Template for Documentation of Continuing Education
(to be used when a Certificate of Attendance or CEU/CE documentation is not provided)

To the Certification Commission for Healthcare Interpreters (CCHI):

This letter is to verify that _______________________________ has attended the following course* and is submitting it to meet CCHI’s Continuing Education requirements.

Course* Title:___________________________________________________________

Name of Sponsoring Organization, Provider, or Institution:_________________________

Instructor(s):___________________________________________________________

Topics Covered (check all that apply):

☐ ethics of healthcare interpreting;  ☐ specific patient populations (e.g. mental health; victims of trauma);
☐ healthcare protocols and regulations;  ☐ consecutive interpreting skills
☐ medical terminology;  ☐ simultaneous interpreting skills
☐ HIPAA and confidentiality;  ☐ sight translation skills
☐ cultural competency  ☐ Other (please specify):___________________________
☐ self-care

Date(s) of Course:_______________________________________________________

Number of Continuing Education Hour(s) Spent Attending the Course:_________________________

If you have any questions, please contact <insert name> at <area code and phone number> or <work email address>

Signed,

_________________________________________  _________________________
Sponsor/Instructor’s Signature                  Date

_________________________________________
Sponsor/Instructor’s Name

_________________________________________  _________________________
Attendee’s Signature                          Date

_________________________________________
Attendee’s Name

_________________________________________  _________________________
Attendee’s CoreCHI™/CHI™ Certificate Number

* NOTE: A “course” may include attendance at a continuing education course, conference workshop/presentation, brown bag presentation, symposium, forum, or other formal activity which provides opportunities for a healthcare interpreter to improve the knowledge, skills and abilities needed to interpret in healthcare settings.