

## Resources

General information about the certification process and policies: *CCHI's Candidate's Examination Handbook* at [http://cchicertification.org/uploads/CCHI\\_Candidate\\_Examination\\_Handbook.pdf](http://cchicertification.org/uploads/CCHI_Candidate_Examination_Handbook.pdf)

Application at <https://cchi.learningbuilder.com>

Testing locations and dates: <http://cchicertification.org/certifications/scheduling/>

Certification fees: <http://cchicertification.org/certifications/preparing/>

CoreCHI™ & CHI™ Practice Exams: <http://cchiinterpreters.org>

Study tips & preparation: <http://cchicertification.org/certifications/preparing/>

Additional resources: <http://cchicertification.org/education/>

Certification Renewal: <http://cchicertification.org/renew-certification/renewal-process/>

Accredited Continuing Education programs: <http://ceapcchi.org/FindAProvider>

CE online training: <http://cchiinterpreters.org>

If you have any questions about the application or testing process, please contact our staff at [CMSspecialist@CCHICertification.org](mailto:CMSspecialist@CCHICertification.org)

## CoreCHI™ Process (for all languages)

<b>Week 1</b>	<ul style="list-style-type: none"> <li>Review eligibility requirements at <a href="http://cchicertification.org/certifications/eligibility/">http://cchicertification.org/certifications/eligibility/</a>.</li> <li>Complete and submit the application online at <a href="https://cchi.learningbuilder.com">https://cchi.learningbuilder.com</a>. You will pay the fees for the application and the CoreCHI™ exam together at this time.</li> </ul>
<b>Week 2-3</b>	<ul style="list-style-type: none"> <li>Application review and approval by CCHI.</li> <li>The CoreCHI™ <i>Notice To Schedule</i> is emailed to you.</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>When you receive the CoreCHI™ <i>Notice</i>, schedule the exam for a time convenient for you (to schedule, call 844-704-1487).</li> </ul>
<b>Week 4-5</b>	Take the CoreCHI™ exam at a nearest test center.
<b>Week 4-6</b>	<ul style="list-style-type: none"> <li>Receive the official score for the CoreCHI™ exam.</li> <li>If you interpret in a language other than Arabic, Mandarin or Spanish, upon passing, receive the CoreCHI™ Certificate.</li> </ul>

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)

<b>Week 1-2</b>	<ul style="list-style-type: none"> <li>Upon passing the CoreCHI™ exam, pay for the CHI™ exam.</li> <li>When you receive the CHI™ <i>Notice</i>, schedule the exam during the next quarterly testing window. To schedule, call 844-704-1487.</li> </ul>
<b>Week 3-8</b>	Take the CHI™ exam at a nearest test center (often different than the CoreCHI™ test center).
<b>Week 9-14</b>	Receive the official score for the CHI™ exam (i.e. 4-6 weeks after the last day of a testing window).
<b>Week 12-16</b>	Upon passing the CHI™ exam, receive the CHI™ Certificate (i.e. within 2 weeks of the official score).