oral proficiency interview that is conducted by ACTFL Certified Testers within a tester's own academic institution. Advisory OPIs are conducted according to ACTFL testing protocol and professional standards. Advisory OPI ratings are appropriate for internal purposes only, such as placement, entrance and/or exit requirements, articulation, or program evaluation.

The tester may assign an Advisory rating and issue a letter indicating that it is an Advisory OPI rating. Under specific circumstances, an Advisory OPI may be submitted to the ACTFL Testing Office to be made Official (Institutional Upgrade). Only currently certified ACTFL testers may assign Advisory OPI ratings. Advisory ratings are not validated by ACTFL.

### **Use of ACTFL Terms**

While the terms "OPI" and "oral proficiency interview" exist in academia and in other testing environments, the terms "ACTFL OPI," "Official ACTFL OPI," "Advisory ACTFL OPI," and the ACTFL Oral Proficiency Interview protocol are the property of the American Council on the Teaching of Foreign Languages. The use of these terms is restricted to those purposes prescribed by ACTFL.

Ratings given on the ACTFL scale are intended to be used in conjunction with the ACTFL Oral Proficiency Interview (OPI). ACTFL does not sanction the use of these ratings with other testing instruments.

## APPLICATION PROCEDURES & CERTIFICATION POLICIES

### APPLICATION PROCEDURE

#### Eligibility for Application for Certification

The OPI Tester Certification applicant must be a language professional who is currently affiliated with an academic institution as defined by ACTFL\* and possess an undergraduate degree in a related field. After attending a four-day OPI Assessment Workshop, a workshop participant is eligible to apply for Full or Limited OPI Tester Certification. After attending a two-day or three-day Modified OPI (MOPI) Workshop, a workshop participant is eligible to apply for Limited Certification.

\*An academic institution is an accredited school, college, or university where foreign languages are taught. The term affiliation with an academic institution is defined as a current faculty and/or staff member who is involved in the instruction or evaluation of language students. Private language companies that offer translation services or language testing do not qualify under ACTFL's definition of an academic institution. Private for-profit companies also do not qualify.

#### Before applying for OPI Tester Certification (OPTIONAL)

To assist OPI Assessment Workshop participants in the decision to pursue certification, participants are invited to listen to and rate official ACTFL OPIs on the OPI training site, [www.actfltraining.org](http://www.actfltraining.org). After listening to each interview and submitting a rating, the official OPI rating and a rating rationale will be shown. To access the site, use the following login:

**Login = actflrater**  
**Password = training**  
(select the "ACTFL" bubble after inputting login information)



An online resource for the ACTFL Proficiency Guidelines can be found on the ACTFL website at: <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012>

#### The Application Procedure

Within **30 days** of completing a workshop, participants may apply for certification using the online application at [www.actfl.org](http://www.actfl.org) or return the OPI Tester Certification Application Form (see end of packet). A current resume/CV of the applicant must be included with the application.

The Certification application fee is **\$350.00**. Payment may be submitted via credit card (VISA, MasterCard, or American Express) or personal check. You will receive acknowledgement via e-mail once your payment has been processed.

**Note:** Payments by check or purchase order will take longer to process.

## **CERTIFICATION POLICIES**

### **Cancellation Policy**

Application fees for ACTFL OPI Tester Certification are non-refundable except under extenuating circumstances that are approved by ACTFL and provided that no portion of the certification process has already been initiated by the applicant. Cancellation notices must be submitted in writing or by email within 45 days from original notice of processing of the application. If approved by ACTFL, a \$50.00 processing fee will be deducted from the application fee to issue a refund to the applicant.

### **Late Penalties**

The Certification process must be completed within **one year** from the date of the workshop. Trainees who do not complete certification within the 1 year deadline may be able to pursue certification, with ACTFL approval, by paying a late penalty fee of \$150 and completing an online refresher (participation fee of \$75) or attending another OPI workshop no later than two years from the original workshop date.

### **Accommodations**

ACTFL reserves the right to adapt the certification process to accommodate extenuating circumstances for all Trainees.

*Americans with Disabilities Act Compliance:* ACTFL will make every effort to accommodate the special needs of all Trainees.

## CERTIFICATION PROCESS OVERVIEW

**NOTE:** The ACTFL OPI Tester Certification Process is a rigorous process designed to train and certify quality ACTFL OPI Testers in highly advanced language assessment concepts and skills. **It is highly recommended that applicants prepare for the Certification activities and timeline immediately upon submitting an application.**

### *Step 1: Personal OPI and Rating Activity*

All applicants for OPI Tester Certification must demonstrate their own proficiency in the target language of certification. Trainees may demonstrate this proficiency through a Personal OPI.

