



Get Certified,
Get Connected,
Get Informed.

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

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 ($0.5 \times 2 \times 2 = 2$). 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

Ineligible activities: 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



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.



How to find accredited CE?

Accredited CE Programs

[Sign In](#) [Dashboard](#) [Go to CCHI Website](#) [Home](#)



Produced and Directed by the Certification Commission for Healthcare Interpreters
Funding support to develop and launch the CEAP came from a grant from the Kaiser
Permanente National Community Benefit Fund at the East Bay Community
Foundation

[Home](#)[Guidelines](#)[Benefits](#)[Fees](#)[Find A Training Provider](#)

Find a Training Provider

CCHI's National Training Provider Registry provides healthcare interpreters and providers an avenue to find continuing education programs that promote the highest professional standards for healthcare interpreters. This Registry highlights programs that have earned CCHI Accreditation by demonstrating alignment with CCHI's six [accreditation criteria](#).

Filters

Organization	Organization State	Price Range
<input type="text" value="Organization"/>	<input type="text" value="Organization State"/>	<input type="text" value="Price Range"/>
Language Offered	Subject Matter	Delivery Method
<input type="text" value="Language Offered"/>	<input type="text" value="Subject Matter"/>	<input type="text" value="Delivery Method"/>
Program Name		
<input type="text" value="Program Name"/>		

[Filter](#)[Clear](#)

ACA

No Accredited Programs

Accredited CE Programs

Find a Training Provider

CCHI's National Training Provider Registry provides continuing education programs that promote the Registry highlights programs that have earned [accreditation criteria](#).

Filters

Organization

Organization

Language Offered

Language Offered

Program Name

Program Name

Subject Matter

Managing an Interpreting Encounter

Understanding Healthcare Terminology

Interacting with Other Healthcare Professionals

Preparing for an Interpreting

Demonstrating Cultural Responsiveness

Interpreting Consecutively

Interpreting Simultaneously

Sight Translating/Translating(Written) Healthcare Documents

Demonstrating Near-native Language Proficiency in Working Languages

Subject Matter

Delivery Method

Filter

Clear

Accredited CE Programs

[Home](#)[Guidelines](#)[Benefits](#)[Fees](#)[Find A Training Provider](#)

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Filters

Organization

Organization

Organization State

Organization State

Price Range

Price Range

Language Offered

Language Offered

Subject Matter

Interpreting Consecutively

Delivery Method

Delivery Method

Program Name

Program Name

Filter

Clear

Delivery Method

Classroom

On-Site/In Service

Online

Conference/Event

Accredited CE Programs

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

P.O. Box. 83-5145
Miami, Florida 33283

[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 CE hrs); 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 CE hrs); 12) Raising the Bar in Translation: Maximize your QA (1.5 PB CE hrs); 13) Improve your memory, improve your outcomes (1.5 PB CE hrs); 14) Between Compensation & Risk. Terminology in Workers' Compensation Spanish Translation (1 CE hr); 15) Busquemos la excelencia al traducir: corriamos lo correcto (1.5 CE hrs).

