What's New for Certified Healthcare Interpreters in 2018?

How to renew your CCHI certification? Updated CE requirements explained.

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www.cchicertification.org

Webinar Overview

1. **Overview of CCHI's certification renewal requirements**
   - New in 2018: What are the **non-instructional CE activities**?
2. **Continuing Education (CE):**
   a) What is accepted?
   b) What topics qualify as **performance-based** (PB)?
   c) How to find CCHI-accredited CE?
   d) How to document CE?
3. **Renewal applications mechanics**
4. **How can employers find you?**
5. **Staying engaged with CCHI**

CCHI Certification Commission for Healthcare Interpreters

Requirements Overview

Professional Growth

- CCHI has an obligation to ensure that a certificant's skills and knowledge are maintained at the same level as at the time of passing the certification exam
- Interpreting skills deteriorate without practice
- CoreCHI and CHI certifications are developed for the entry-level interpreter, thus, certificants have 'room to grow'

Certification Renewal Requirements

Your CoreCHI™ or CHI™ Certification is valid for 4 years.

To maintain your certification, you need:

- continuing education (CE) hours, *and*
- interpreting experience hours (=work experience)

which are tracked in 2-year periods (Yrs 1 & 2 and Yrs 3 & 4).

Certification Renewal Requirements

For each 2-year period, you need to provide documentation for:

- **16 hours of CE**
- **20 hours of interpreting/work experience.**

In total for 4 years, you need:

- **2 applications**
- **32 hours of CE**
- **40 hours of interpreting/work experience.**

CE Requirements

For each 2-year period, you need to provide documentation for:

- 16 hours of CE total
- a minimum of 2 CE hours must be in **performance-based (PB) topics** (These hours are required.)
- a maximum of 4 CE hours may be earned as **non-instructional CE activities** (These hours are optional, not required.)

New in 2018: Non-Instructional CE activities

Non-instructional CE activities are defined as "activities that support the healthcare interpreting profession through volunteerism, leadership and research."

CCHI certificants are allowed, ***as an option***, to submit non-instructional continuing education (CE) equal to **up to 4 hours (points) per each two-year cycle** towards their certification renewal requirements.

- One (1) point in non-instructional CE activities equals 1 CE hour for certification renewal purposes.
- Points do not reflect the actual hours of work.

Non-Instructional CE activities

The following categories of non-instructional activities are accepted as CE for CCHI certification renewal:

1. Professional Engagement:
   - Membership in a professional organization
   - Volunteering related to healthcare interpreting
2. Leadership and Recognition:
   - Serving on the volunteer Board
   - Receiving a professional award
3. Research and Publications related to the healthcare interpreting profession

More info at http://www.cchicertification.org/63-cchi/certified-interpreters/252-ce-topics-non-instructional

1. Professional Engagement:

- **Membership in a professional organization - 0.5 points per year, maximum 2 points**
  - Points are awarded for active membership in a national, international, or local professional organization of healthcare interpreters *or* with healthcare interpreters as a significant segment of membership.
  - Points are awarded per year. For example, individuals with two years of active membership in one organization would earn 1 point in the two-year renewal cycle. Individuals with two years of active membership in two organizations would earn 2 points (0.5x2x2=2). Maximum 2 points are allowed in this category.

1. Professional Engagement:

- **Volunteering related to healthcare interpreting – 1 point per year, maximum 4 points**

- Points are awarded for specific activities that support the healthcare interpreter *profession* through volunteerism. Points are not awarded for volunteer activities not related to promoting the profession.
- Points are awarded per year. Maximum 4 points are allowed in this category.

1. Professional Engagement:

Eligible Activity	Points per year
Volunteer at a healthcare interpreters conference or educational event	1
Public speaking about the profession and certification	1
Volunteer for charitable medical missions (i.e. unpaid work as interpreter for a medical mission outside the U.S.)	2
Volunteer for a project of a professional organization of healthcare interpreters or with healthcare interpreters as a significant segment of membership	2
Volunteer for a committee of a professional organization of healthcare interpreters or with healthcare interpreters as a significant segment of membership	2

<u>Ineligible activities:</u> Interpreting free of charge ("volunteer") for individual patients, organizations or events

2. Leadership & Recognition:

- **Serving on the volunteer Board – 4 points per year, maximum 4 points**
- **Receiving a professional award related to healthcare interpreting – 2 points per award, maximum 4 points**
  - CHIA's Interpreter of the Year
  - NCIHC's Language Access Champion Award
  - TAHIT's Texas Star in Language Access Award
  - Tony Winsor Award in MA

3. Research & Publications:

4 points per year, maximum 4 points

- Co-authors earn half of the points.
- Content must be research-based or educational/ instructional.
- **Ineligible activities:** Work that is for marketing purposes, presentation slides, website comments, blogs, wiki entries, letters to the editor, opinion-based articles, and other unedited, non-reviewed online items.

3. Research & Publications:

Eligible Activity	Points per year
Book, including textbook, or book chapter	4
Thesis (master's or PhD)	4
Peer-reviewed article published in professional periodical	2
Non-peer-reviewed article published in professional periodical	1
Published performance support tool (e.g., glossary, curriculum)	1

CCHI Certification Commission for Healthcare Interpreters

Get Certified,
Get Connected,
Get Informed.

Continuing Education

www.cchicertification.org

What CE is accepted?

What training is accepted as CE?

1. Continuing education (CE) training must be of beyond-beginner level of complexity

- Look for descriptions like “for experienced interpreters,” “for intermediate and/or advanced level,” “this is a continuing education course.”
- Avoid descriptions like “basic,” “101,” “to prepare you for certification,” “level 1,” etc.

What training is accepted as CE?

2. CE training must be on these subjects:

- Healthcare interpreting (=what is covered on the certification exams)
- Performance based interpreter training, *including for court or administrative hearings*:
  - Consecutive skills
  - Simultaneous skills
  - Sight translation skills
- *Translation - limited to healthcare, medical, legal, and healthcare/auto insurance subject areas (only 2 hours are accepted)*

What training is accepted as CE?

3. Out of 16 CE hours, **a minimum of 2 CE hours must be performance based, i.e. about interpreter performance skills**:

- Consecutive mode skills
- Simultaneous mode skills
- Sight Translation mode skills

Why?

- Skills deteriorate without practice
- Especially important for CoreCHI certificants whose skills haven't been tested

What training is accepted as CE?

Examples of CE training titles that are considered performance based:

- Acceptable CE training titles: “Practice of consecutive mode during organ transplant consult”; “Simultaneous interpreting in trauma ER settings”; “Sight translation of documents related to genetics”, etc.
- Unacceptable CE training titles (for this category of performance-based): “Interpreting for organ transplant consult”; “Interpreting in trauma ER settings”

CCHI's support for the performance based CE requirement

CCHI offers approx. 6 CE hours of performance based training in the form of free webinars annually:

- CCHI is not a training entity, but we continue to invite educators to offer their performance based trainings to CCHI-certified interpreters for free

What training is accepted as CE?

4. Requirements for attending a conference:

- CCHI does not approve a whole conference as a rule. ***Individual* sessions are accredited or accepted *if* they meet the discussed CE requirements.**
- For that reason, it's important to **document your attendance of a specific session/presentation** within a conference.

What training is accepted as CE?

5. CE training must meet these requirements:

- Only direct instructional (contact) hours count as CE hours (assessments, breaks, etc. do not count).
- There must be a formal instructional setting with an instructor. Self-study is not considered CE. Meeting (with a supervisor, committee, etc.) is not considered CE.

Acceptable CE

- Online training **is** acceptable **if** the certificant provides a certificate of completion.
  - A webinar registration confirmation or "Thank you for attending" email are not accepted as documentation for CE.
- In service activities by a healthcare provider are acceptable including HIPAA, patient safety and medical specialties.
- All CEAP programs – CCHI's Continuing Education Accreditation Program (CEAP) - **www.ceapcchi.org.**

Accredited CE = 100% accepted for credential renewal + certificant needs just documentation of attending/completing

Non-Accredited training events *may not be accepted* by CCHI if they don't meet CE criteria. The burden of proof is on the certificant – CCHI does not "pre-view" such events.

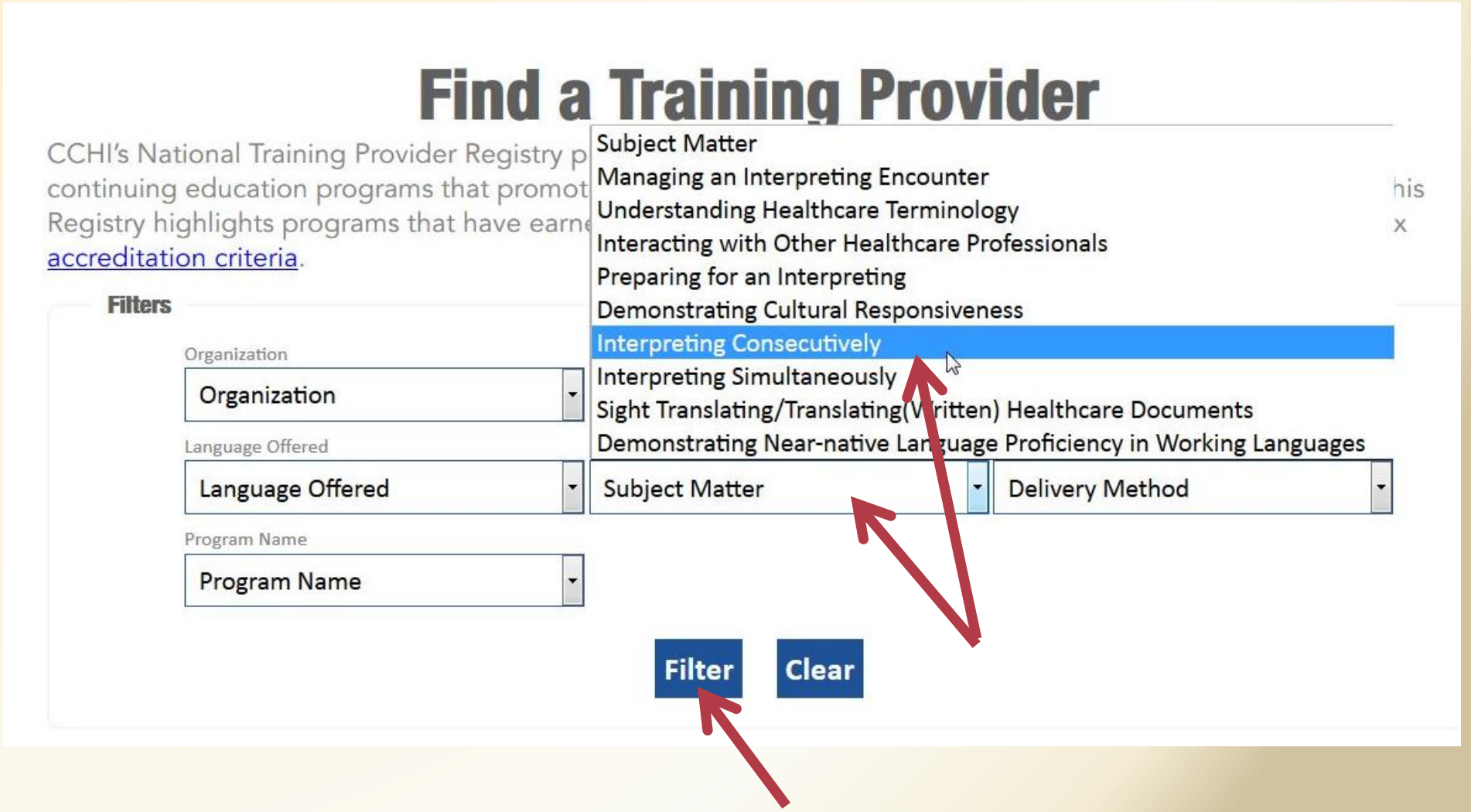
CCHI Certification Commission for Healthcare Interpreters

How to find accredited CE?

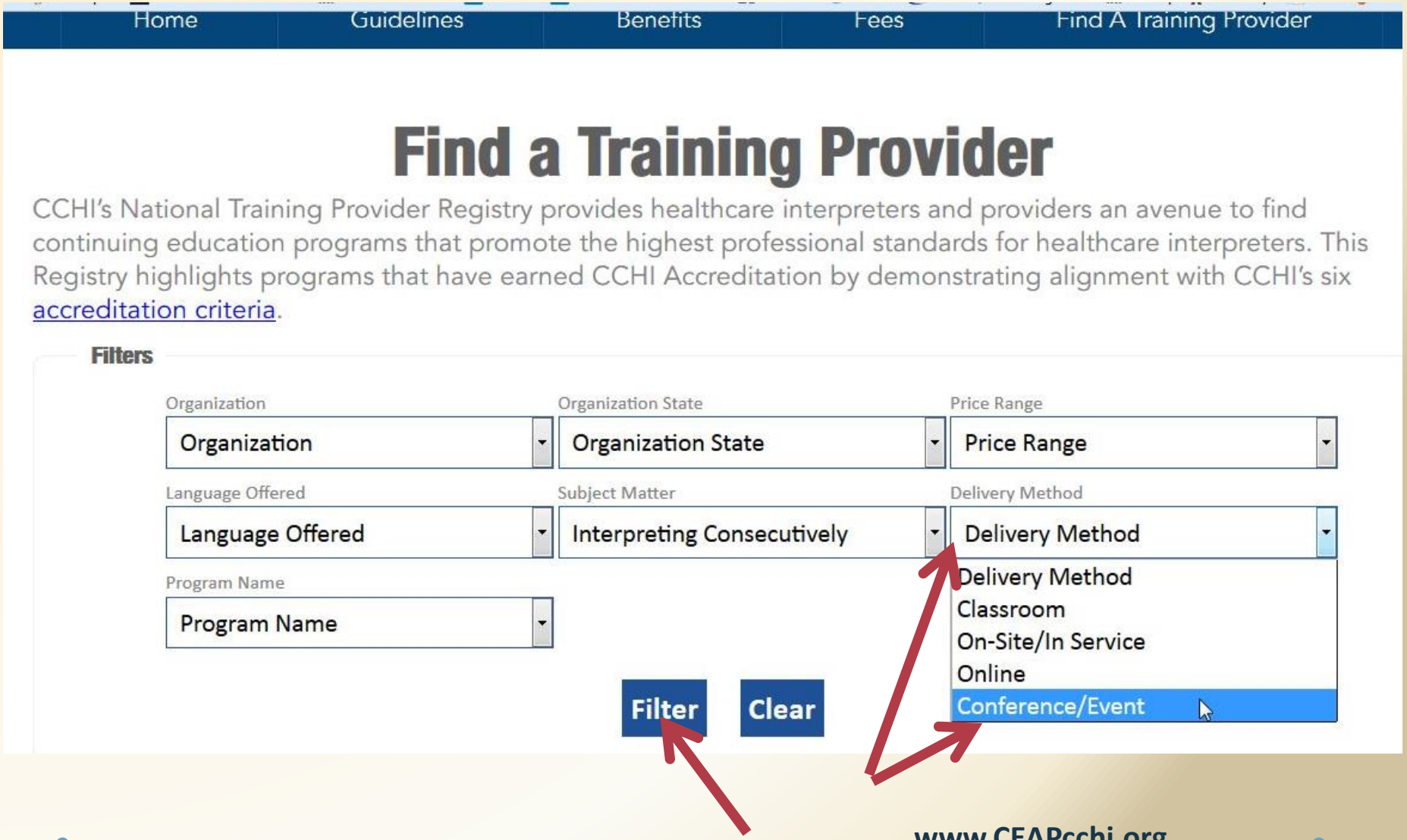
Accredited CE Programs

www.CEAPcchi.org

Accredited CE Programs



Accredited CE Programs



Accredited CE Programs

ATIF (Association of Translators and Interpreters of Florida, Inc.)

