



Certification Renewal At a Glance

CCHI's certification credentials - CoreCHI™, CoreCHI-Performance™, and CHI™ - are valid for 4 years from the date of passing the last certification exam.

To renew your certification, you must submit an online application at least 30 days prior to the expiration date at <https://cchi.learningbuilder.com/>.

The renewal fee is \$300 (non-refundable).

Renewal Requirements

Interpreting Experience

- minimum **40 hours** of interpreting in healthcare settings within four years
- paid or volunteer work is accepted
- verifying documentation may be requested by CCHI during an audit

Continuing Education

- **28 CE hours** in any topic related to medical interpreting
- **4 CE hours** in **performance based (PB)** topics*
- documentation must be **uploaded** as a pdf or jpg file
- the **minimum duration** of a CE activity is **30 min.** for general topics and **60 min.** for PB topics.

*CoreCHI-Performance™ certificants are required to complete a minimum of 1 performance-based (PB) CE hour (out of 4 PB CE hours) in the Language Other Than English (LOTE) of their verified proficiency(s) **within the first year** of the initial CoreCHI-P™ credential award.

CCHI defines **performance based (PB) training** as training aimed to improve the healthcare interpreter's skills in the three interpreting modes – consecutive, simultaneous, and sight translation, and in translation.

- PB courses must include *instructor-led* or *feedback-offered* practice in those modes of interpreting. Online courses do not need to have a human instructor but must be structured in a way that allows the student to *practice* the relevant mode(s) of interpreting and *receive some feedback or model interpretation* of assignments.
- Ethics, cultural awareness, or terminology-only courses or small-group activities that do not include actual *practice* of interpreting are not considered PB in this context.

Acceptable CE Activities

- must be beyond-beginner level of complexity
- represent learning with language-specific feedback or model interpretation provided, including online self-paced modules
- certain non-instructional activities are accepted

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



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CCHI Registrar

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What info must be on a CE document uploaded with your renewal application:

- Certificant's name,
- The title (topic) or name of the educational event,
- The name of the training entity (organization or individual) delivering the course,
- The date(s) of the event,
- The duration - number of actual hours attended,
- The document **must be signed** by the event organizer or instructor.

CCHI's Review Process:

1. If submitted on time (no later than 30 days *before* your certification expiration date), your renewal application will be reviewed within 4-8 weeks.
2. CCHI may request additional information to verify your continuing education. CCHI may give you an extension to provide necessary information for the renewal. However, such an extension does not change the dates of your certification validity.
3. After your renewal application is accepted, CCHI will email you a new certification certificate within 4 weeks of the certification expiration date or renewal approval date, whichever comes later.

Continuing Education Resources:

- Courses accredited by CEAP; see the *CEAP Registry* at <https://ceapcchi.org>

CCHI **does not require** that certificants complete *only* CEAP-accredited CE courses. However, CCHI *guarantees* acceptance of only CEAP-accredited CE courses.

- Online modules at <https://cchiinterpreters.org/>

For more information, go to
<http://cchicertification.org/renew-certification/renewal-process/>

When you contact CCHI,
please provide your CCHI ID number
(the number on your certificate).