All applicants for OPI Tester Certification must meet minimum rating reliability standards and demonstrate an understanding of the OPI assessment criteria for rating. Trainees will meet the required rating reliability by completing an Online Rating Activity.

### *Step 2: Tester Phase I – Guided Interviews*

The OPI Tester Trainee will conduct two guided OPIs over the phone with the assistance of an ACTFL OPI Trainer.

### *Step 3: Tester Phase II – Independent Interviews and Certification Interviews*

All applicants for OPI Tester Certification must demonstrate the capability to apply ACTFL testing protocols when conducting OPIs and generate ratable OPI samples. OPI Tester Trainees will prepare and submit two rounds of OPIs for this step.

The OPI Tester Trainee will conduct Independent Interviews to submit to ACTFL for critique. The Trainee will receive feedback on these interviews as well as guidelines to submit a set of Certification Interviews, which will be evaluated to recommend the Trainee for certification.

## CERTIFICATION PROCESS TIMELINE

*(Certification Process should be completed within 1 year from workshop. Trainees may progress through Certification activities faster than suggested timeline provided below)*

- 1) Complete OPI or Modified OPI (MOPI) Assessment training workshop
- 2) Apply for OPI Tester Certification within 30 days of completing workshop
- 3) Complete Personal OPI and Rating Activity within 45 days of notification that application has been processed
- 4) Complete Guided Interviews within 45 days of passing Rating Activity
- 5) Conduct and submit Independent Interviews within 75 days of completing Guided Interviews.  
Trainee will receive Feedback on interviews within additional 60 days.
- 6) Conduct and submit Certification Interviews within 60 days of completing Independent Interviews.  
Results of Evaluation will be returned to Trainee within 45 additional days.

## CERTIFICATION PROCESS

### PERSONAL OPI & RATING ACTIVITY

**\*\* Trainees must successfully complete Personal OPI and Online Rater Activity before advancing to Guided Interviews\*\***

All trainees must demonstrate their own proficiency in the language of certifications as well as meet minimum rater reliability by successfully completing an online rating activity.

### ARRANGE A PERSONAL OPI

Once the application process is complete and payment has been processed, Trainee will receive an OPI Tester Trainee Appointment Form to schedule a Personal OPI as well as a unique login and password to access the ACTFL Training Website to complete the Online Rating Activity (see next page).

Trainees will need to schedule a personal, Official OPI with LTI, the ACTFL Testing Office with the appointment form they will receive.

The Personal OPI is conducted by telephone. For a telephonic interview, a test proctor is designated by Trainee to initiate the call and verify Trainee's identification. The proctor may be any person in an official capacity at the Trainee's institution (e.g., department chair, principal, etc.).

The results of the OPI will inform the decision regarding the type of certification the Trainee will be able to obtain:

- Full Certification requires a rating of **Superior**. This certification will allow you to rate interviews officially from Novice to Superior
- Limited Certification requires a minimum rating of **Advanced Mid**. This certification will allow you to rate interviews officially at the Novice and Intermediate.

In the event that an OPI Tester applicant pursuing Full Certification does not receive a Superior rating on the Personal OPI but has scored at the Advanced Mid or Advanced High, the applicant may choose to continue the certification process for Limited Certification. The applicant may also choose to continue pursuit of Full Certification but will be required to retest and score at the Superior level. There is an additional fee of \$100 for a retest.

In the event that an OPI Tester applicant pursuing Full or Limited Certification does not receive at least an Advanced Mid rating on the Personal OPI, the applicant must retest and receive at least an Advanced Mid rating to qualify for certification. There is an additional fee of \$100 for a retest.

## ONLINE RATING ACTIVITY

After an application for certification is processed, the Trainee will be assigned login instructions to access an individual training account for this activity, consisting of a Practice Round and Qualification Round.

### The Rater Practice Round

For the Rater Practice Round, you will listen to **FOUR** tests and submit a rating. Upon submitting a rating, the system will provide you with the official OPI rating and a model rating grid prepared by an experienced tester. In preparation for the next phase of the certification process, use the experience of the Practice Round in order to sharpen your skills as a rater and grid writer.

