



The Community Interpreter® Information and Eligibility Requirements

REGISTRATION INFORMATION

The Community Interpreter® (TCI) is the only national training program in the U.S. for community interpreters. Highly interactive and skills-based, while incorporating the latest advances in the field, it is designed to be delivered as a 40-hour certificate program.

TCI promotes national ethics and standards of practice in the field and can prepare interpreters to take [national medical interpreter certification](#). The course covers ethics and conduct, basic skills (from pre-session to post-session), positioning and terminology, modes of interpreting, steps for sight translation, strategies for intervention, cultural mediation, and other vital skills and topics.

In addition, this program provides an overview of the interpreting profession and discusses interpreter certification. Role plays, activities and group exercises provide hands-on experience for skills development. Video segments offer demonstrations, and a [453-page textbook \(retail: \\$120\)](#) and a [229-page workbook \(retail: \\$60\)](#) are included.

About the Class

TOTAL TUITION: \$650.00

(A 100% scholarship is available to the first 7 healthcare interpreter participants who register)

Includes course textbook and workbook, and a signed Certificate of Successful Completion, if applicable. Attendance is required. Not included: \$75 language assessment, if necessary

TRAINING DATES (all in person)

Thu 5/1/2025 5-7PM & Sat 5/3/2025 8:30AM-5:30PM

Thu 5/8/2025 5-7PM & Sat 5/10/2025 8:30-5:30PM

Thu 5/15/2025 5-7PM & Sat 5/17/2025 8:30AM-5:30PM

Thu 5/29/2025 5-7PM & Sat 5/31/2025 8:30AM-5:30PM

TRAINING LOCATION:

The St. Joseph Community Health Foundation
347 W Berry St # 101, Fort Wayne, IN 46802

Participants must attend all hours of the training. The Language Access Lab reserves the right to cancel a class that does not have minimum enrollment. The Language Access Lab will reimburse participants for any classes cancelled by The Language Access Lab.

Admission Requirements

Minimum age and education

Participants must be 18 or older and have a high school degree or the equivalent. Proof of high school graduation or GED, etc. is required.

Proof of language proficiency

Participants must be bilingual in English and at least one other language, and proof of proficiency in both languages is required to enroll in the class. Proof of proficiency can be:

- High school diploma or equivalent, or university/college degree from a school using the assessed language(s)
- State or federal court interpreter certification
- Oral language exam results with scores equivalent to ACTFL Advanced Mid-level or ILR Level 2

If applicants do not have any prior proof of language proficiency, the registration process will include a speaking and listening assessment conducted over the phone. **This assessment costs \$75.**

Assessments are scheduled through ALTA Language Services on a weekday at a time that is convenient for the applicant. Once a language assessment is scheduled, the applicant will receive

a phone number to call and instructions to begin the assessment, which is approximately 20-40 minutes long. The maximum possible score is 12; a 9 or higher is required for admission.

Payment and Registration Deadline

Application materials and payment **must** be received by **Tuesday, April 8th**. Application form, proof of high school graduation, and proof of language proficiency must be submitted.

Refund Policy

Unless a class is canceled by The Language Access Lab, the following refund policy will apply:

Up to 2 weeks before class starts: 80%

Up to 1 week before class starts: 50%

However, if a course applicant becomes unable to attend a course they had registered for, the payment can be held for one calendar year from the start date of the original course they registered for. An application may be transferred one time if an applicant becomes unable to attend a course. Transferred applications are not applicable for refunds.

The Language Access Lab reserves the right to remove any participant who interferes with or causes disruption in the learning environment. Refunds will not be issued to participants who are removed.

Certificates of Successful Completion

A Pre-Test and a Final Test will be given to measure participants' improvement before and after the training. **Certificates of successful completion will be awarded to participants who score 70% or higher on the Final Test.** Participants will be notified via email about their test results within one week of completing the course. Certificates will be mailed within two weeks after the training.

Participants who do not pass the Final Test are permitted one retake within a 3-month period. If a participant does not pass the Final Test after the permitted re-take, The Language Access Lab will not issue a certificate of successful completion.

Students must attend all hours of the training and pass the Final Test to earn a certificate of successful completion. This certificate can be used as proof of training for national certification and other bodies that require proof of training.

Receiving a TCI certificate of completion is proof that a participant is a **trained community interpreter**. In order to become a **nationally certified medical interpreter**, participants who

successfully complete the course should take and pass national certification exams through the National Board of Certification for Medical Interpreters (www.certifiedmedicalinterpreters.org) or the Certification Commission for Healthcare Interpreters (www.cchicertification.org).

Additional Information

All our communication will be primarily by email. Please make sure your email address is working and check it regularly. If you have not heard from us in a reasonable amount of time, please call us at (260) 445-7412 or email info@thelanguageaccesslab.org. Thank you, and we look forward to hearing from you!