

# Interpreter Training: Policies & Procedures

*Americans Against Language Barriers*

1. [Overview & Purpose](#)
2. [Prerequisites](#)
3. [Course Requirements and Policies](#)

## OVERVIEW & PURPOSE

This course serves as continuing education for certified interpreters who wish to train to work in a medical setting, equipping one with the necessary skills. We encourage our students to pursue NBCMI & CCHI medical interpreter certification as well to further distinguish yourself, as successful completion of our course will qualify you for it. The purpose of this class is to give you intensive, nuanced, and detailed medical interpreter training in ASL to help make you an excellent medical interpreter that is able to fulfill all of your required roles with an extreme degree of efficacy, improving the quality of healthcare for Deaf and limited English patients.

## PREREQUISITES

1. Certification as an Interpreter
  - a. We require all students to have an RID certification or equivalent in order to register for this course.
    - i. Examples of qualifying certifications include but are not limited to:
      1. RID NIC
      2. RID CDI
      3. Texas BEI
    - ii. This course may be opened to all qualified interpreters in the future with the prerequisite of a proficiency exam, but for now, certification requirements are strictly enforced.
2. A computer with a high-speed internet connection.
3. A high quality webcam.
  - a. Students will be required to enable their webcam for the duration of the class for attendance purposes.

## **COURSE REQUIREMENTS & POLICIES**

1. Students are able to miss up to 3 class sessions total. Any student who is absent must watch a recording of class along with completing a homework assignment to demonstrate the acquisition of learning objectives. Refunds will not be given to students who fail to complete the class due to excessive absences.
2. 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.
  - b. Students who chronically do not follow the instructions or are unprepared during class despite multiple warnings from the instructors will be suspended from the course. If they are impeding the learning process of other students despite multiple warnings, they will not be allowed to retake the course.
3. Refunds will be given to students who request one up to two weeks prior to the start of class. If a student requests one after this date has passed, we will attempt to grant them one by looking for a student to replace their seat, but it is not guaranteed. Refunds will not be given after class has already begun.
4. Accommodations: The training will take place in American Sign Language and voice interpretation is not provided. AALB promotes a learning environment free from discrimination and bias, and encourages mutual respect for all participants. If you require any special accommodations, please let the board of directors and instructors know so we can work to accommodate you. Please email all requests to [kevinthakkar@americansalb.org](mailto:kevinthakkar@americansalb.org).