P.O. Box. 83-5145
Miami, Florida 3328
View Website

"Spring into Action 2018" conference

$100- 300
Accredited Hours: 29.5
Program Id: 07729

Program Description:
The Spanish Language Division (SPD) of the American Translators Association (ATA) and the Association of Translators and Interpreters of Florida (ATIF) are pleased to invite educators, students, and practicing colleagues in the world of translation and interpreting to "Spring Into Action 2018" hosted at the Florida International University (FIU) campus in Miami, FL, on March 16-18, 2018. To register: http://springintoaction.info/. The following 15 sessions are presented for accreditation by CEAP (performance-based sessions are noted as PB); for specific number of CE hours refer to each session and keep in mind that some sessions are concurrent: 1) Consecutive Interpreting (CI) Advanced Skills Building Workshop (Spanish) (3 PB CE hrs); 2) Note-taking for Interpreters (3 PB CE hrs); 3) Translation of communication materials and messages for public health agencies (1.5 CE hrs); 4) Traducción de topónimos: los exónimos y los endónimos (1.5 CE hrs); 5) Advanced theory, methods, and techniques of simultaneous interpretation (1.5 PB CEs); 6) ¿A qué español traducimos? (3 CE hrs); 7) El yoga gramatical (Spanish) (3 CE hrs); 8) Language – um quebra-cabeças (3 CE hrs); 9) Los anglicismos en la traducción al español: más allá del léxico (1.5 CE hrs); 10) Mental Health Interpreting: Unique Challenges and Practical Solutions (1.5 CE hrs); 11) Sight Translation and Simultaneous Interpretation: Competence and Flow (1.5 PB CEs); 12) Raising the Bar in Translation: Maximize your QA (1.5 PB CEs); 13) Improve your memory, improve your outcomes (1.5 PB CEs); 14) Between Compensation & Risk. Terminology in Workers' Compensation Spanish Translation (1 CE hr); 15) Busquemos la excelencia al traducir: corrijamos lo correcto (1.5 CE hrs).

Instructors: See Conference Program

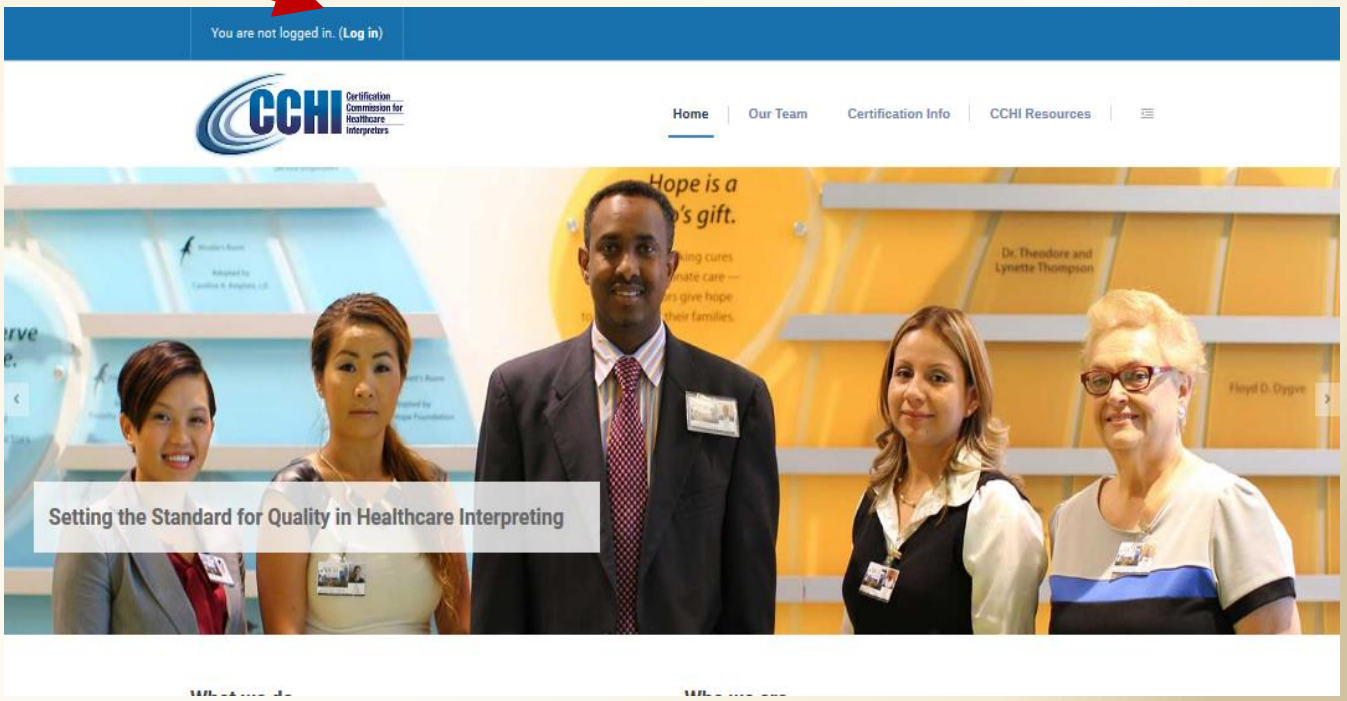
Languages Offered: English
Spanish

Delivery Methods: Conference/Event

CCHI's Online Training Portal

http://cchiinterpreters.org

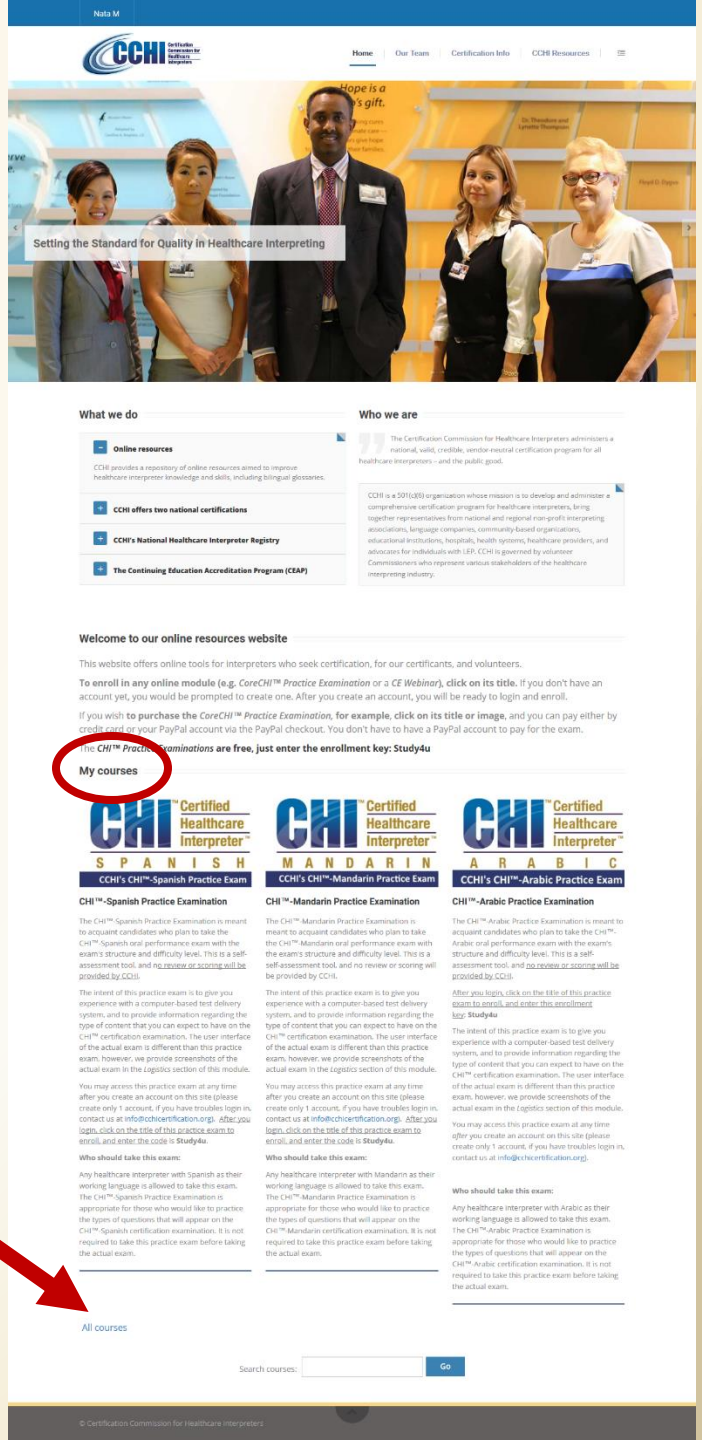
- Create a free account
- Remember your username & password (!)
- Login – top left, above the CCHI logo:



CCHI's Online Training Portal

http://cchiinterpreters.org

- Click on any title to purchase ($10)
- If you already have 1 course, scroll down to the bottom of the page, to "All courses" to see what's available



CCHI Certification Commission for Healthcare Interpreters

How to document CE?

Documenting CE

CCHI accepts a variety of documents as proof of CE:

1. **The document must lists the following information;**
   - 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 number of actual **hours** attended, and
2. **The document must be on organization letterhead or be signed by the event organizer or instructor.**

Acceptable Documentation

- certificate of attendance or completion;
- a program of a conference with the certificant's name and presenter's signature next to the conference session;
- a roster of attendees on the letterhead of the event organizer;
- a supervisor's attestation on the employer's/contractor's letterhead;
- a printout of the internal electronic system which has the credential holder's and event's identifying information (timestamp, etc.);
- CCHI's Template for Documentation of Continuing Education (www.cchicertification.org/images/pdfs/ce_template.pdf)

Requirements for Trainers/Instructors

- **Only beyond-beginner level instruction** counts as CE
- Only instructional/contact hours count as CE
- Must provide 2 kinds of documents (scan as 1 file):

1. *Proof of training* - any publicity material (flyer, ad, brochure, conference schedule, etc.) about the training which lists the instructor's name
2. *Proof of training experience* (Vitae, personal or advisor's attestation, etc.) specifying delivery of any combination of:
   - 40 hours of training interpreters (any setting, including basic/beginner level training),
   - 40 hours of other training (e.g., language instructor at school or college, cultural competence trainer, instructor of nursing, etc.)

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Applications Mechanics

Renewal Applications

CCHI as two (2) renewal applications for the 4-year certification cycle.

- **Each application documents your CE and work experience requirements for 2 years**
- **Each application must be submitted online (no paper documents are accepted)**
- **Each application fee is $150**
- **You may submit the applications either:**
  - Consecutively (at year 2 & then at year 4)
  - Simultaneously (both applications at year 4)

Renewal Requirements Checklist

CCHI Certification Renewal Requirement for 2 years	# of hours	
1. Interpreting in healthcare settings	**20**	☑
2. CE in *performance-based* topics	**2**	☑
3. Other CE:	**14**	☑
Non-instructional activities (optional)	4	☑
CE in other topics	10	☑

Renewal Applications

Why is it BEST to submit your Yr 2 application right way and NOT wait till year 4?

- You may find out that you actually don't have all 16 CE hrs that meet our requirements
- Reviewers may not accept the 2 hours you submitted as "performance-based" and classify them as "knowledge-based" instead
- If not of all CE hours are accepted, you will be given a grace period to complete the required 16 hrs.

Renewal Applications

When to submit documentation?

We advise to upload each CE certificate as soon as you get it. If it's not digital, scan or take a photo of it, and upload a pdf or jpeg file.

You can record your work hours, as soon as you have worked the first 20 hours (and have documentation). You don't need to upload the proof, but we may ask you to email it to us during a random audit.

Renewal Applications

When to submit the application?

As soon as you have all the hours. You don't need to wait till the cycle expiration day.

Your certification will renew at the same date, regardless of when you actually submitted an application.

E.g. Your renewal date (Yr 4) is 11/01/16. You submitted your Yr 4 application on 06/15/16, and it was approved on 06/30/16. Your certification will be renewed and valid until 10/31/20.

Your CCHI Profile

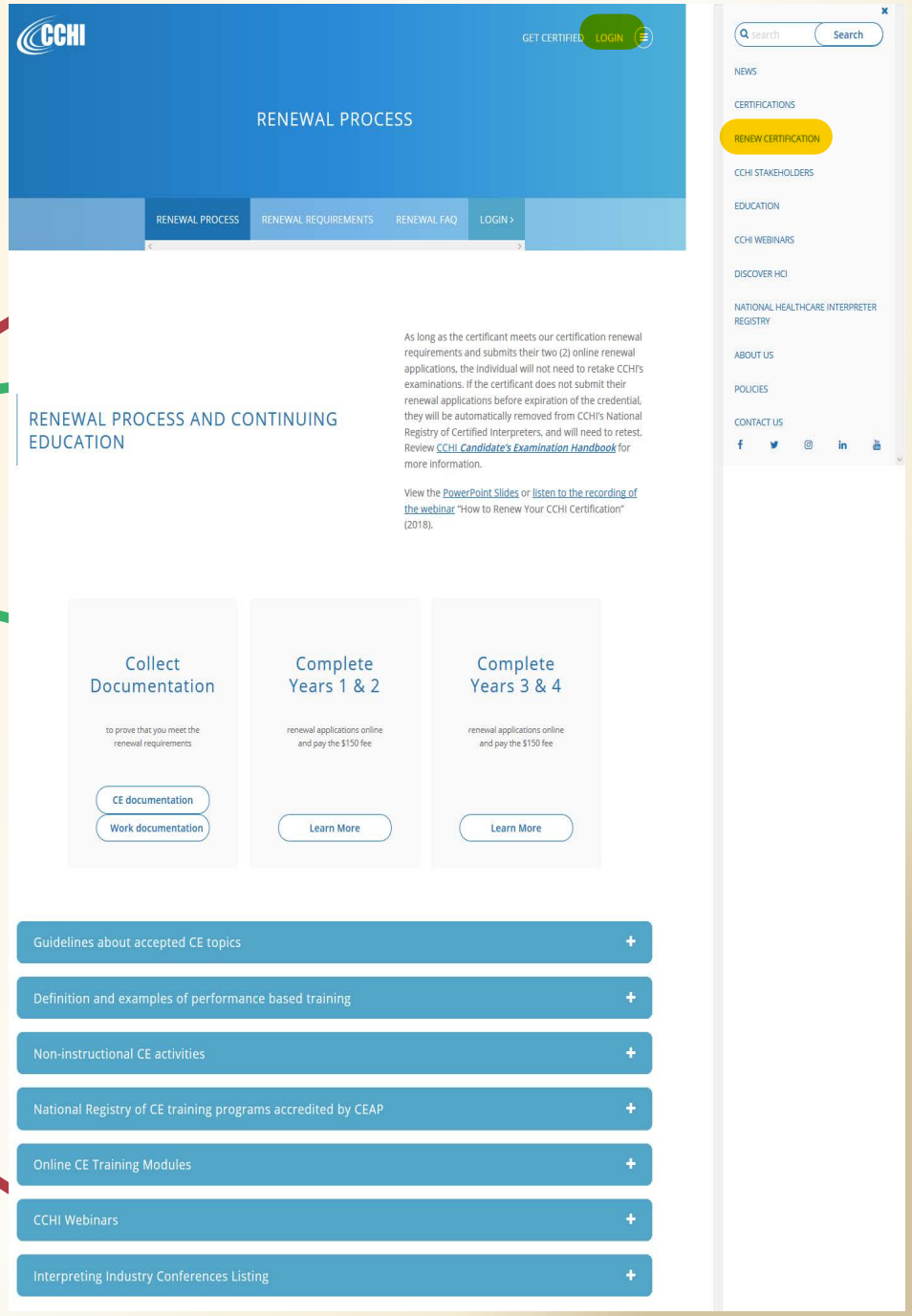
Each certification recipient has a CCHI profile

- National Healthcare Interpreter Registry
- Certification Renewal

www.cchicertification.org

Login to your CCHI account

www.CCHIcertification.org



Login to your CCHI Profile

Welcome to the CCHI Community

Interpreter Registry

Congratulations on taking the first step toward becoming a certified healthcare interpreter. The Certification Commission for Healthcare Interpreters (CCHI) welcomes you to our healthcare interpreter certification program.