**When you have finished the first four tests, notify ACTFL at [opicert@actfl.org](mailto:opicert@actfl.org) and await further instructions.** At this point, you will be advised to either:

- Advance to the Qualification Round, or
- Continue with the Practice Round to improve your rating skills

### The Rater Qualification Round

Once completed the required number of tests on the Practice Round, you will receive access to the Qualification Round. For the Qualification Round, you will also listen to official OPIs and submit a rating for each one. *Candidates for Full Tester Certification listen to and rate 12 interviews. Candidates for Limited Tester Certification listen to and rate 8 interviews.*

You must submit your rating for each interview before you continue with the next one. There will be no feedback in this round, and you will not be shown the official OPI ratings.

**When you have finished the Qualification Round, notify ACTFL at [opicert@actfl.org](mailto:opicert@actfl.org).**

Once you submit your ratings, they will be evaluated by ACTFL to confirm that you have met minimum rating reliability standards shown below:

- Full Certification – Ratings must agree exactly or within a contiguous sublevel on 9 of the 12 interviews
- Limited Certification - Ratings must agree exactly or within a contiguous sublevel on 6 of the 8 interviews

If the rating evaluation criteria are met and Personal OPI has been completed, then you will be assigned to proceed to the Guided Interviews (see next page).

If the majority of ratings do **not** agree or are not within one contiguous sublevel, then additional rating practice will be required.

If the rating evaluation criteria are met but Personal OPI has not yet been completed, then you will not be permitted to proceed to the Guided Interviews until Personal OPI is completed.

## **Tester Phase I: GUIDED INTERVIEWS**

Trainees will conduct live interviews under the guidance of an ACTFL trainer using teleconferencing system (see appendix for conferencing instructions). An ACTFL trainer will be assigned to the Trainee by an ACTFL staff member. During the guided interviews, the trainer may request that the Trainee pause the interview so they can provide feedback on the trainee's testing technique. Following the OPI, the trainer will provide Trainee with an immediate feedback on Trainee's structure and elicitation skills. Please note Trainee will be responsible to contact the trainer to coordinate the conference call during which the interview will be conducted.

### **If you are pursuing Full Certification:**

Conduct 2 guided interviews:

One NH-IH and one AM-S

### **If you are pursuing Limited Certification:**

Conduct 2 guided interviews:

One NM-IL and one IM-IH

## **Finding Interviewees**

Interviewees used in the certification interviews should be second-language learners of the target language. Qualified candidates include students and colleagues educated in the target language. You may use interviewees from your own school, local academic institutions, or other organizations where you may be able to find second-language learners of the target language, but please avoid using your own students and close family members.

ACTFL recommends not using heritage or native speakers of the target language as much as possible during the certification process. Additionally, children and adolescents (pre-teens) should not be used as OPI candidates for any ACTFL certification procedures.

## **Tester Phase II: INDEPENDENT & CERTIFICATION INTERVIEWS**

### **Recording & Submission of Interviews by ACTFL Dropbox**

Interviews may be conducted and recorded face to face or by phone/internet ensuring optimal sound quality. In addition to the audio files, you must include the OPI Rating Grids and Rating Summary Sheet.

Upload your materials directly to ACTFL Dropbox at <https://www.transferbigfiles.com/dropbox/ACTFL>.

Files must be labeled in the following format:

Tester Last Name. Interview Date. Interviewee First Name & Last Initial. Rating

Example: SMITH.1Jan99.AngelaA.NH

Files have to be recorded as **.mp3** digital format and size must not exceed **50 MB**.

*NOTE: ACTFL prohibits any video recording of OPI interviewees. Please also review section on finding interviewees above for ACTFL protocols on selecting interviewee candidates.*

## INDEPENDENT INTERVIEWS

### **If you are pursuing Full Certification:**

Select and submit a total of **FOUR (4) OPIs** as follows:

One at each major level (Novice, Intermediate, Advanced, Superior)\*

Two of the four OPIs must be at a “high sublevel” (eg. NH, IH, AH)

\*Include the sublevel when providing a rating

### **If you are pursuing Limited Certification:**

Select and submit a total of **THREE (3) OPIs** as follows:

One Novice Mid (NM) or Novice High (NH)

One Intermediate Low (IL) or Intermediate Mid (IM)

One Intermediate High (IH)

Once you have prepared your interview recordings with OPI Rating Grids and Certification Rating Summary Sheet (see Appendix), please contact ACTFL by sending an email: [opicert@actfl.org](mailto:opicert@actfl.org) to receive instructions on how to electronically transfer or mail materials to submit for review.

