IRCO'S INTERNATIONAL LANGUAGE BANK

BRIDGING THE GAP HEALTHCARE INTERPRETER TRAINING
APPLICATION AND TRAINING INFORMATION, TERMS, AND CONDITIONS

Bridging the Gap is a 64-hour professional development program that prepares bilingual individuals to work as medical interpreters. It is used to train novice and experienced medical interpreters, and it is accepted by both accredited national certifying bodies, the Certification Commission for Healthcare Interpreters (CCHI) and the National Board of Certification for Medical Interpreters (NBCMI). No interpreting experience is required to take the class.
This course covers:

- **Basic interpreting skills.** Roles, ethics, conduit and clarifier interpreting, managing the flow of the session.
- **Codes of ethics.** Codes of ethics and decision-making for interpreters in health care.
- **Integrated medical terminology, anatomy, and physiology.** Introduction to common terms, procedures, and specialties relating to human physiology and health.
- **Interpreting in mental health.** Specialized strategies and skills that apply to the unique demands of mental health settings.
- **Information on health care systems.** Introduction to the health care systems and types of health care providers.
- **Culture in interpreting.** Self-awareness, basic characteristics of specific cultures, traditional health care in specific communities, culture brokering.
- **Communication skills for advocacy.** Listening skills, communication styles, how doctors think, appropriate advocacy.
- **Professional development.** Effective communication, professional conduct, self-care, resources for professional growth.

Prerequisite/Admission Requirements

Minimum age and education requirements
Participants must be at least 18 or older and have at least a high school degree or equivalent. Required proof may include a high school diploma, GED certificate, university, or higher education degree.

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 training. Proof of proficiency can be **copies of *any one* of the listed documents on OHA Interpreter Program Requirement (pages-2-3)**. Please review full details here: https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/oe8923.pdf

If you are unable to provide acceptable documentation of language proficiency, you would be required to take a language proficiency test at an OHA approved testing center and provide us with your test results. Please be aware that language proficiency tests are not free, and you'd be responsible for paying the cost. For details on language proficiency test and approved test centers, please review the above provided link of OHA Interpreter Program Requirements (Page 2).

If you are speaking a language of lesser diffusion that has no formal proficiency test, review the OHA instructions here:
Application to be an Interpreter of Language of Lesser Diffusion (LLD)

Application Procedure:

1. Submit the following:

    a) A completed application form (online form/link).
    b) A copy of one of the following: high school diploma, GED certificate, college or university degree.
    c) Proof of English language proficiency.
    d) Proof of target language proficiency. If this document is issued in a non-English language, it needs to be professionally translated into English and notarized.

2. Make sure you submit all the required documents for the application. Applications with missing information or documents will not be processed. Please be aware that applying does not guarantee confirmed registration as scholarships and seats are limited. We will inform you if you are granted this scholarship to attend the training. Once your registration is confirmed, we will be sending out additional details regarding the training course, agenda, and the location before the start of the training.

Training Requirements and Attendance Policy

- Students must attend all hours of the training (including any possible in-person classes) and pass the final exam to earn a certificate of successful completion.
- The last day of class might be held in-person in Portland (location is TBD). The students must make a commitment to travel and attend the in-person class as well as the online classes. Some exceptions might apply to those who live outside of the Portland Metro area regarding the last in person class (i.e. attending it online instead of in-person).
- Students must make a commitment to devoting additional time to studying and doing assignments outside of class.
- The student must have a reliable computer/tablet device with a camera and a stable internet connection. This training may not be accessed using a mobile device.
- IRCO trainers reserve the right to remove any student who does not follow the training terms and conditions or interferes with or causes disruption in the learning environment.

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 1-2 weeks 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 test retake within a 3-month period. If a participant does not pass the Final Test after the permitted re-take, a certificate of successful completion will not be issued.

Receiving a BTG certificate of completion is proof that a participant is a trained medical interpreter. To become a state qualified/certified medical interpreter in Oregon, participants who successfully complete the course should apply with Oregon Health Authority Office of Equity and Inclusion (OHA-OEI). This certificate can also be used as proof of training for national certification and other bodies that require proof of training. To become a nationally certified medical interpreter, successful participants should take and pass the national certification exams through the Certification Commission for Healthcare Interpreters (www.cchicertification.org) or the National Board of Certification for Medical Interpreters (www.certifiedmedicalinterpreters.org).

ADA Accommodations: According to Title I of the Americans with Disabilities Act (ADA), a reasonable accommodation can be provided if needed. Please communicate your learning accommodation to us as soon as your registration is confirmed, so we could provide you with any modification or adjustment needed during the training period.

Contact Information
All our communication will be primarily by email so please make sure your email address is working and check it (including your spam folder) regularly. If you have any questions about this course, please feel free to contact our training team at: hcit@ircoilb.org

Sincerely,
The Health Care Interpreter Training (HCIT) Team