If you want to apply:
Click the orange button "Register As An Applicant" below to start the application process by creating a user profile. After that, you can access the application system at any time using the Login screen to the right. This is where you will track your progress, update your contact information, renew your certification, and interact with CCHI throughout your career. So it is important that you write down your login and password and keep it in a safe place.

Applicants

Log in to the site to:

- Submit an application
- Check the status of an application
- Update personal information

Register as an Applicant

CCHI Credential Verification

To verify an interpreter's CCHI certification status or to find a certified interpreter, use the CCHI National Interpreter Registry by clicking the button below.

CCHI Interpreter Registry

Login

Enter your User ID or Email Address and Password below to log in.

User ID or Email

Password

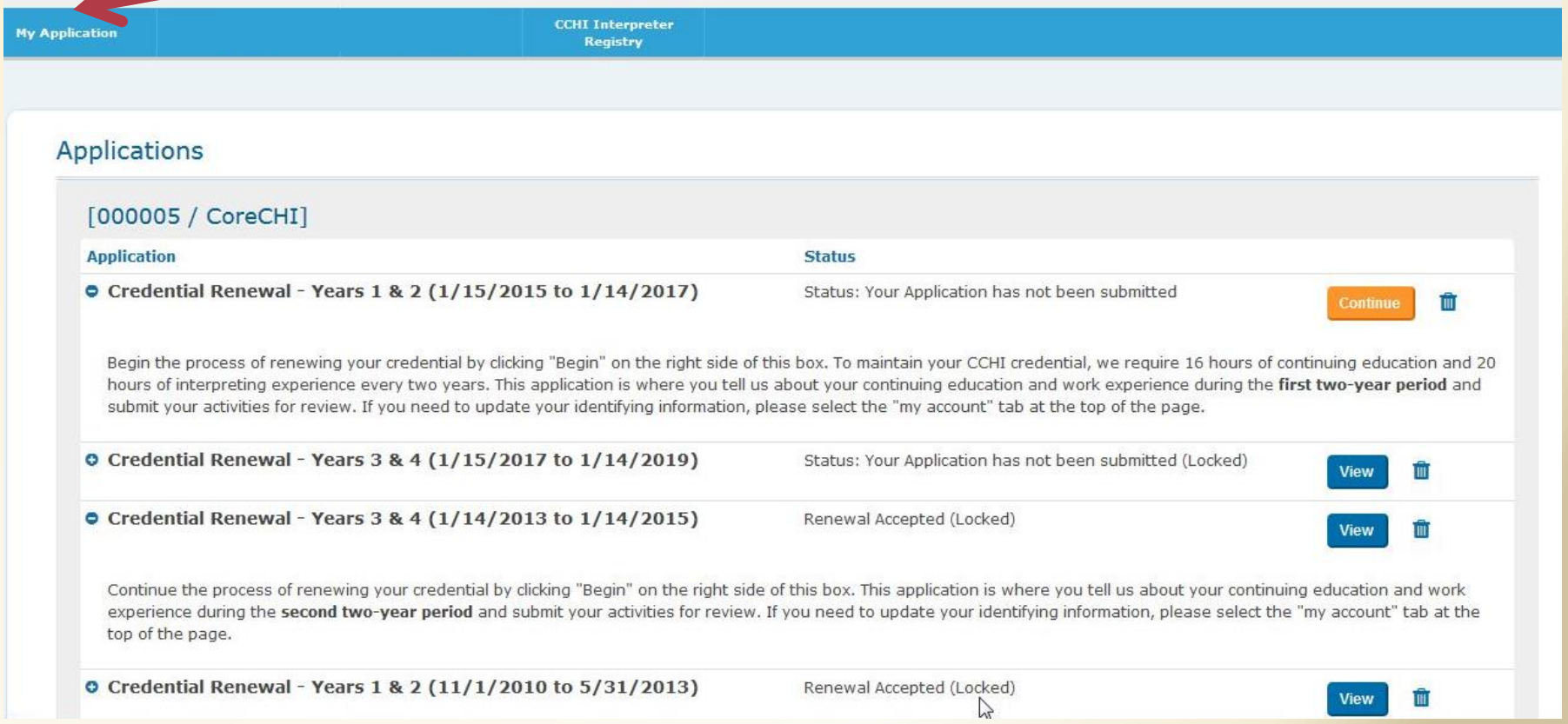
••••••••••••••••

Forgot your password?

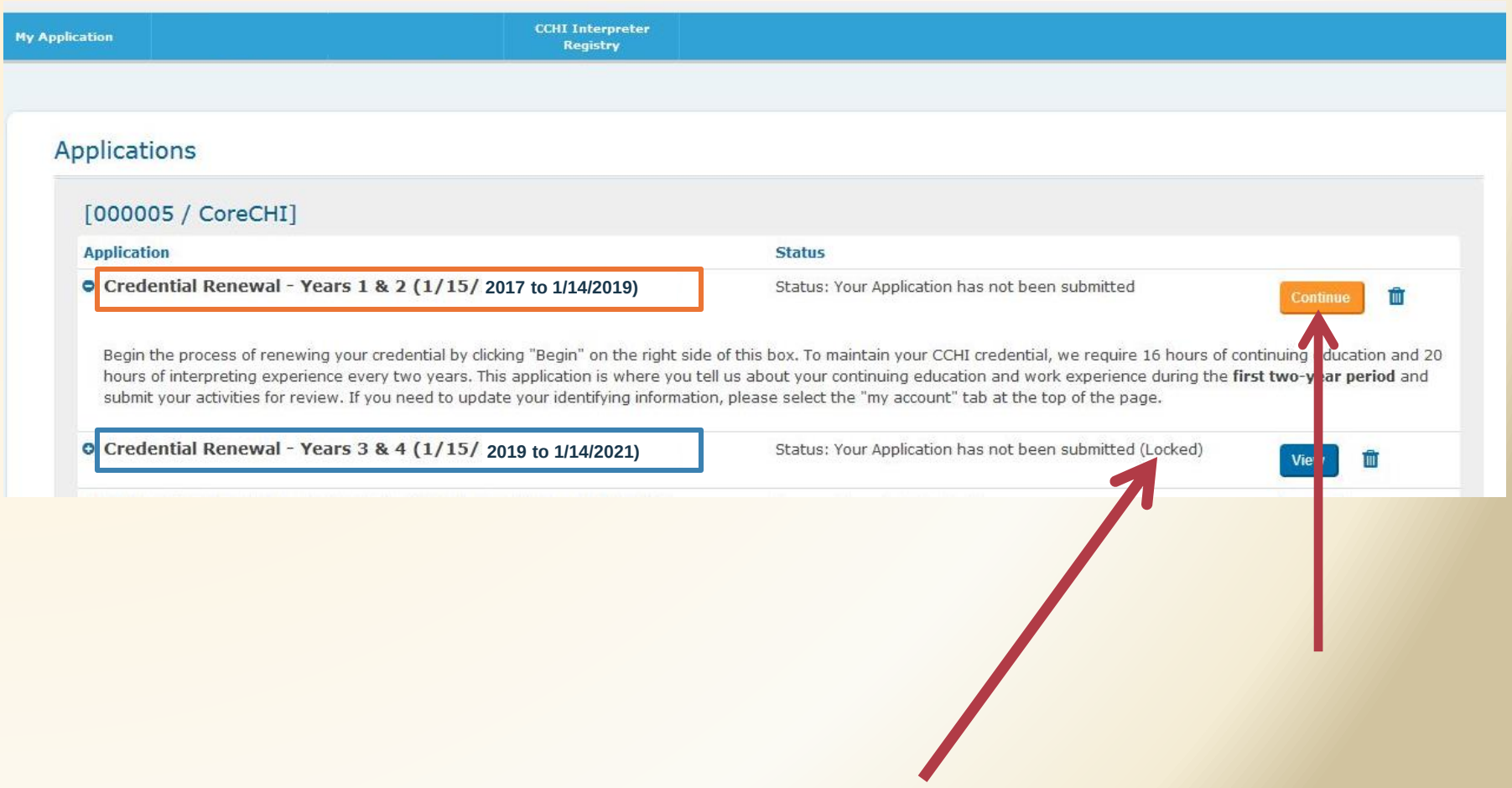
Remember me

Login

Your CCHI Applications



Your CCHI Applications



Your CCHI Applications

Practitioner

[000005 / CoreCHI]

Application	Status	
Credential Renewal - Years 3 & 4 (1/15/2017 to 1/14/2019)	Status: Your Application has not been submitted	Continue

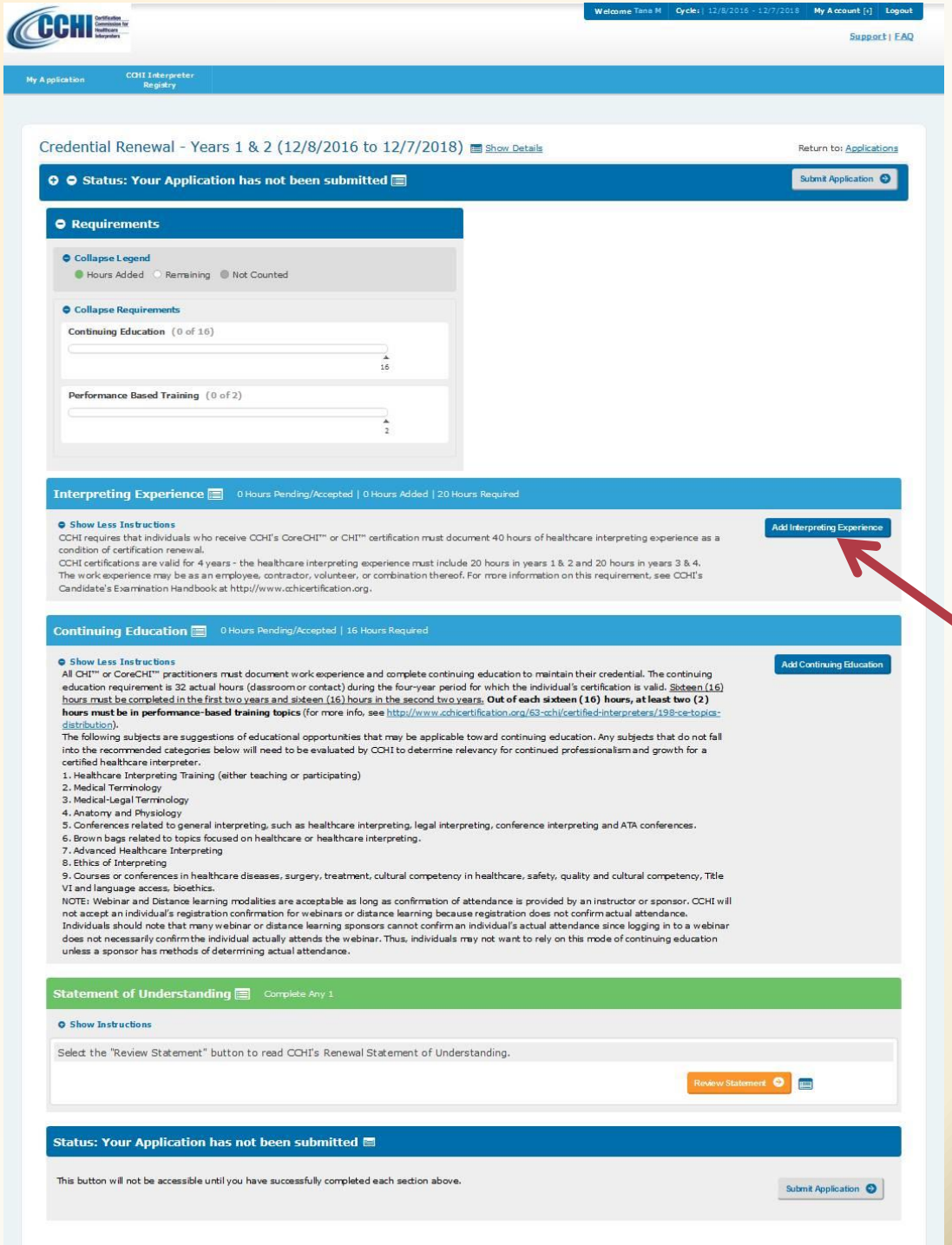
Continue the process of renewing your credential by clicking "Begin" on the right side of this box. This application is where you tell us about your continuing education and work experience during the **second two-year period** and submit your activities for review. If you need to update your identifying information, please select the "my account" tab at the top of the page.