### **Receiving Feedback on Independent Recorded OPIs**

You will receive written feedback on those Independent Interviews that were selected for review. The feedback period will take approximately **60 days (depending on availability of ACTFL Trainers and Reviewers)**. The Trainee will then receive instructions as to the number and level of interviews needed for the Phase II Certification Round Interviews.

## CERTIFICATION ROUND INTERVIEWS

Once you have reviewed the Trainer comments, you may begin to conduct interviews for the Certification Round. Be certain to incorporate the feedback provided from the Independent Interviews into your testing and rating technique for the preparation of these OPIs. Trainee will be assigned number and level(s) required for Phase II Certification Round Interviews, which will include up to 4 additional OPIs.

Once you have prepared your interview recordings with OPI Rating Grids and Certification Interviews Submission Form (see Appendix), please follow the instructions on the Recording & Submission of Interviews by ACTFL Dropbox information box on previous page. Please contact [opicert@actfl.org](mailto:opicert@actfl.org) once you upload your files.

## **Notification of Outcome**

You will receive direct notification from ACTFL of the results of your Recommendation for Certification within approximately 45 days. To be recommended, you must receive 7 of a possible 9 points as described in the Certification Evaluation Criteria and Point Scale Chart (see Appendix). Three points must be assigned in the Rating Reliability Category. No category may receive 0 or 1 point.

Review of the Independent Interviews can result in any one of the following outcomes:

- Tester candidate is recommended for Certification
- Tester candidate is NOT recommended for Certification
- Tester candidate may be asked to submit additional OPIs or pursue additional training opportunities (Instructions & Fees to be provided on case-by-case basis).

## **Awarding Tester Certification**

Certification is awarded and a Tester Certificate is issued by ACTFL when ALL of the following criteria are met:

- Trainee has been recommended for Certification
- Official OPI rating is at appropriate level (as demonstrated by Personal OPI)
- ACTFL membership is current
- OPI Tester Agreement is signed and returned to ACTFL\*\*\*

\*\*\*Recommended applicants for Certification will receive the OPI Tester Agreement at the time of notification of recommendation for Certification. Certification will not be awarded, however, if the OPI Tester Agreement is not signed and returned to ACTFL.

Newly-certified ACTFL OPI testers will receive the ACTFL Certified OPI Tester Rights, Responsibilities & Opportunities Packet, which outlines the Rights and Responsibilities of certified ACTFL testers as well as important information regarding Recertification, Tester Renorming and Refresher opportunities, Dual Certification, Certification Advancement, and participation in the Official ACTFL Testing Program.

## APPENDIX

### OPI Introduction for Trainees

Every ACTFL OPI contains an introduction in English to specify the content and format of the interview to the interviewee. OPIs recorded for certification can be conducted either face-to-face or via phone and must all be recorded. Begin the interviews by introducing yourself and asking the interviewee to state his/her name for the recording. Then, read the following OPI introduction in English:

I am an ACTFL OPI Tester Trainee and I will be conducting an Oral Proficiency Interview (OPI) with you as part of my training to become a tester. Thank you for agreeing to volunteer for this interview. The purpose of this interview is to demonstrate my ability to assess your language speaking proficiency in standard (*language*). Please use (*language*) throughout the interview. The interview is being recorded and will last between 15 and 30 minutes. As this is a practice interview, it will not be scored with an Official ACTFL OPI rating, but I will be happy to provide you with some feedback on what you can and cannot do with language according to the ACTFL Proficiency Guidelines.

During the interview, we will discuss a variety of topics. If you are uncomfortable with a topic that I may introduce please let me know and we will discuss another topic. There may be instances when I need to interrupt you in order to change to a different topic.

Your personal opinions and points of view will not in any way affect your rating. However, in some cases, your ability to state and support opinions will be evaluated.

At some point during the interview I may ask you to participate in a role play situation with me. I will introduce the role play in English; then you and I will act out the situation in (*language*).

Your participation in the interview is very important and will help you to show your (*language*) ability at its best.

Do you have any questions before we get started?

*If the candidate has no questions, then begin the interview in the target language.*

*ACTFL OPI Tester Certification*  
**Independent Round Rating Summary Sheet**

**Trainee Name:**  
**Language:**  
**Email:**

**Workshop Location:**  
**Workshop Date:**  
**Certification Type: \_\_ Full \_\_ Limited**

**RATING SUMMARY**

<b>#1 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>
<b>#2 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>
<b>#3 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>
<b>#4 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>

**The ratings assigned to certification interviews by Tester Trainees and Reviewers are for training purposes only. Under no circumstance should these ratings be represented as Official ACTFL OPI ratings. For questions on certification, contact: [opicert@actfl.org](mailto:opicert@actfl.org)**

As you review your submitted OPIs and continue to prepare new interviews, remember to follow the ACTFL OPI testing and rating protocols described in your *OPI Tester Training Manual*.

