Certification Process

CoreCHI™ Process
(for all languages)

Week 1	▪ Review eligibility requirements at www.cchicertification.org/44-certification/eligibility-criteria/90-eligibility-criteria. ▪ Complete and submit the application online at https://cchi.learningbuilder.com. You will pay the fees for the application and the CoreCHI™ exam together at this time.
Week 2-3	▪ Application review and approval by CCHI. ▪ The CoreCHI™ Notice To Schedule is emailed to you.
Week 3	▪ When you receive the CoreCHI™ Notice, schedule the exam for a time convenient for you (to schedule, call 800-947-4228).
Week 4-5	Take the CoreCHI™ exam at a nearest test center.
Week 4-6	▪ Receive the official score for the CoreCHI™ exam. ▪ If you interpret in a language other than Arabic, Mandarin or Spanish, upon passing, receive the CoreCHI™ Certificate.

If you are an interpreter of Arabic, Mandarin or Spanish, you must proceed to take the corresponding oral performance CHI™ exam.

CHI™ Process
(for Arabic, Mandarin, Spanish)

Week 1-2	▪ Upon passing the CoreCHI™ exam, pay for the CHI™ exam. ▪ When you receive the CHI™ Notice, schedule the exam during the next quarterly testing window. To schedule, call 800-947-4228.
Week 3-8	Take the CHI™ exam at a nearest test center (often different than the CoreCHI™ test center).
Week 8-13	Receive the official score for the CHI™ exam.
Week 9-14	Upon passing the CHI™ exam, receive the CHI™ Certificate.

Resources

General information about the certifcation process and policies: ***CCHI's Candidate's Examination Handbook*** at www.cchicertification.org/images/pdfs/candidatehandbook.pdf

Application at
https://cchi.learningbuilder.com

Testing locations and dates:
www.cchicertification.org/certification/testing-centers-a-schedule

Certification fees:
www.cchicertification.org/45-certification/certification-fees/91-certification-fees

CoreCHI™ Practice Exam:
http://cchiinterpreters.org

Study tips and resources:
www.cchicertification.org/certification/certification-resources

Certification Renewal:
www.cchicertification.org/63-cchi/certified-interpreters/71-renewal-criteria

Accredited Continuing Education programs:
www.ceapcchi.org/FindAProvider

If you have any questions about the application or testing process, please contact our staff at CMSspecialist@CCHIcertification.org.

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