Credential Renewal - Years 1 & 2 (1/15/2015 to 1/14/2017)	Status: Your Application has not been submitted	Continue

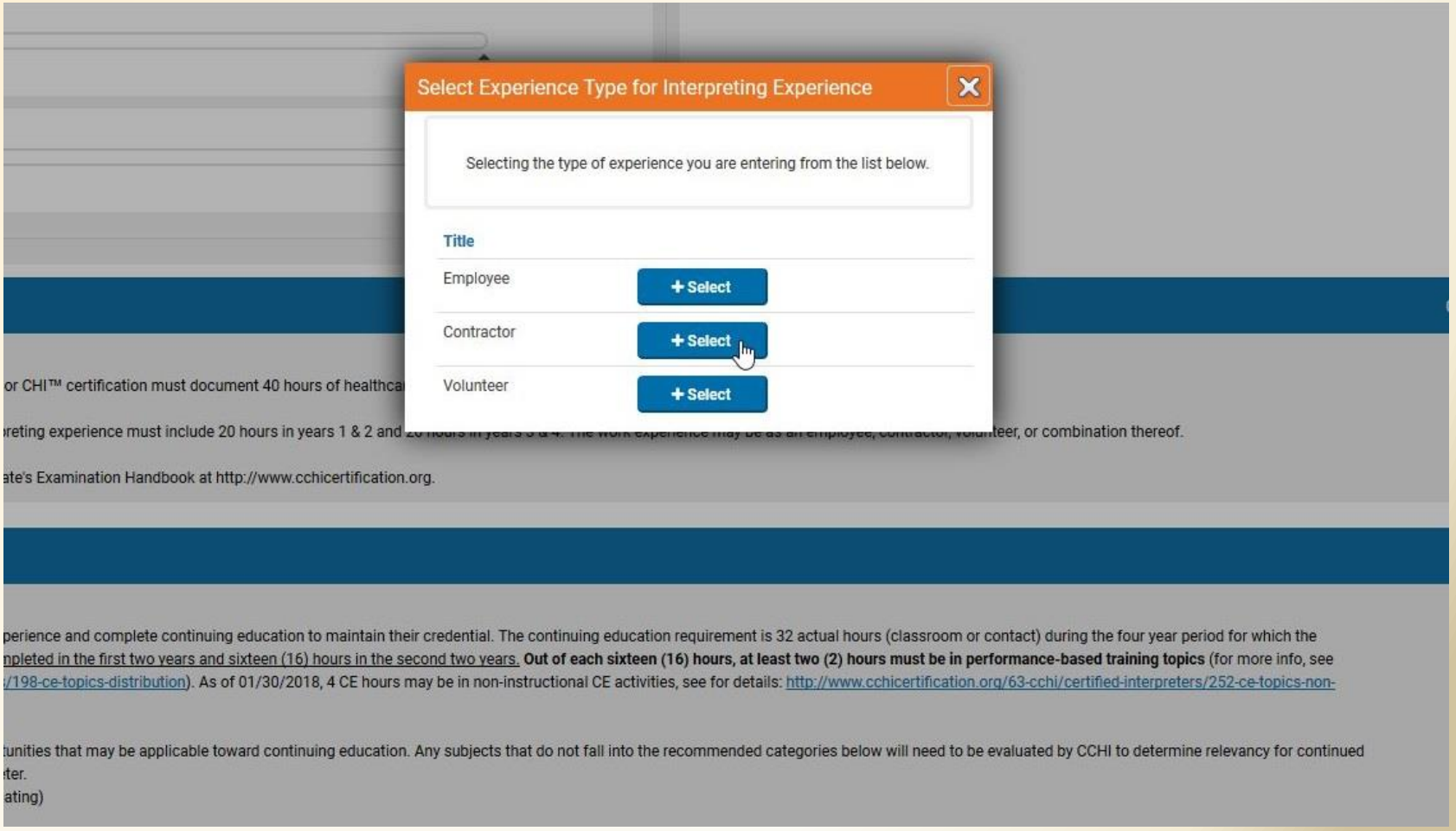
Begin the process of renewing your credential by clicking "Begin" on the right side of this box. To maintain your CCHI credential, we require 16 hours of continuing education and 20 hours of interpreting experience e[illegible] two years. This application is where you tell us about your continuing education and work experience during the **first two-year period** and submit your activities for review. If you need to update your identifying information, pleas[illegible]elect the "my account" tab at the top of the page.

Credential Renewal - Years 3 & 4 (1/14/2013 to 1/14/2015)	Renewal Accepted (Locked)	View

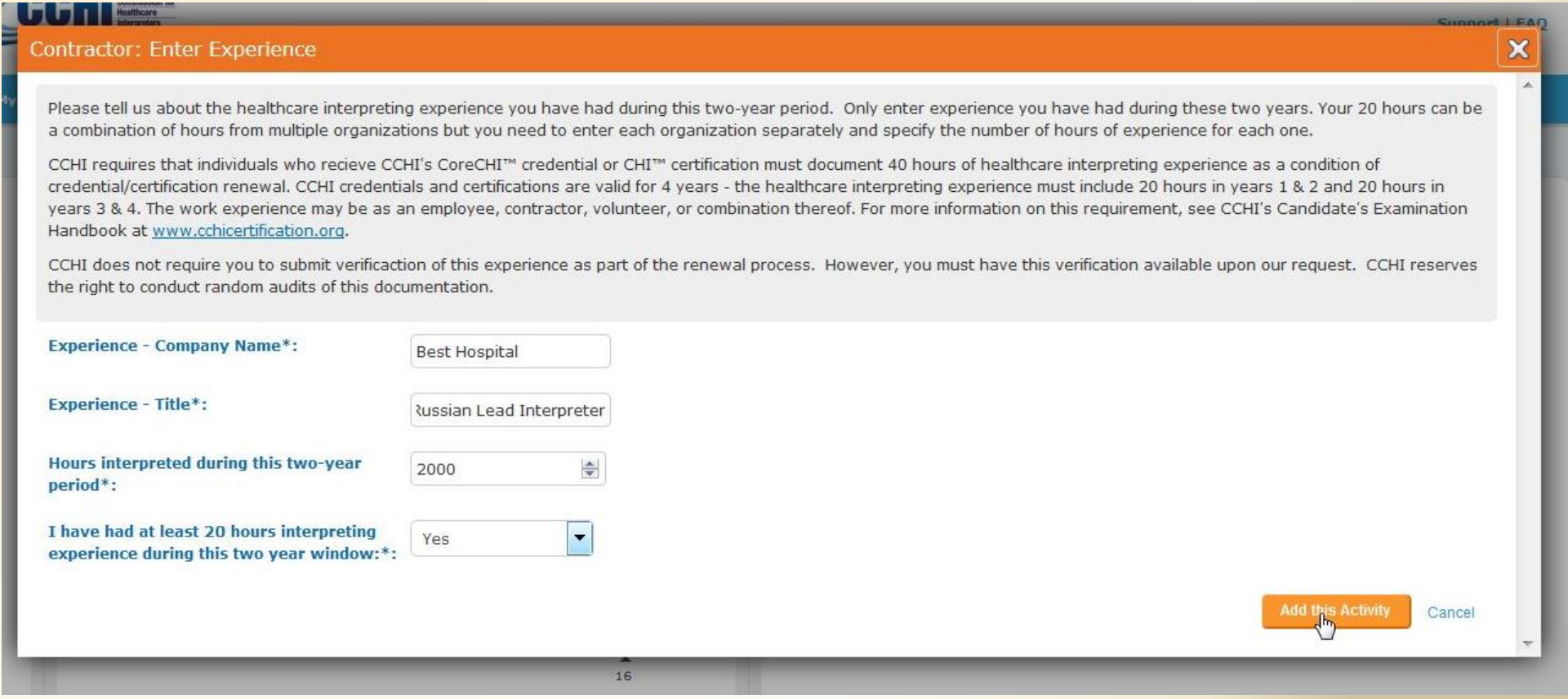
Continue the process of renewing your credential by clicking "Begin" on the right side of this box. This application is where you tell us about your continuing education and work experience during[illegible]e **second two-year period** and submit your activities for review. If you need to update your identifying information, please select the "my account" tab at the top of the page.


Welcome Tana M
Cycle: | 12/8/2016 - 12/7/2018
My Account [+]
Logout
Support | FAQ
My Application
CCHI Interpreter Registry
Credential Renewal - Years 1 & 2 (12/8/2016 to 12/7/2018)
Show Details
Return to: Applications
Status: Your Application has not been submitted
Submit Application
Requirements
Collapse Legend
Hours Added
Remaining
Not Counted
Collapse Requirements
Continuing Education (0 of 16)
16
Performance Based Training (0 of 2)
2
Interpreting Experience
0 Hours Pending/Accepted | 0 Hours Added | 20 Hours Required
Show Less Instructions
CCHI requires that individuals who receive CCHI's CoreCHI™ or CHI™ certification must document 40 hours of healthcare interpreting experience as a condition of certification renewal.
CCHI certifications are valid for 4 years - the healthcare interpreting experience must include 20 hours in years 1 & 2 and 20 hours in years 3 & 4.
The work experience may be as an employee, contractor, volunteer, or combination thereof. For more information on this requirement, see CCHI's Candidate's Examination Handbook at http://www.cchicertification.org.
Add Interpreting Experience
Continuing Education
0 Hours Pending/Accepted | 16 Hours Required
Show Less Instructions
All CHI™ or CoreCHI™ practitioners must document work experience and complete continuing education to maintain their credential. The continuing education requirement is 32 actual hours (classroom or contact) during the four-year period for which the individual's certification is valid. Sixteen (16) hours must be completed in the first two years and sixteen (16) hours in the second two years. Out of each sixteen (16) hours, at least two (2) hours must be in performance-based training topics (for more info, see http://www.cchicertification.org/63-cchi/certified-interpreters/198-ce-topics-distribution).
The following subjects are suggestions of educational opportunities that may be applicable toward continuing education. Any subjects that do not fall into the recommended categories below will need to be evaluated by CCHI to determine relevancy for continued professionalism and growth for a certified healthcare interpreter.
1. Healthcare Interpreting Training (either teaching or participating)
2. Medical Terminology
3. Medical-Legal Terminology
4. Anatomy and Physiology
5. Conferences related to general interpreting, such as healthcare interpreting, legal interpreting, conference interpreting and ATA conferences.
6. Brown bags related to topics focused on healthcare or healthcare interpreting.
7. Advanced Healthcare Interpreting
8. Ethics of Interpreting
9. Courses or conferences in healthcare diseases, surgery, treatment, cultural competency in healthcare, safety, quality and cultural competency, Title VI and language access, bioethics.
NOTE: Webinar and Distance learning modalities are acceptable as long as confirmation of attendance is provided by an instructor or sponsor. CCHI will not accept an individual's registration confirmation for webinars or distance learning because registration does not confirm actual attendance. Individuals should note that many webinar or distance learning sponsors cannot confirm an individual's actual attendance since logging in to a webinar does not necessarily confirm the individual actually attends the webinar. Thus, individuals may not want to rely on this mode of continuing education unless a sponsor has methods of determining actual attendance.
Add Continuing Education
Statement of Understanding
Complete Any 1
Show Instructions
Select the "Review Statement" button to read CCHI's Renewal Statement of Understanding.
Review Statement
Status: Your Application has not been submitted
This button will not be accessible until you have successfully completed each section above.
Submit Application

Work Experience



Work Experience



Interpreting Experience

2000 Hours Pending/Accepted | 2000 Hours Added | 20 Hours Required

Show More Instructions

Please tell us about your healthcare interpreting experience during this two-year period by clicking the blue "Add Experience" button.

Add Interpreting Experience

Experience	Completion Date	Next Step
Best Hospital	2,000	Recorded

Continuing Education

0 Hours Pending/Accepted | 16 Hours Required

Show Less Instructions

Add Continuing Education

All CHI™ or CoreCHI™ practitioners must document work experience and complete continuing education to maintain their credential. The continuing education requirement is 32 actual hours (classroom or contact) during the four-year period for which the individual's certification is valid. Sixteen (16) hours must be completed in the first two years and sixteen (16) hours in the second two years. **Out of each sixteen (16) hours, at least two (2) hours must be in performance-based training topics** (for more info, see http://www.cchicertification.org/63-cchi/certified-interpreters/198-ce-topics-distribution).