An online resource for the *ACTFL Proficiency Guidelines (Revised 2012)* can be found at: <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012>.

**\*ACTFL Reviewer to select interviews, enter Reviewer Ratings, and critique OPIs**

*ACTFL OPI Tester Certification*  
**Certification Round Submission Form**

**Trainee Name:**  
**Language:**  
**Email:**

**Workshop Location:**  
**Workshop Date:**  
**Certification Type: \_\_ Full \_\_ Limited**

**RATING SUMMARY**

<b>#1 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>
<b>#2 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>
<b>#3 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>
<b>#4 – Interviewee Name</b>	<b>Trainee Rating</b>	<b>Reviewer* Rating</b>

**The ratings assigned to certification interviews by Tester Trainees and Reviewers are for training purposes only. Under no circumstance should these ratings be represented as Official ACTFL OPI ratings. For questions on certification, contact: [opicert@actfl.org](mailto:opicert@actfl.org)**

As you review your submitted OPIs and continue to prepare new interviews, remember to follow the ACTFL OPI testing and rating protocols described in your *OPI Tester Training Manual*.

An online resource for the *ACTFL Proficiency Guidelines (Revised 2012)* can be found at: <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012>.

**\*ACTFL Reviewer to select interviews, enter Reviewer Ratings, and complete next page**

# OPI Tester Certification Evaluation

**Form instructions:** Mark checkboxes where appropriate.

	<b>Elicitation Manner</b>	<b>Interview Structure</b>	<b>Rating Reliability</b>
<b>3 Points (Excellent)</b>	<input type="checkbox"/> Tester is effective in eliciting interviewee's best performance. Topics are drawn from interviewee's interests and experiences, developed at level and spiraled as probes. For the most part, questions are selected purposefully. Tester demeanor and behavior are appropriate for the level of proficiency and the linguistic needs of the speaker.	<input type="checkbox"/> Interview structure elicits a clearly ratable sample. Warm-up and wind-down are effective. Level checks and probes clearly prove a floor and ceiling over a variety of topics. The role-play is used fruitfully, and integrated into the interview as either a level check or probe.	<input type="checkbox"/> Ratings are reliable. Ratings of applicant and trainer correspond precisely on at least 50% of interviews, and within a contiguous sub-level on the remaining interviews.
<b>2 points (Good)</b>	<input type="checkbox"/> Tester is generally effective in eliciting a ratable sample, though some elicitation may be ineffective. For example, speaker may be allowed to ramble or focus on a "hot house special." Some topics may not be successfully developed and/or spiraled. Some questions may not be fruitful. There may be a tendency to be too formal/informal and/or too helpful/demanding.	<input type="checkbox"/> Interview structure generally elicits a ratable sample, although warm-up, role-play, and wind-down may not always be used to advantage. Level checks and probes may not be appropriately alternated and/or too much time may be spent on one or the other.	<input type="checkbox"/> Ratings may occasionally be unreliable due to errors at a particular level or at major borders.
<b>1 Point (Fair)</b>	<input type="checkbox"/> Elicitation manner impedes the ability to accurately assess the language of some interviewees. Tester may favor/ignore topics, impose topics, and/or fail to develop topics. Common problems include: changing topics abruptly, abandoning probes, and exhibiting "teacher behaviors" such as summarizing, rephrasing, and/or correcting.	<input type="checkbox"/> Interviews exhibit some adherence to the OPI structure, but, for the most part, do not result in ratable samples. Common problems include: standardized or inadequate warm-ups and wind-downs, ineffective role-play situations, insufficient testing of functions, and failure to prove floor/ceiling.	<input type="checkbox"/> Ratings are unreliable, either consistently over-rated or under-rated.
<b>0 Points</b>	<input type="checkbox"/> Elicitation manner is inappropriate and impedes accurate evaluation of most interviewees.	<input type="checkbox"/> Most interviews exhibit a lack of structure. Common problems include: neglecting phases of the OPI, failing to prove functions, pitching the interview at the wrong level, and asking random questions.	<input type="checkbox"/> Ratings are unreliable with no evident pattern of error.

