

*Getting Better Every Day: New Ideas for Speech-to-Text Service Providers*

An STSN On-line Self-Study Program

Earn 1.0 PDU

(Professional Development Units)

View the slide presentation at [www.stsn.org/PDU-SelfStudy.html](http://www.stsn.org/PDU-SelfStudy.html). Then answer the questions below and mark your answers on the Response Grid on the last page of this document. Submit the Response Grid along with your PDU Application Form, following the directions on the application form.

Part I: The Ins and Outs of Being an Independent Contractor vs an Employee

1. What tax forms does an employee receive from an employer?
  - A. 1099
  - B. W2
  - C. Both a 1099 and a W2
  
2. Which of the reasons below are benefits of being an employee?
  - A. Another person will gather the assignment details for you.
  - B. You will have to locate a co-provider to help you with long assignments.
  - C. There will be a liaison between you and the course instructor.
  - D. Both A and C.
  
3. An employer pays half an employee's social security and Medicare taxes.
  - A. True
  - B. False
  
4. Both an Independent Contractor and an employee must pay estimate taxes 4 times a year.
  - A. True
  - B. False
  
5. Which of these behaviors can an employer often do?
  - A. Be an advocate for fair treatment of the speech-to-text employee.
  - B. Offer advice and guidance about work issues.
  - C. Pay the employee on time.
  - D. All of the above.
  
6. Very few Continuing Education costs are deductible by an Independent Contractor.
  - A. True
  - B. False
  
7. There are standard pay rate policies that each Independent Contractor must follow.
  - A. True
  - B. False
  
8. Which of these does an Independent Contractor *not* need?
  - A. His or her own equipment and software licenses.
  - B. The ability to accept payment by credit card.
  - C. A business lawyer
  - D. A personal credit card for charging business expenses.

## Part II: The Dual Professional: The Interpreter/Speech-to-Text Providers

9. Interpreters usually make good speech-to-text service providers because they already have the ability to chunk information.
- A. True
  - B. False
10. Dual professionals don't need to be concerned about repetitive motion problems.
- A. True
  - B. False
11. Many supervisors won't know how to schedule a dual professional, so the dual professional should be prepared to teach the supervisor the appropriate guidelines.
- A. True
  - B. False
12. There is a standard pay rate for dual professionals that is right for everyone.
- A. True
  - B. False
13. From a consumer's perspective, a dual professional may sometimes be a better choice as service provider than a non-interpreter speech-to-text provider.
- A. True
  - B. False

## Part III: Doing What's Right: Ethics on the Job

14. Following a Code of Ethics is mandatory for all speech-to-text service providers.
- A. True
  - B. False
15. It is best to get to know the client a bit before deciding if you need to set boundaries.
- A. True
  - B. False
16. Talking over issues confidentially with another professional is a good strategy for dealing with ethical questions.
- A. True
  - B. False
17. Which items below are shared by all Codes of Ethics?
- A. Maintaining confidentiality
  - B. Accepting all assignments that are offered
  - C. Giving advice only on school issues, not personal ones
  - D. Both A and C
18. When a service provider makes a poor ethical decision, he or she will usually know it right away.
- A. True
  - B. False

19. It is a myth that by thinking hard a service provider can figure out the right way to handle a difficult ethical situation.
- A. True
  - B. False
20. Which of the steps below is not part of the process suggested for making ethical decisions?
- A. Consider the possible outcomes
  - B. Gather and review facts
  - C. Justify each possible option
  - D. Record the action taken for later reference.

Response Grid for *Getting Better Every Day: New Ideas for Speech-to-Text Service Providers*

1. A B C	11. A B
2. A B C D	12. A B
3. A B	13. A B
4. A B	14. A B
5. A B C D	15. A B
6. A B	16. A B
7. A B	17. A B C D
8. A B C D	18. A B
9. A B	19. A B
10. A B	20. A B C D

Circle your answer for each question on the Response Grid above. Submit the Response Grid with your PDU Application Form. You can download the PDU Application Form from [www.stsn.org](http://www.stsn.org), at the Continuing Ed link.