Instructors: See Conference Program

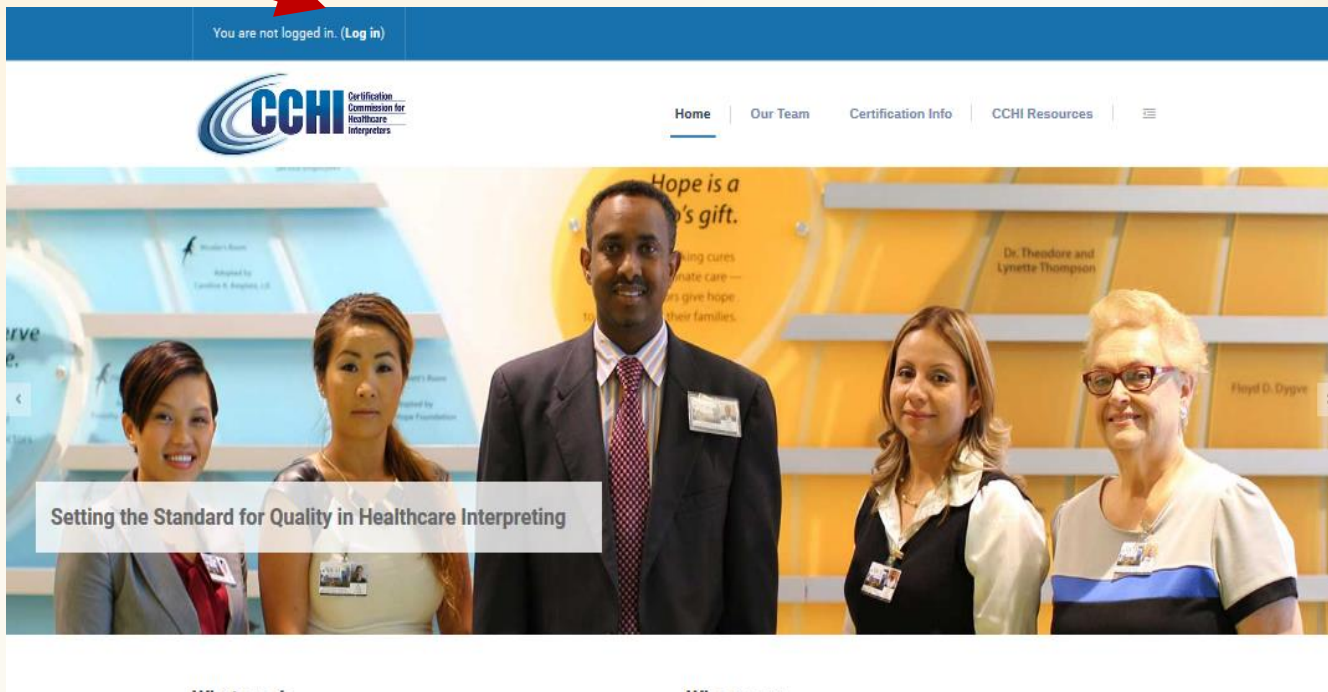
Languages Offered: English
Spanish

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



The screenshot shows the CCHI website with a navigation bar at the top. The main banner features a group of five healthcare interpreters and the text "Setting the Standard for Quality in Healthcare Interpreting". Below the banner, there are sections for "What we do" and "Who we are". The "What we do" section lists four items: Online resources, CCHI offers two national certifications, CCHI's National Healthcare Interpreter Registry, and The Continuing Education Accreditation Program (CEAP). The "Who we are" section describes CCHI as a 501(c)(3) organization. Below these sections, there is a "Welcome to our online resources website" section. This section includes a paragraph about the website's purpose and a list of links to various resources. A red circle highlights the "My courses" link. Below the "My courses" link, there are three columns for different language exams: Spanish, Mandarin, and Arabic. Each column has a "CHI Certified Healthcare Interpreter" logo and a "Practice Exam" link. A red arrow points from the text "scroll down to the bottom of the page, to 'All courses'" to the "All courses" link at the bottom of the page. The "All courses" link is located at the bottom of the page, below the "My courses" link.

What we do

- Online resources**
CCHI provides a repository of online resources aimed to improve healthcare interpreter knowledge and skills, including bilingual glossaries.
- CCHI offers two national certifications**
- CCHI's National Healthcare Interpreter Registry**
- The Continuing Education Accreditation Program (CEAP)**

Who we are

The Certification Commission for Healthcare Interpreters administers a national, valid, credible, vendor-neutral certification program for all healthcare interpreters, and the public good.

CCHI is a 501(c)(3) organization whose mission is to develop and administer a comprehensive certification program for healthcare interpreters, bring together representatives from national and regional non-profit interpreting associations, language companies, community-based organizations, educational institutions, hospitals, health systems, healthcare providers, and advocates for individuals with LEP. CCHI is governed by volunteer Commissioners who represent various stakeholders of the healthcare interpreting industry.

Welcome to our online resources website

This website offers online tools for interpreters who seek certification, for our certificants, and volunteers.