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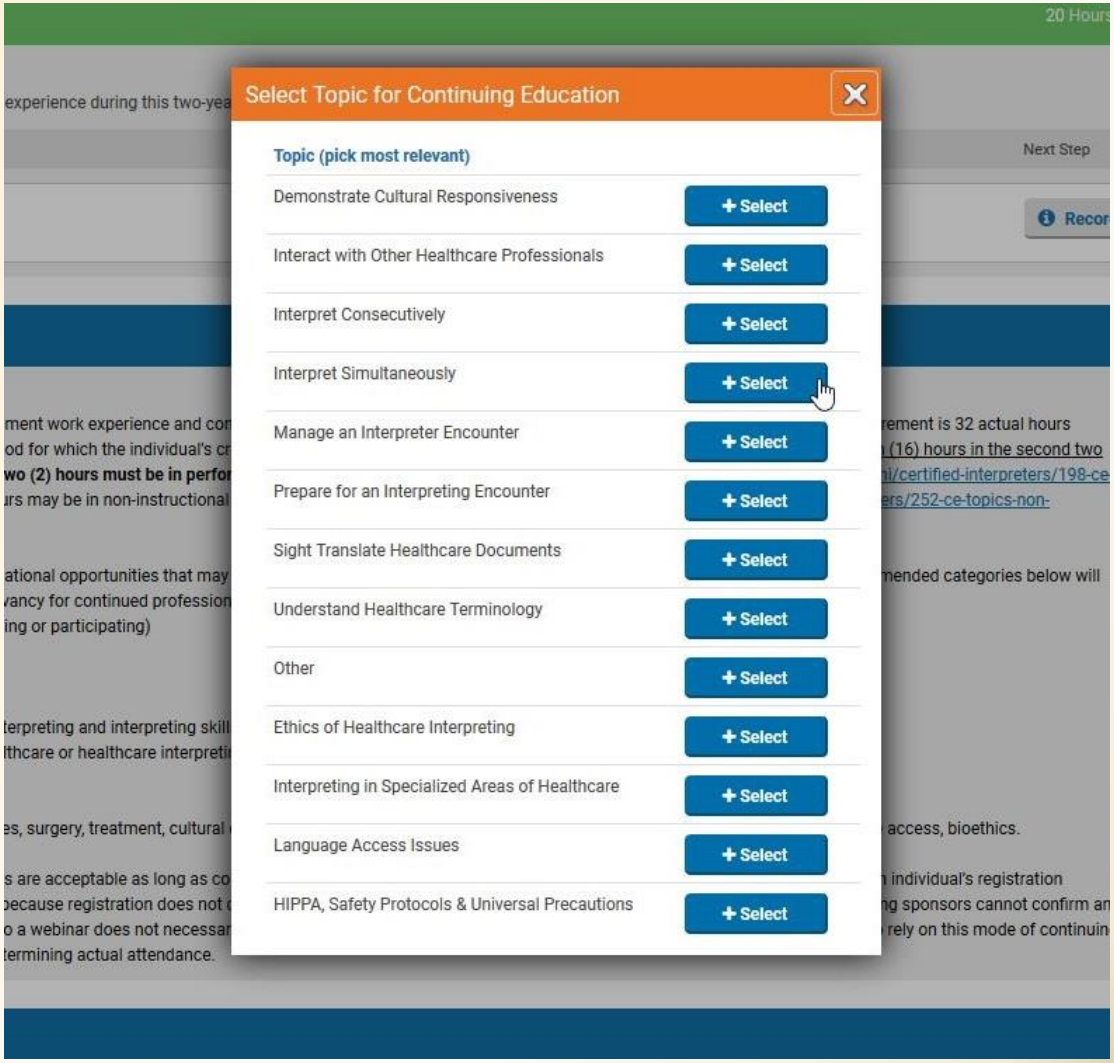
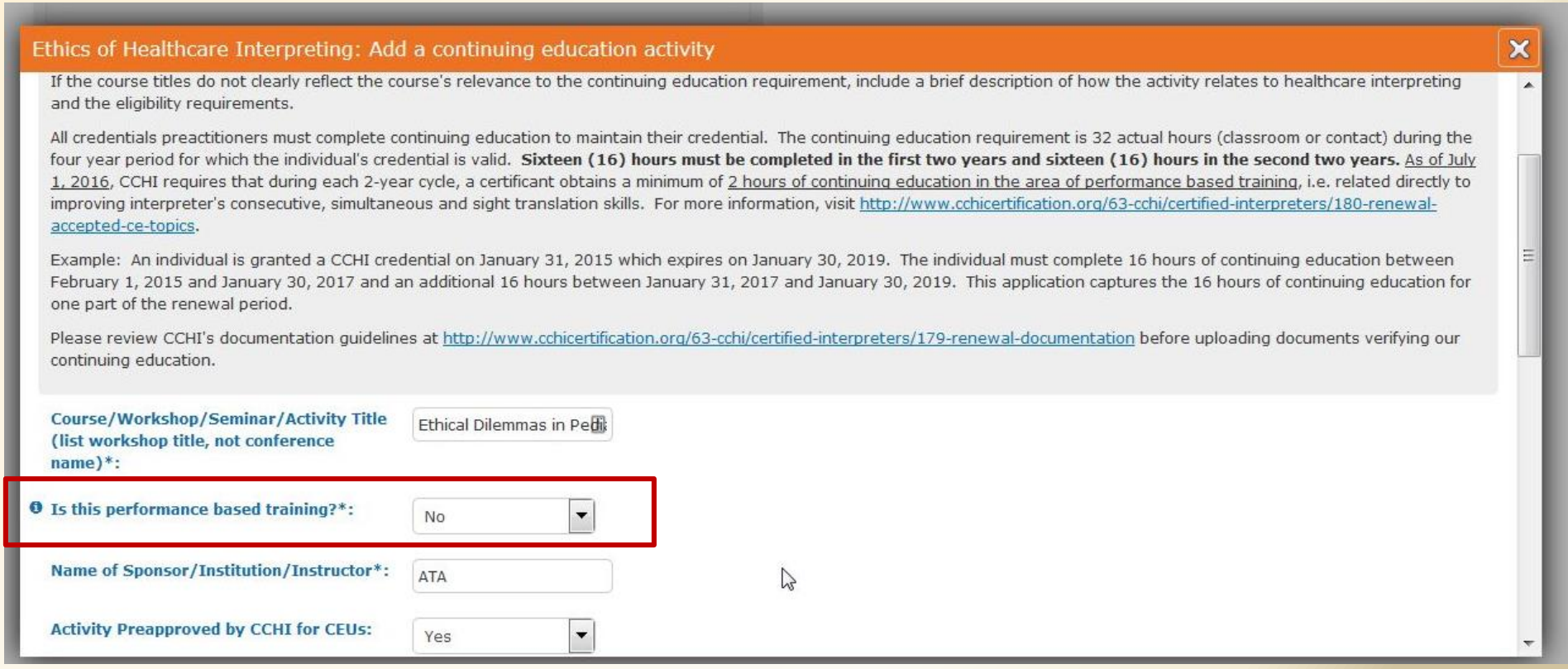
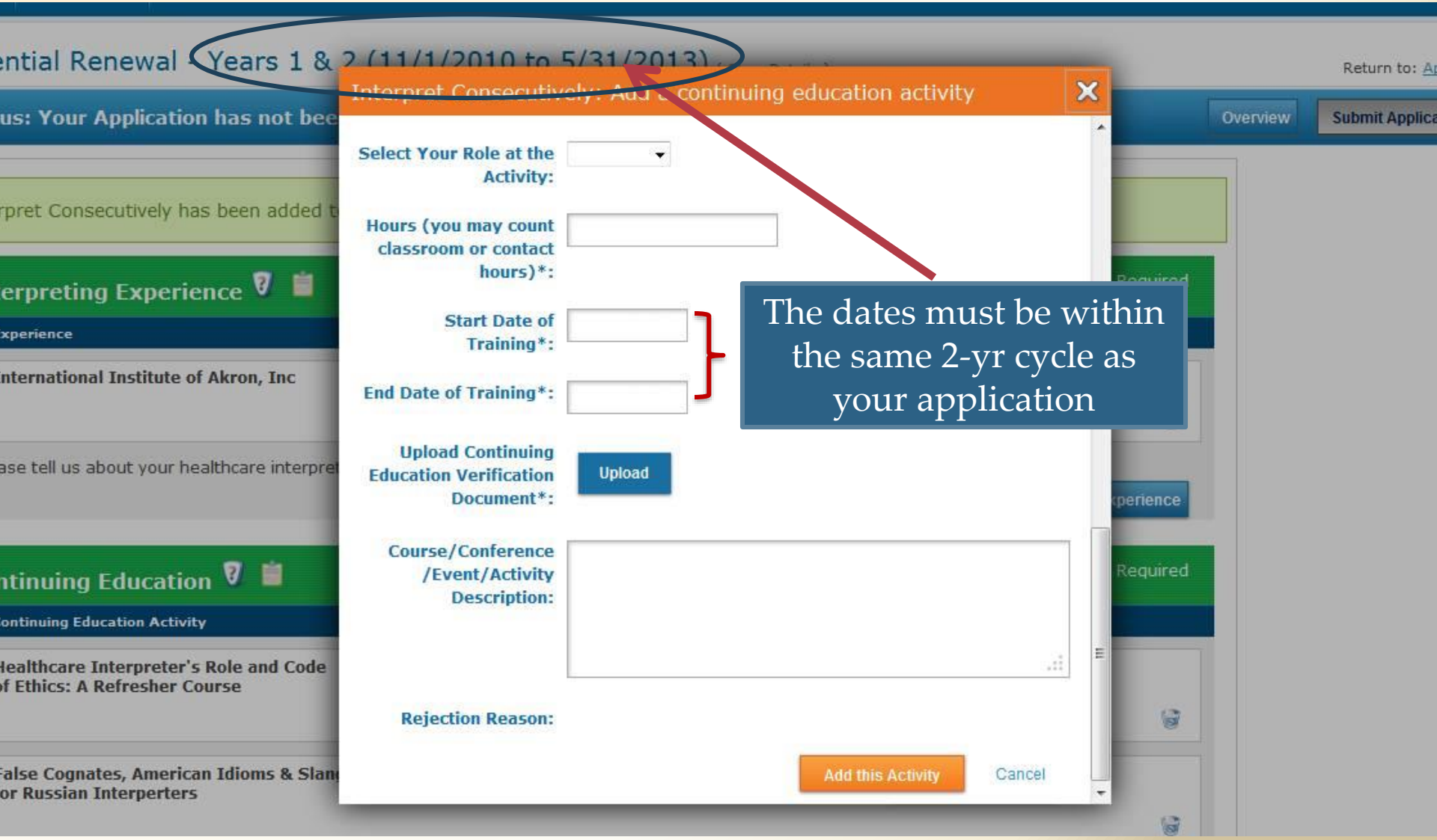
Continuing Education



