

**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):

- |  |  |
|--|--|
| <input type="checkbox"/> ethics of healthcare interpreting;    | <input type="checkbox"/> specific patient populations (e.g. mental health; victims of trauma); |
| <input type="checkbox"/> healthcare protocols and regulations; | <input type="checkbox"/> consecutive interpreting skills                                       |
| <input type="checkbox"/> medical terminology;                  | <input type="checkbox"/> simultaneous interpreting skills                                      |
| <input type="checkbox"/> HIPAA and confidentiality;            | <input type="checkbox"/> sight translation skills  |
| <input type="checkbox"/> cultural competency                   | <input type="checkbox"/> Other (please specify):   |
| <input type="checkbox"/> 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.