**NOTE: A total of 7, 8, or 9 points is required to recommend a tester candidate for certification. No category may receive 0 or 1 point.**

- Certification recommendation:
- Recommend for Full Certification
  - Recommend for Limited Certification
  - Recommend for Additional Round of interviews (specify below)
  - Unable to recommend for Certification
  - Other (Please explain below)

Comments: (Required if Certification is not recommended. Enclose documents if needed)

## How to set up a Teleconference for Guided Interviews

The OPI Tester Trainee will need to coordinate with the ACTFL OPI Trainer and interviewee(s) to determine a mutually agreed date and time to conduct the Guided Interviews. Trainee will also be responsible for securing required interviewees.

Guided Interviews are conducted teleconference-style. Below are guided options to set up such a call along with recording options to playback the call. *To prevent audio interruption, all participants should call in from a quiet place. Please also be sure that you have clear, strong phone service when calling to prevent any dropped calls during the conference.*

*Note:* Interviewee should be informed beforehand that call may be recorded. Interviewee may also call into conference and does not have to be with Trainee or Trainer face-to-face.

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**OPTION 1:** Trainee may use standard three-way calling on landline phones to conduct a teleconference. To record a conversation from on a standard call, the Trainee will need to purchase a *Telephone Pick Up Microphone* and *Digital Audio Recorder with USB Connectivity*. These devices can be purchased from most electronics stores or online at sites such as [www.amazon.com](http://www.amazon.com). The recorder must have the ability to record mp3 files and transfer files to a computer for sharing electronically or burning to a CD/DVD.

For instructions on how to use a Telephone Pick Up device, please see:  
[http://www.chow.com/how\\_7500604\\_use-telephone-pickup-cable.html](http://www.chow.com/how_7500604_use-telephone-pickup-cable.html).

**OPTION 2:** Trainees may set up a teleconference using a free teleconferencing service. For this, ACTFL recommends <http://www.freeconferencecall.com/>. To create a service account, the OPI Tester Trainee will need to provide only a host username and valid email address. Once the teleconference account is created, you will receive an email at the email address used to set up the account containing the following:

- 1) Conference Call Number
- 2) Host Access Code
- 3) Participant Access Code.

At the time of the teleconference appointment, the Trainee can use Conference Call Number and Host Access Code to initiate the conference. The Trainer and interviewee may call into the teleconference using Conference Call Number and Participant Access Code.

The Trainee may record the call at any point by dialing \*9. An announcement will then be made that the call is being recorded. To stop recording, dial \*9 again. Immediately upon the end of the call, the Trainee may download an mp3 file of the recorded segments by accessing the file in the teleconference account.

***Charges:* ACTFL will not reimburse any incurred calling charges for Trainees or interviewees to call into conference. Trainees may avoid any long-distance phone charges by calling in from university office phones or Skype calls.**



## Application for ACTFL OPI Tester Certification

*(Please Type or Print)*

First Name	Middle Initial	Last Name
Home Mailing Address		
City	State	Zip Code (Country if other than US)
Email address	(Home) Phone	(Work) Phone
Institutional Affiliation		
Work Address		
City	State	Zip Code (Country if other than US)
Site of Original Training		Workshop Date
Trainer _____	Language of Training _____	
	Language of Certification _____	

Complete the form, enclose a current resume or CV and return postmarked, faxed, or emailed to ACTFL, OPI Tester Certification Dept., 1001 North Fairfax Street, Suite 200, Alexandria, VA 22314.

Fax: 703.894.2905

Email: [opicert@actfl.org](mailto:opicert@actfl.org)

- *All applications must include full payment by check or be accompanied by complete credit card information.*

### Payment Information

Check Payable to ACTFL

Credit Card Authorization VISA, MC, AmEx  
(please circle one)

CC# \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature (all forms must be signed)

a.	Full Certification	\$350
b.	Limited Certification	\$350
c.	Extra Round – Single Level	\$50
d.	Extra Round – Multi Level	\$75
e.	Late Penalty	\$150
f.	Certification Advancement	\$100
g.	Dual Certification in _____ (already certified in _____)	\$200
h.	OPI Retest	\$100
i.	Online Refresher	\$75
j.	Other _____	\$...

### Office Use Only

Check \_\_\_\_\_

Name \_\_\_\_\_

Amount \_\_\_\_\_

Date \_\_\_\_\_

Initials \_\_\_\_\_

Updated: November 2017