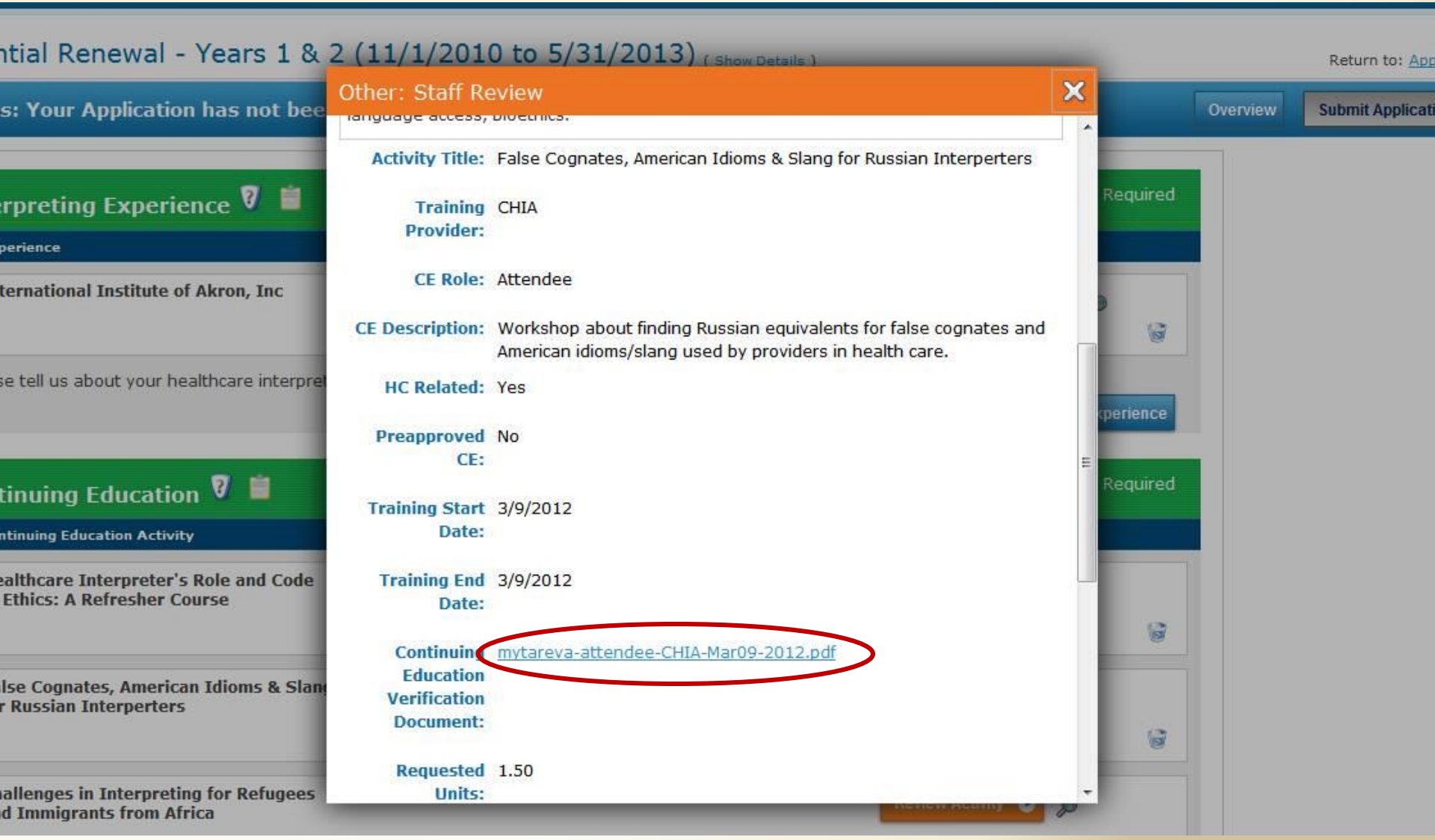
Continuing Education



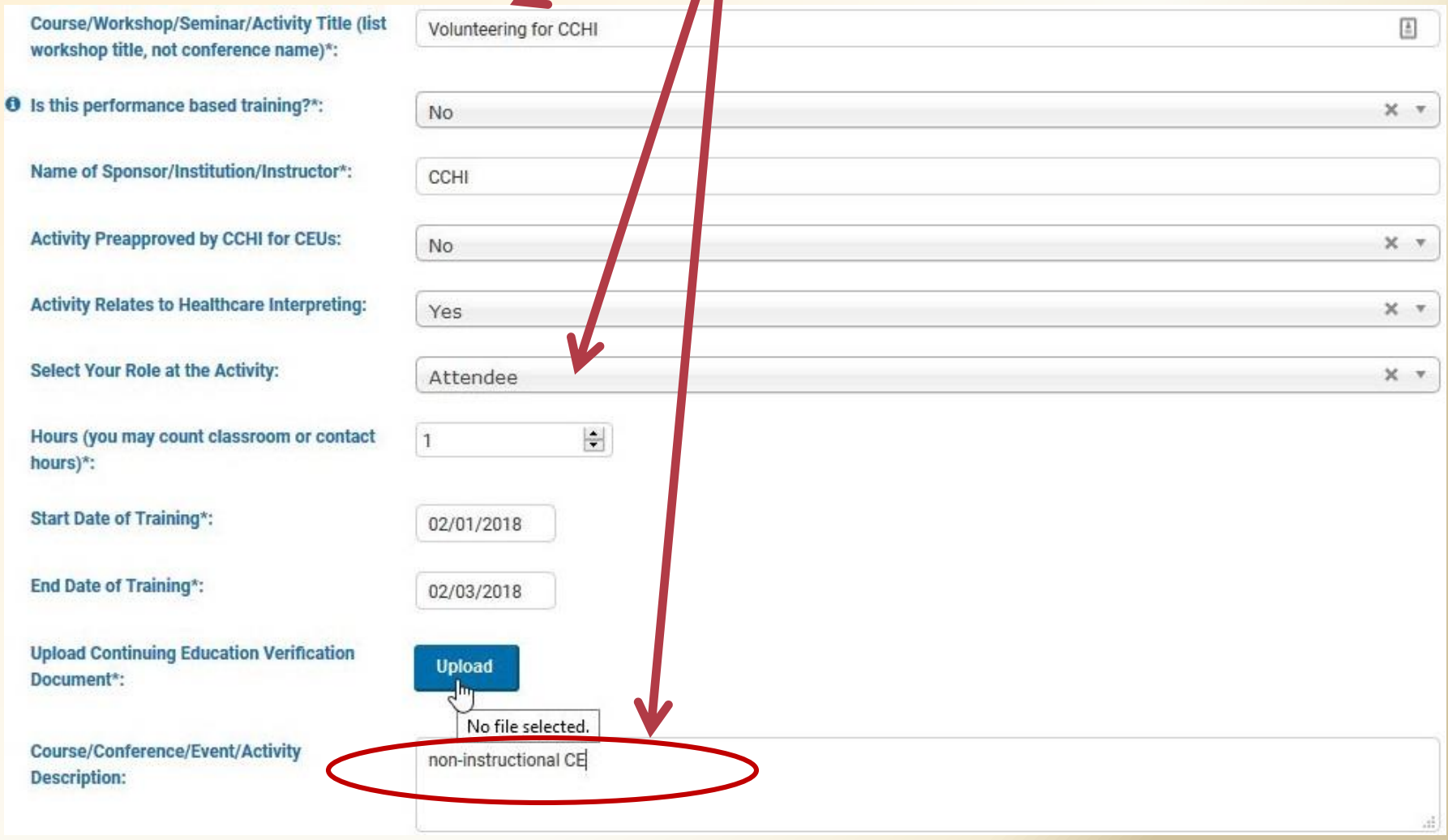
Continuing Education



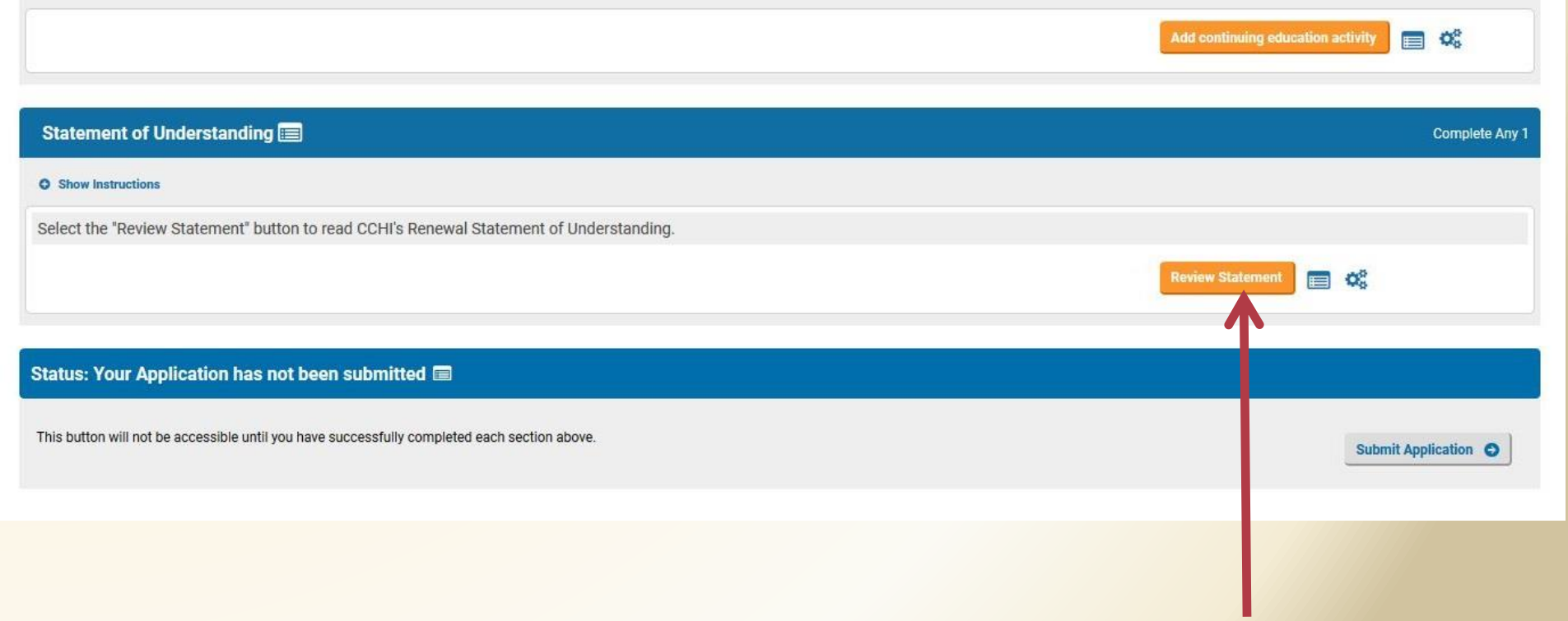
Continuing Education



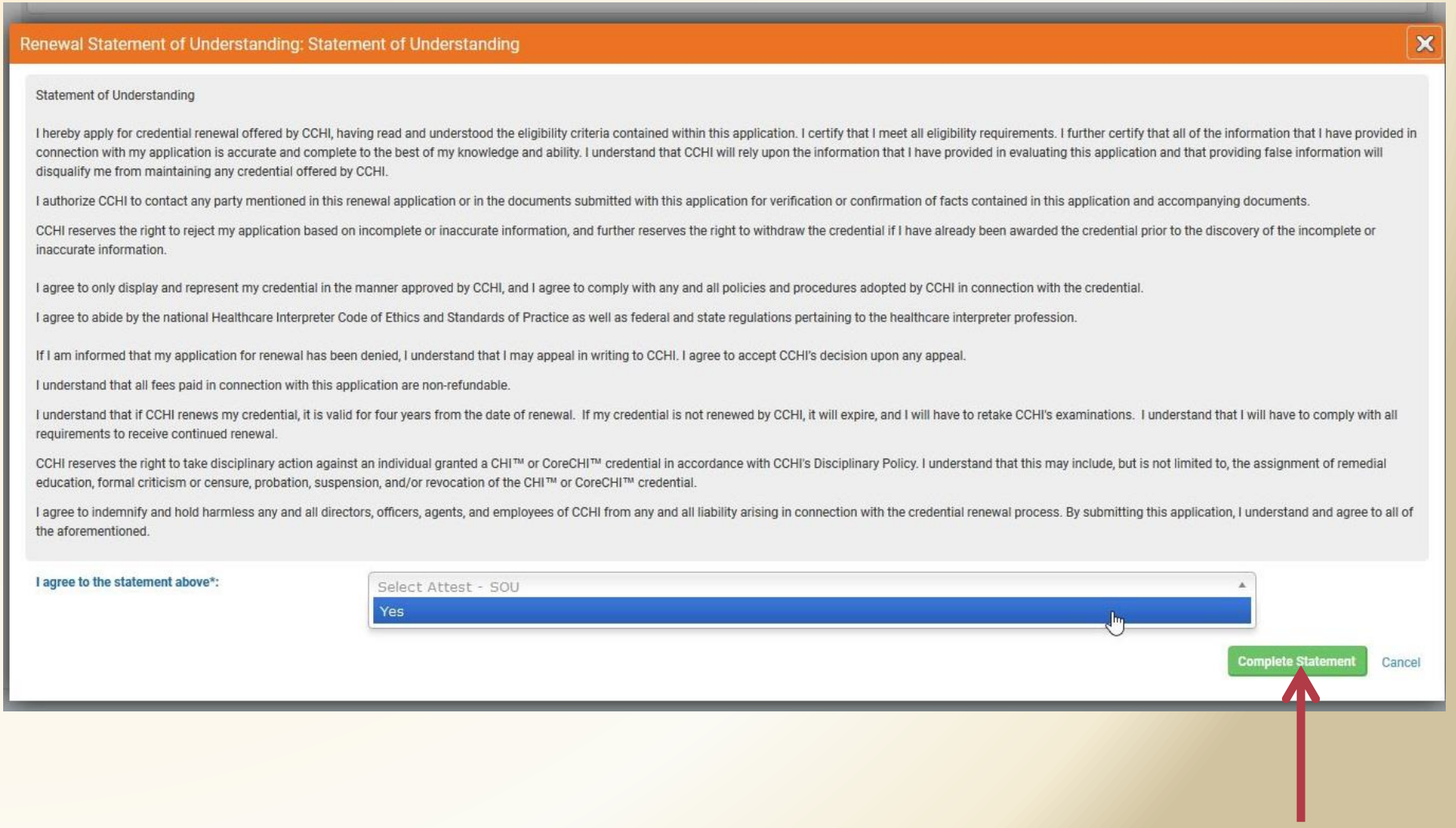
Entering Non-instructional CE Activities



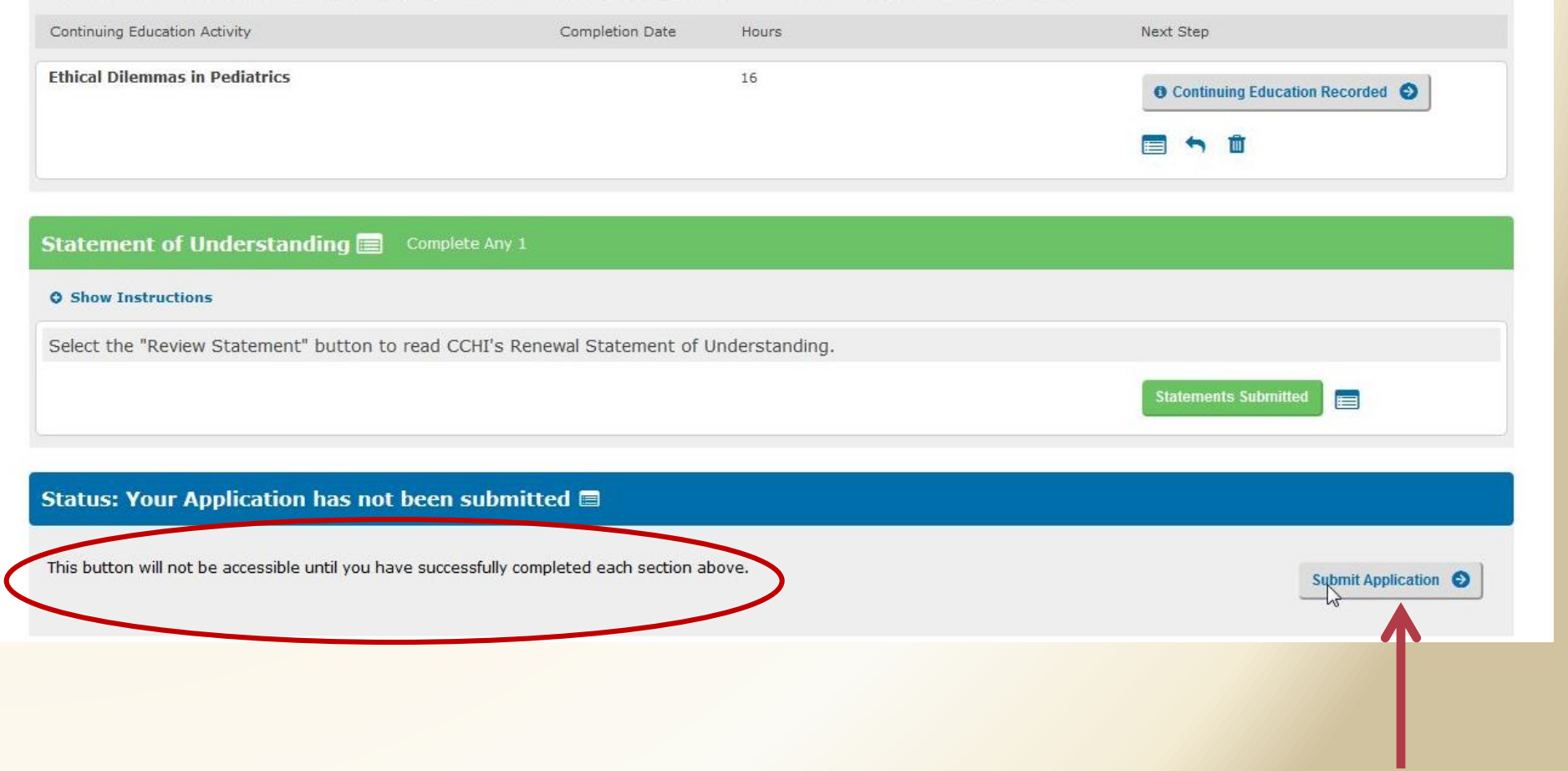
Statement of Understanding



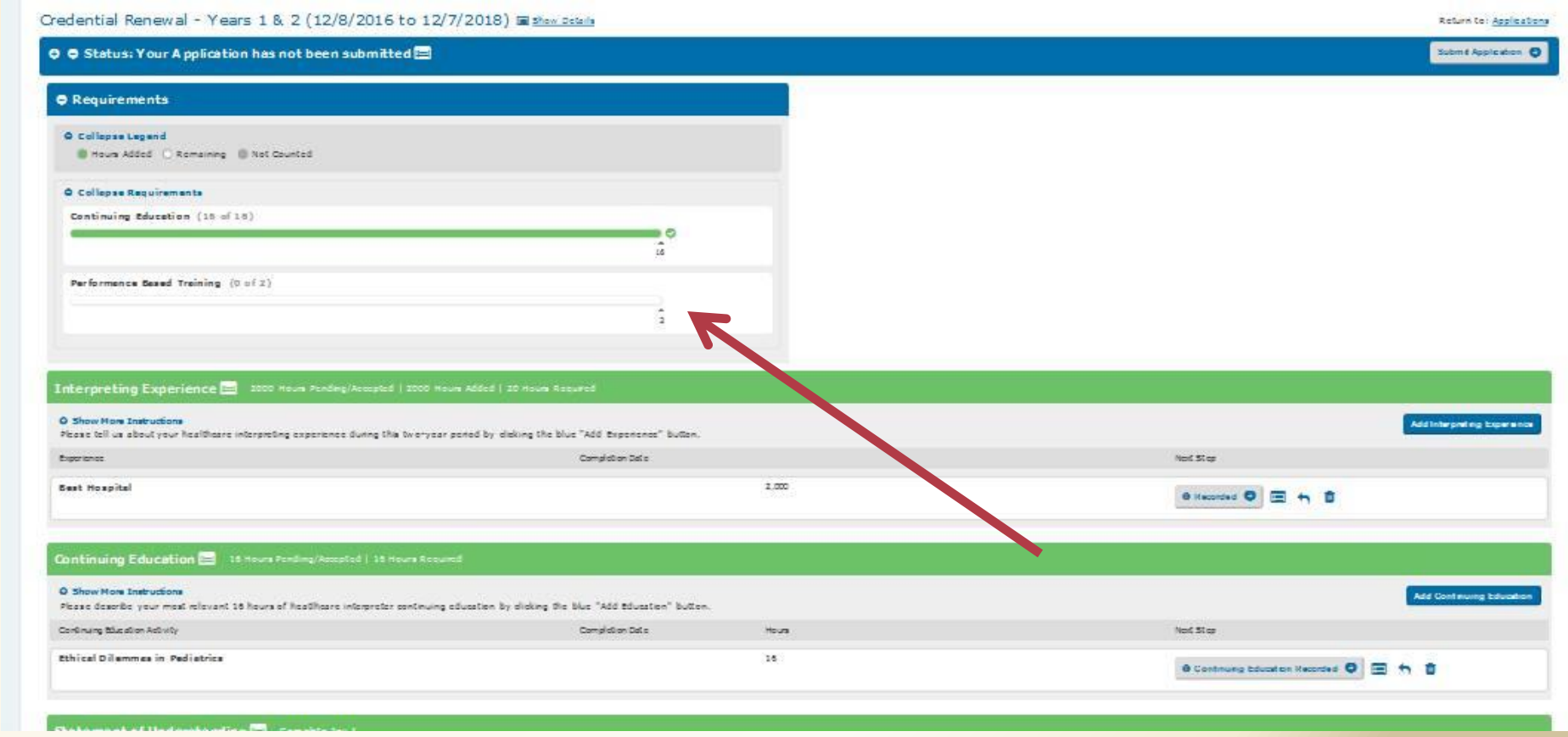
Statement of Understanding



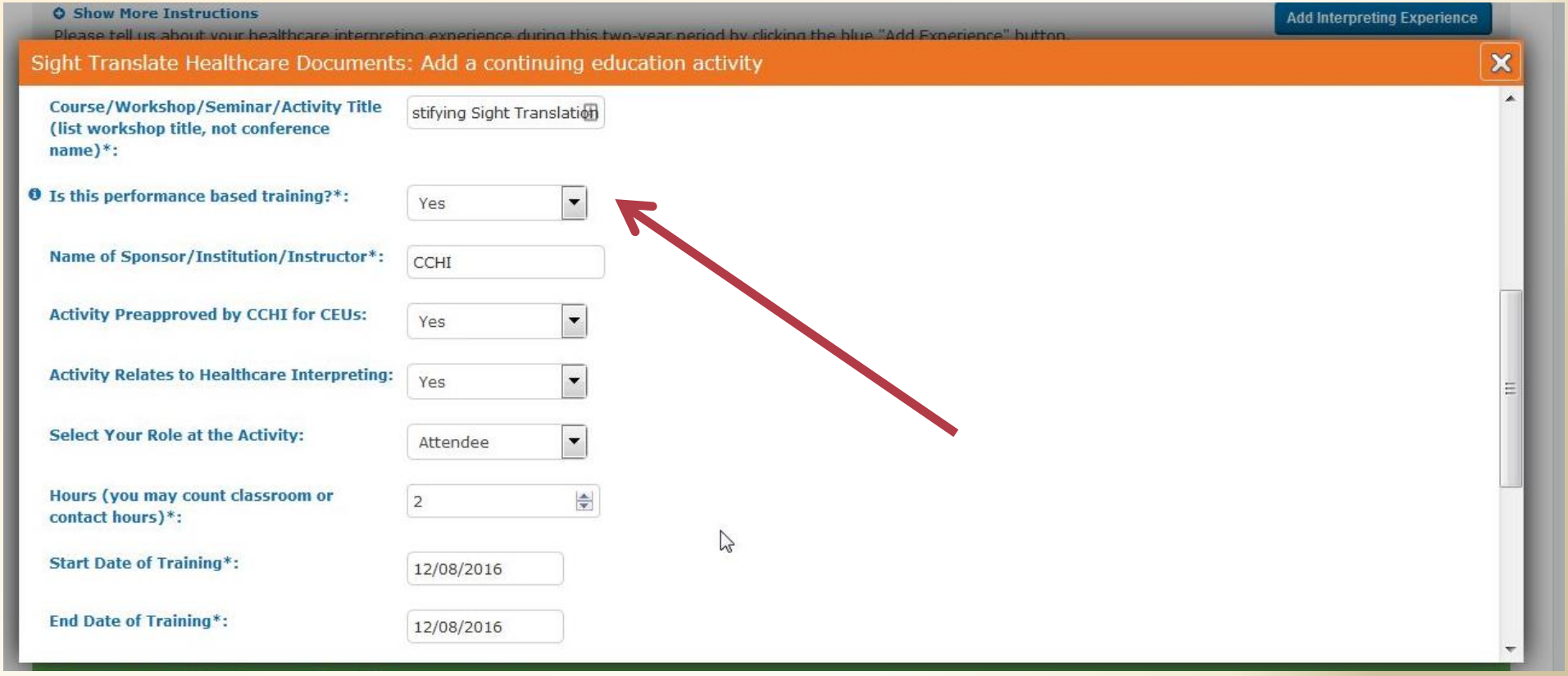
Submit & Pay


Continuing Education Activity
Completion Date
Hours
Next Step
Ethical Dilemmas in Pediatrics
16
Continuing Education Recorded
Statement of Understanding
Complete Any 1
Show Instructions
Select the "Review Statement" button to read CCHI's Renewal Statement of Understanding.
Statements Submitted
Status: Your Application has not been submitted
This button will not be accessible until you have successfully completed each section above.
Submit Application

