

# Interpreter Training: Policies & Procedures

*Americans Against Language Barriers*

## OVERVIEW & PURPOSE

An interpreter is a conduit of meaning and serves as a bridge between individuals who may not speak the same language. This is a training course to become a medical interpreter. Our training fulfills the prerequisite training requirements to sit for both of the nationally-recognized certification exams:

- [Certification Commission for Healthcare Interpreters](#) (CCHI)
- [National Board of Certification for Medical Interpreters](#) (NBCMI)

## PREREQUISITES & REQUIREMENTS

1. Evidence of **dual-language** proficiency
  - a. We will be using the same standards as the national certification exams. Ways to prove dual-language proficiency are listed [here](#) in detail. If you require a language test, please click [here](#) to schedule one.
  - b. Students will be required to submit evidence of dual-language proficiency before the start of the class. Students will receive email reminders if documentation has not been submitted.
    - i. If the circumstances due to the pandemic are preventing you from obtaining evidence of dual-language proficiency, please [contact us](#) before the training starts.
2. A computer with a high-speed internet connection
3. A webcam and microphone
  - a. Students will be required to use their webcam, however they may opt to use a virtual background.

## COURSE REQUIREMENTS

1. Students are required to be present for the entirety of the live course. If students have an emergency and think they might miss a session they must contact the board of directors immediately.
2. Students will be assigned homework to complete outside of the classroom after each session. For every four hours of classroom time, students should expect to

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spend, on average, two hours of time outside the classroom completing assignments. This number will vary depending on the trainer and topic.

- a. All assignments must be submitted, and at least 80% on time, in order to be eligible to sit for the final exam to receive the certification.
  - i. If there is an emergency that impedes on the timely completion of an assignment, students must contact the board of directors immediately.
3. Students should participate in class discussions & breakout groups.
  - a. Students who are not actively participating will receive a reminder.
    - i. If reminders are ignored, chronic lack of participation may lead to suspension from the program.

### **FINAL EXAM**

1. The final exam will be out of 100 points and will consist of multiple-choice and written-answer questions.
  - a. Each question will be weighted with a certain number of points, given in (parenthesis).
  - b. All written questions will be graded based on a rubric, which will be provided in advance.
2. Students will be given 90 minutes to complete the final exam.
3. The final exam will be offered twice per month for students who have satisfactorily completed the training.
  - a. Once the final has started it may not be voided.
4. Students may **not** use outside resources or notes of any kind.
5. The final exam will be proctored.
  - a. Students must enable their webcams and share their screen on Zoom when completing the final.
6. Students must receive 80/100 points in order to pass the final and receive their certificate of completion.
7. If students do not pass the final on the first attempt, they may only make a second attempt after the student:
  - a. Meets with the board of directors to develop a realistic study plan.
  - b. Completes new assignments targeted at the student's weaknesses.
  - c. The second attempt must be within 28 days of the first attempt.
  - d. Students who take a second attempt will be charged a \$75 fee.