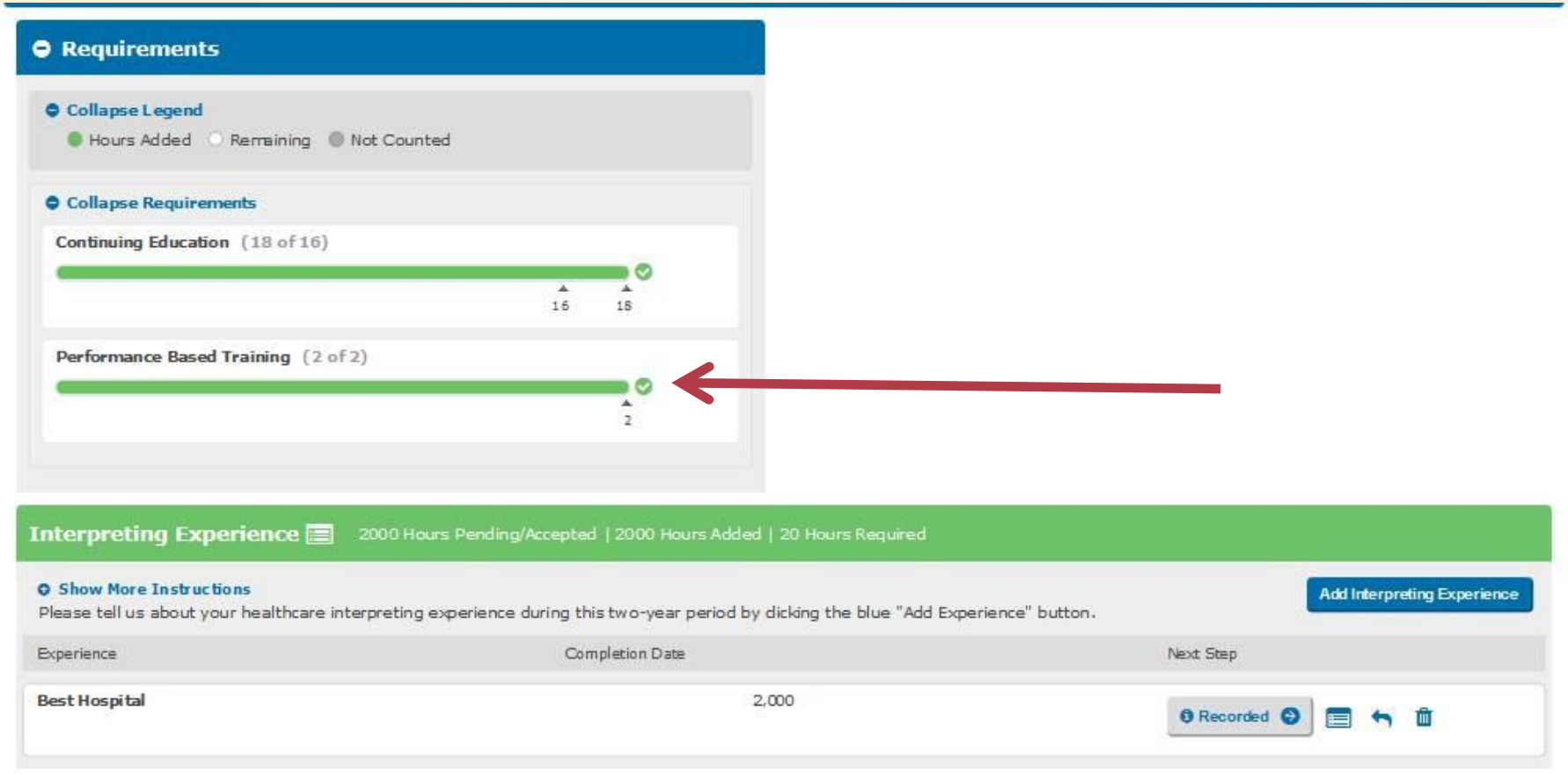
Continuing Education



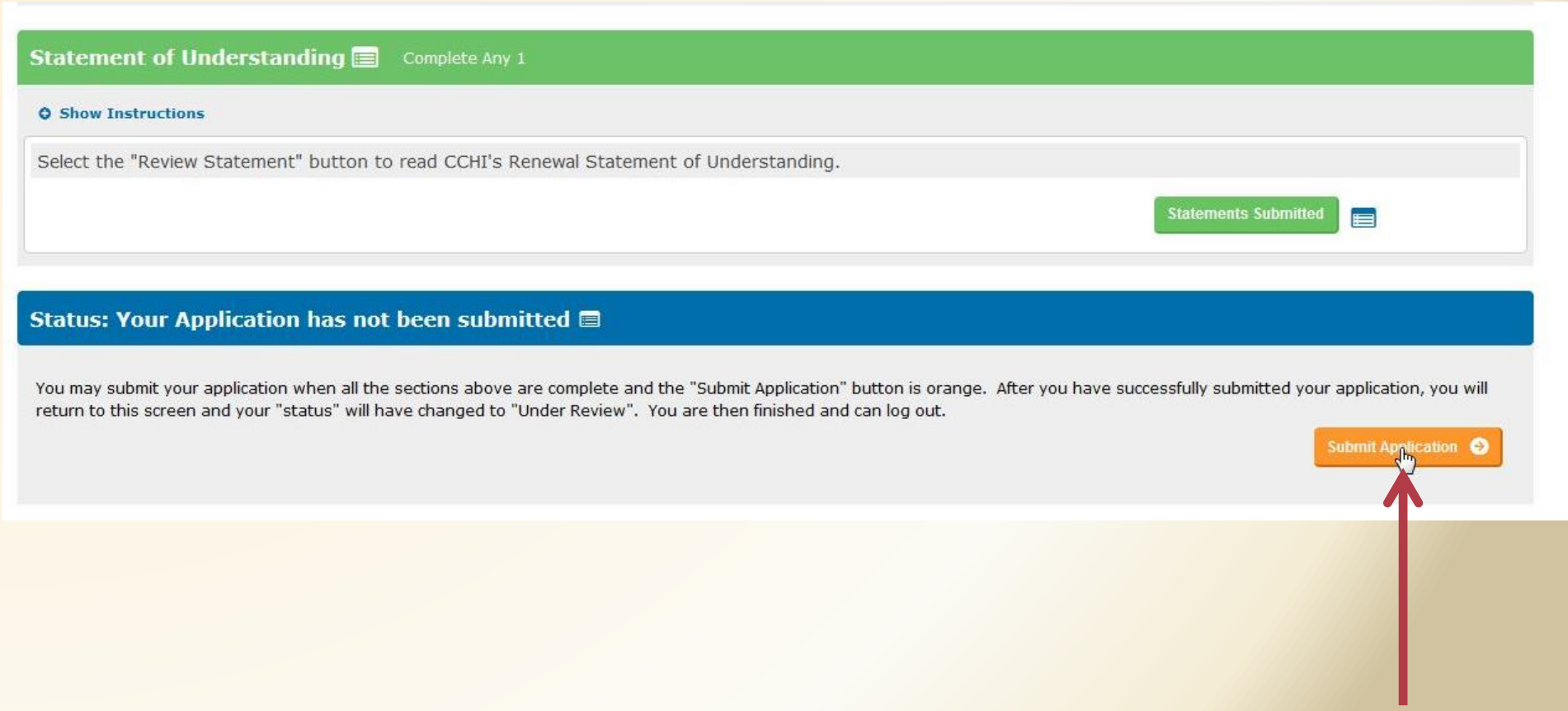
Continuing Education



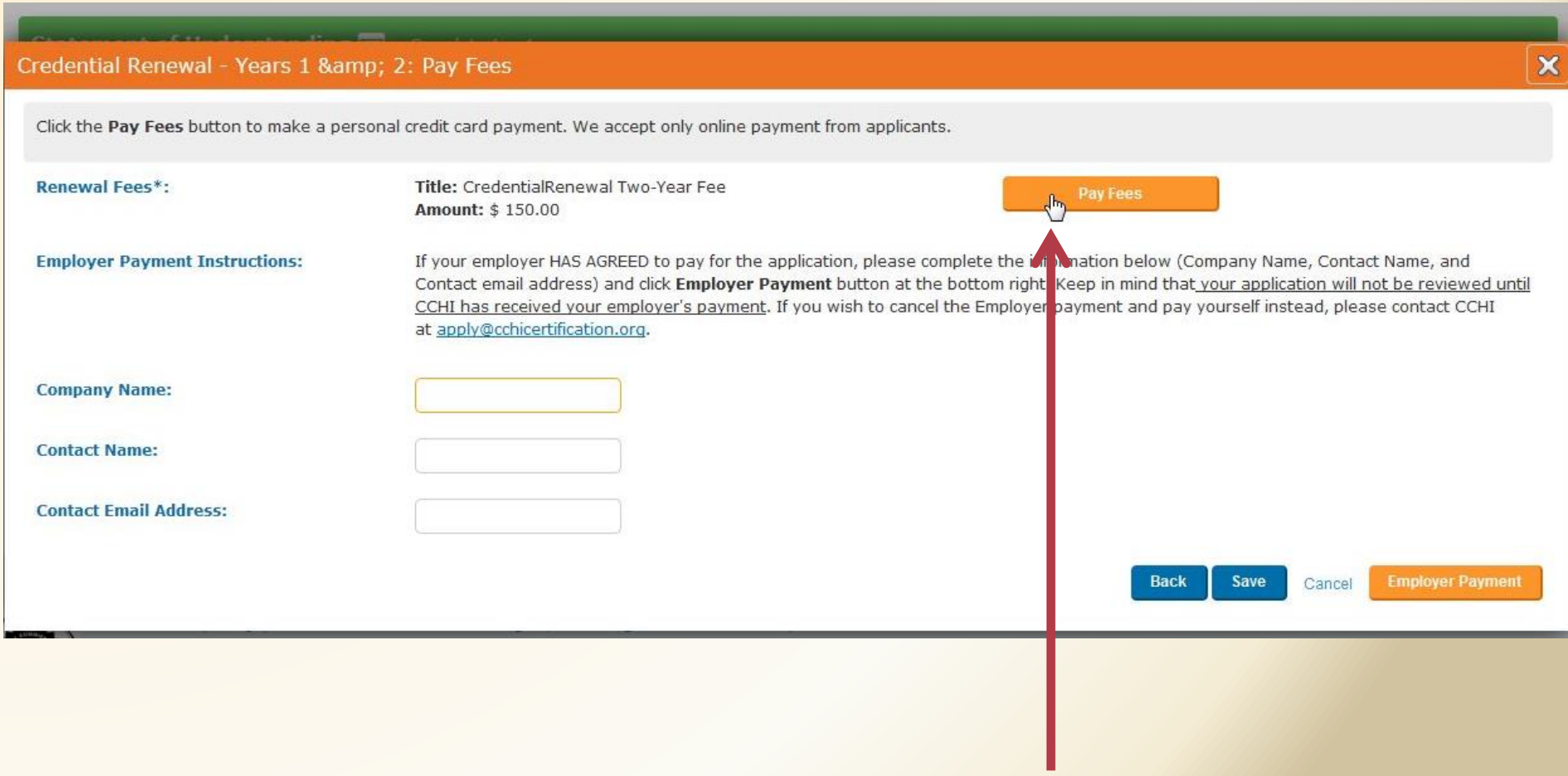
Continuing Education



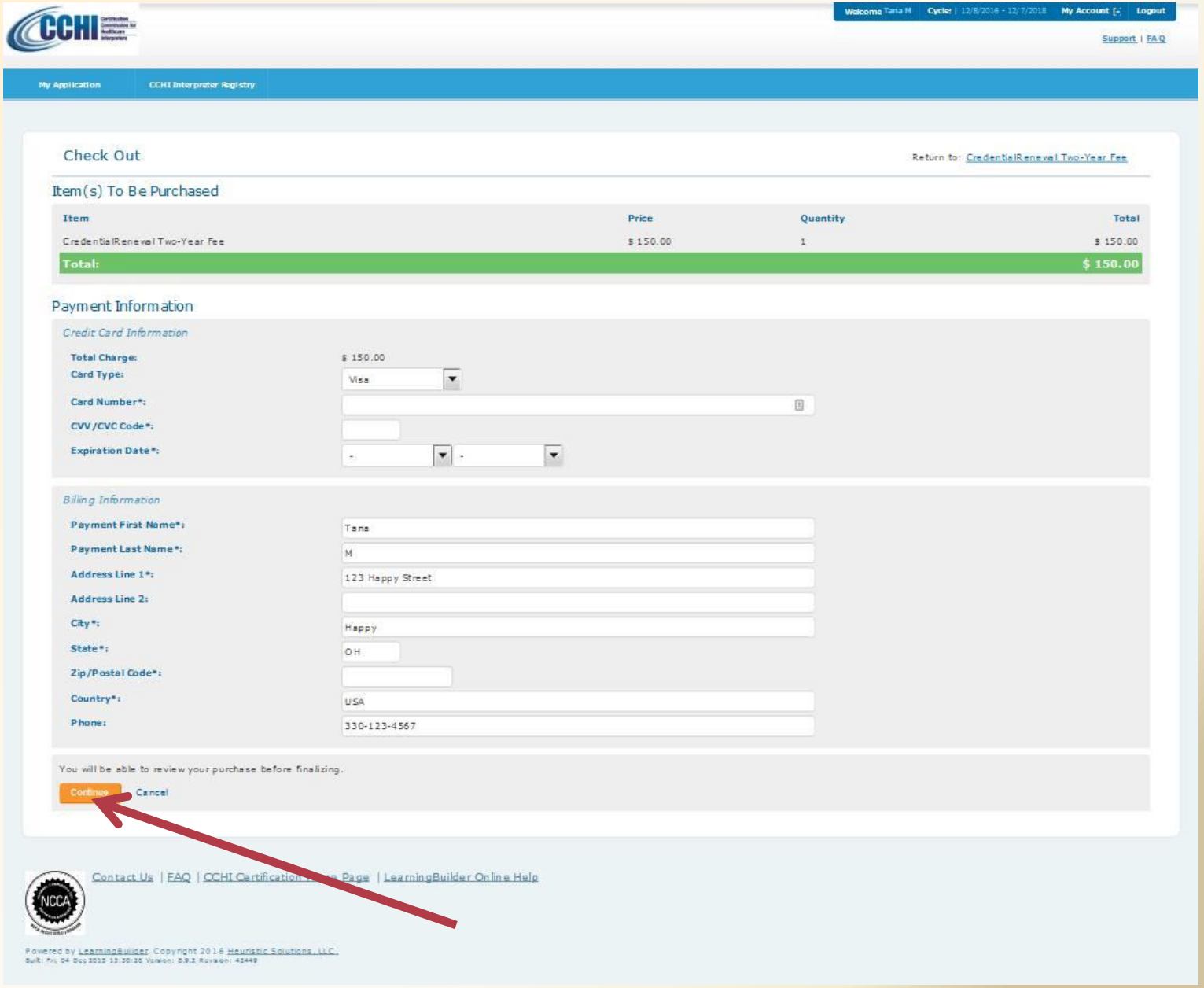
Submit & Pay


Statement of Understanding
Complete Any 1
Show Instructions
Select the "Review Statement" button to read CCHI's Renewal Statement of Understanding.
Statements Submitted
Status: Your Application has not been submitted
You may submit your application when all the sections above are complete and the "Submit Application" button is orange. After you have successfully submitted your application, you will return to this screen and your "status" will have changed to "Under Review". You are then finished and can log out.
Submit Application

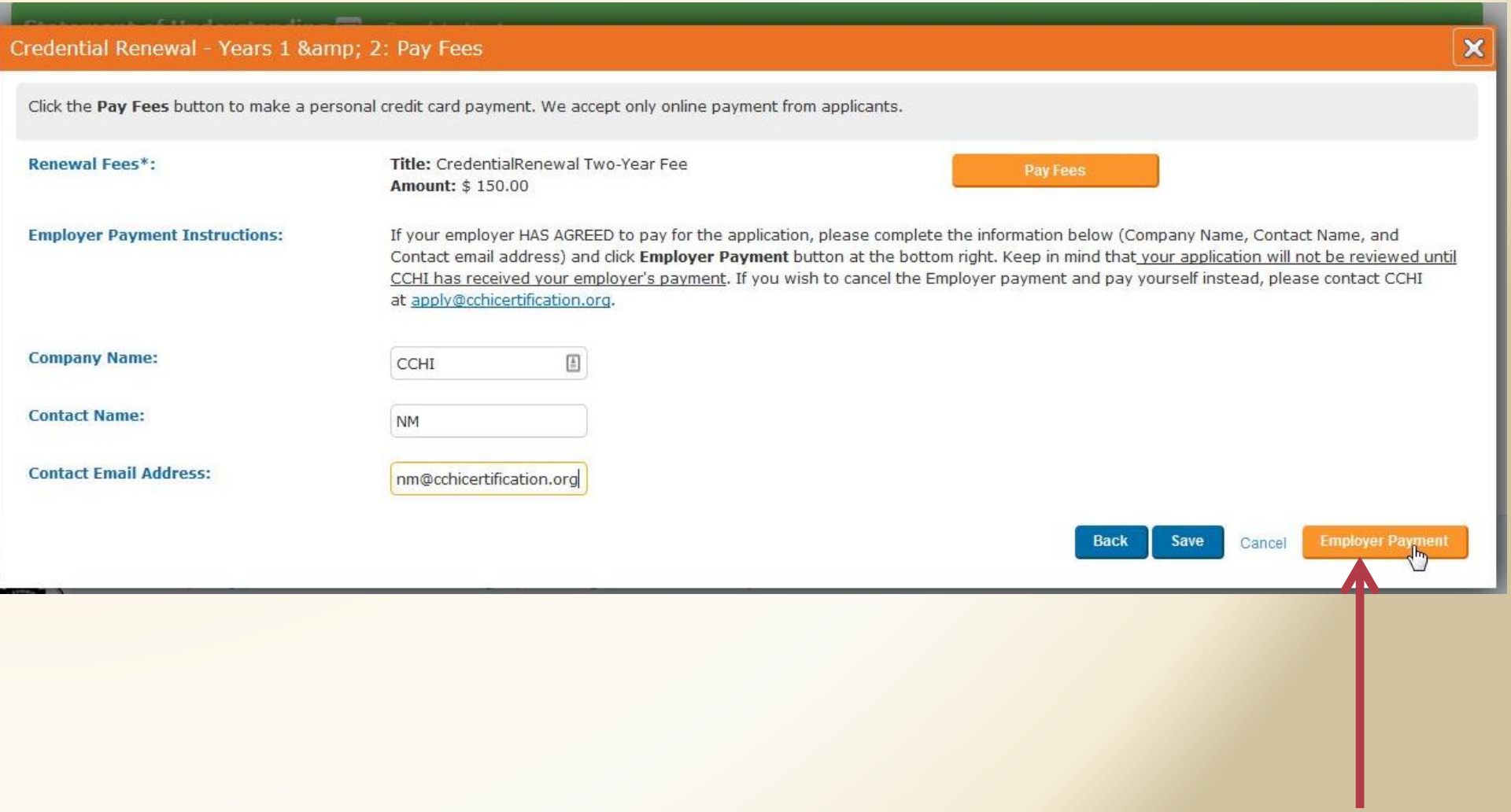
Pay yourself



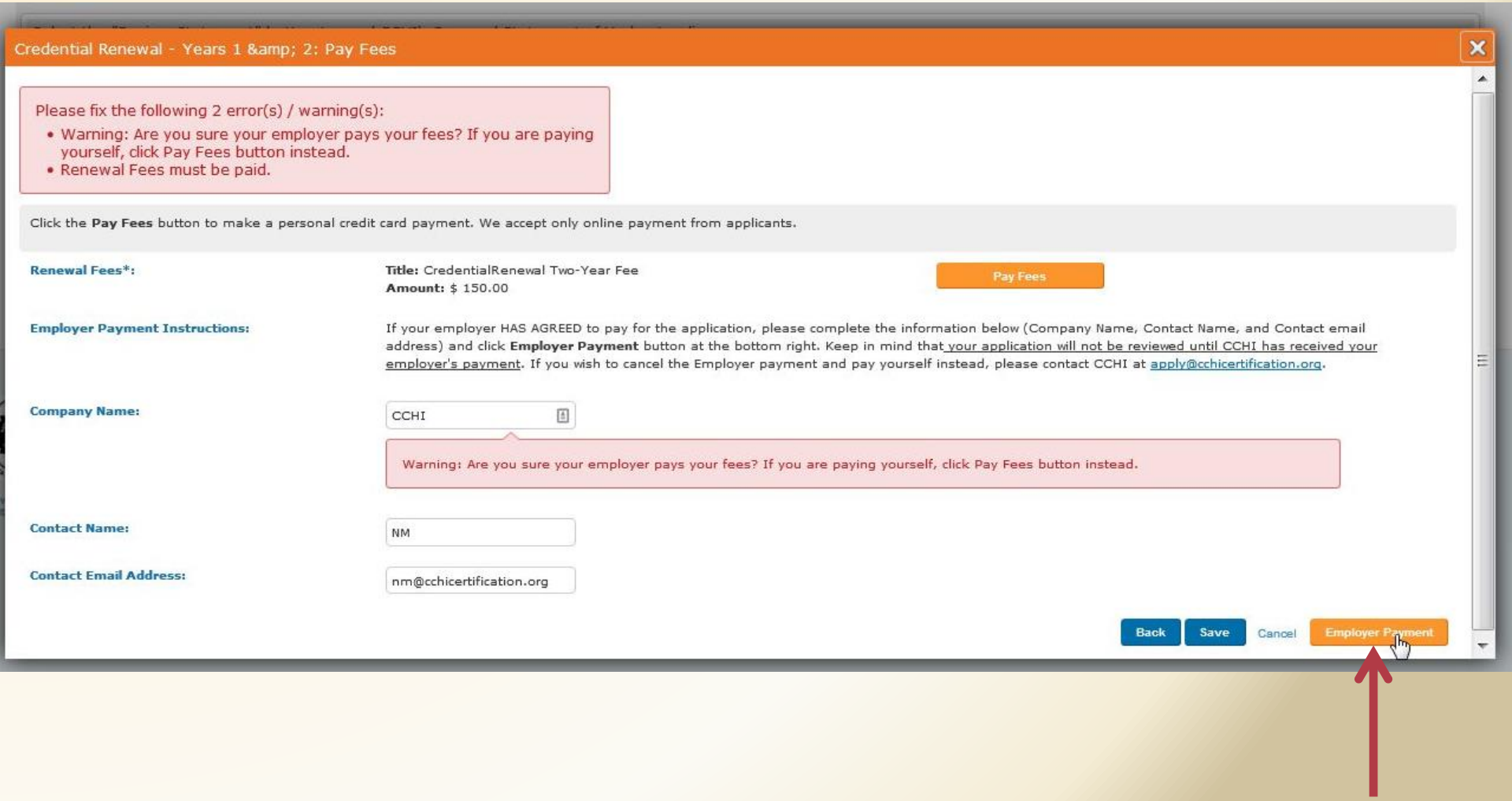
Pay yourself



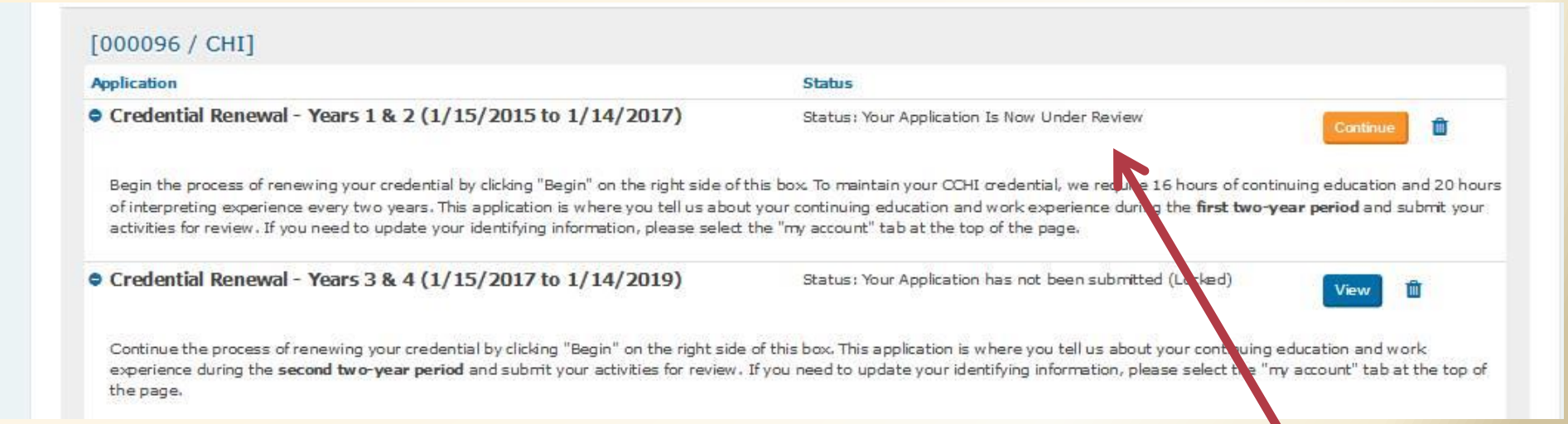
Your employer pays



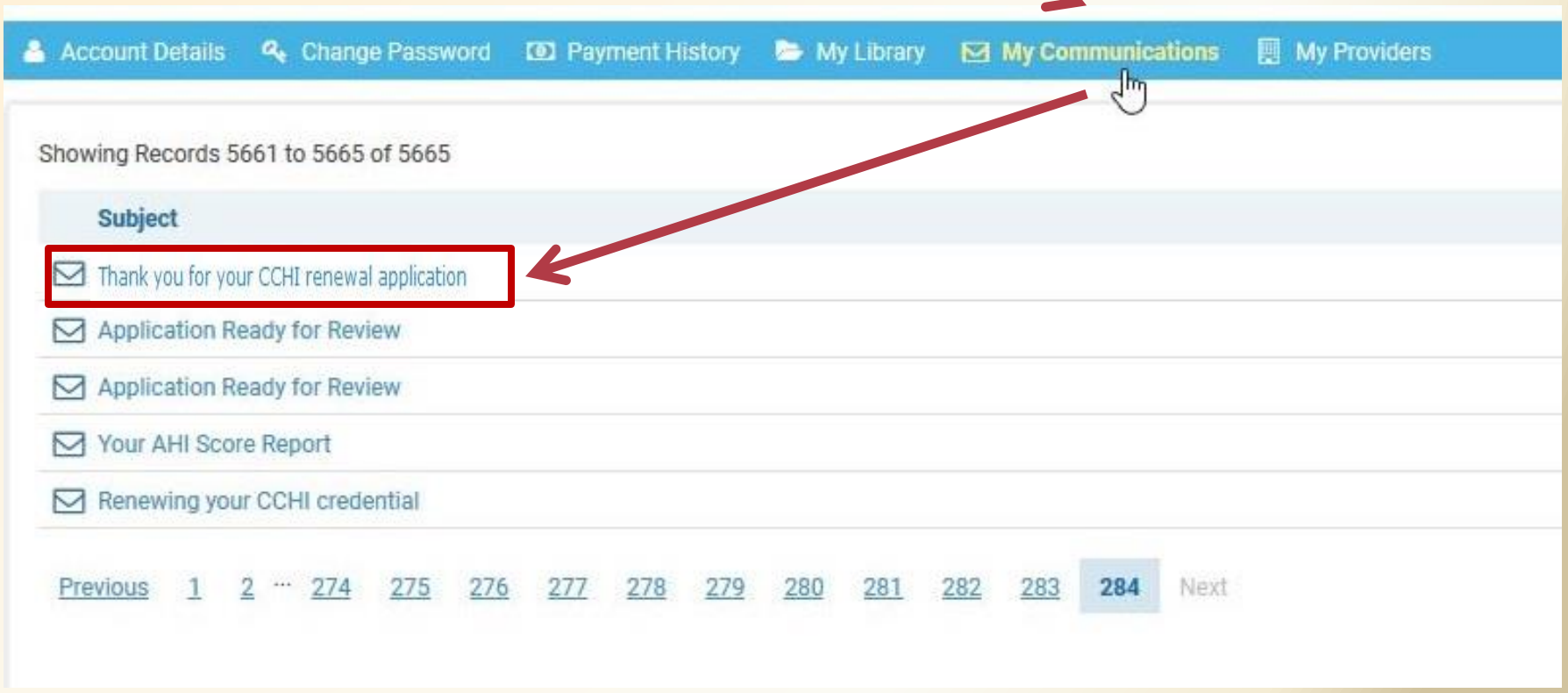
Your employer pays



Renewal status



Renewal status



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