To enroll in any online module (e.g. CoreCHI™ Practice Examination or a CE Webinar), click on its title. If you don't have an account yet, you would be prompted to create one. After you create an account, you will be ready to login and enroll.

If you wish to purchase the CoreCHI™ Practice Examination, for example, click on its title or image, and you can pay either by credit card or your PayPal account via the PayPal checkout. You don't have to have a PayPal account to pay for the exam.

The CHI™ Practice Examinations are free, just enter the enrollment key: Study4u

My courses

CHI™ Certified Healthcare Interpreter™ SPANISH
CCHI's CHI™-Spanish Practice Exam

CHI™-Spanish Practice Examination

The CHI™-Spanish Practice Examination is meant to acquaint candidates who plan to take the CHI™-Spanish oral performance exam with the exam's structure and difficulty level. This is a self-assessment tool, and no review or scoring will be provided by CCHI.

The intent of this practice exam is to give you experience with a computer-based test delivery system, and to provide information regarding the type of content that you can expect to have on the CHI™ certification examination. The user interface of the actual exam is different than this practice exam, however, we provide screenshots of the actual exam in the Logistics section of this module.

You may access this practice exam at any time after you create an account on this site (please create only 1 account. If you have troubles login in, contact us at info@cchicertification.org). After you login, click on the title of this practice exam to enroll, and enter the code is Study4u.

Who should take this exam:

Any healthcare interpreter with Spanish as their working language is allowed to take this exam. The CHI™-Spanish Practice Examination is appropriate for those who would like to practice the types of questions that will appear on the CHI™-Spanish certification examination. It is not required to take this practice exam before taking the actual exam.

CHI™ Certified Healthcare Interpreter™ MANDARIN
CCHI's CHI™-Mandarin Practice Exam

CHI™-Mandarin Practice Examination

The CHI™-Mandarin Practice Examination is meant to acquaint candidates who plan to take the CHI™-Mandarin oral performance exam with the exam's structure and difficulty level. This is a self-assessment tool, and no review or scoring will be provided by CCHI.

The intent of this practice exam is to give you experience with a computer-based test delivery system, and to provide information regarding the type of content that you can expect to have on the CHI™ certification examination. The user interface of the actual exam is different than this practice exam, however, we provide screenshots of the actual exam in the Logistics section of this module.

You may access this practice exam at any time after you create an account on this site (please create only 1 account. If you have troubles login in, contact us at info@cchicertification.org). After you login, click on the title of this practice exam to enroll, and enter the code is Study4u.

Who should take this exam:

Any healthcare interpreter with Mandarin as their working language is allowed to take this exam. The CHI™-Mandarin Practice Examination is appropriate for those who would like to practice the types of questions that will appear on the CHI™-Mandarin certification examination. It is not required to take this practice exam before taking the actual exam.

CHI™ Certified Healthcare Interpreter™ ARABIC
CCHI's CHI™-Arabic Practice Exam

CHI™-Arabic Practice Examination

The CHI™-Arabic Practice Examination is meant to acquaint candidates who plan to take the CHI™-Arabic oral performance exam with the exam's structure and difficulty level. This is a self-assessment tool, and no review or scoring will be provided by CCHI.

After you login, click on the title of this practice exam to enroll, and enter the enrollment key: Study4u

The intent of this practice exam is to give you experience with a computer-based test delivery system, and to provide information regarding the type of content that you can expect to have on the CHI™ certification examination. The user interface of the actual exam is different than this practice exam, however, we provide screenshots of the actual exam in the Logistics section of this module.

You may access this practice exam at any time after you create an account on this site (please create only 1 account. If you have troubles login in, contact us at info@cchicertification.org).

Who should take this exam:

Any healthcare interpreter with Arabic as their working language is allowed to take this exam. The CHI™-Arabic Practice Examination is appropriate for those who would like to practice the types of questions that will appear on the CHI™-Arabic certification examination. It is not required to take this practice exam before taking the actual exam.

All courses

Search courses: **Go**

© 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.)

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	<input checked="" type="checkbox"/>
2. CE in <i>performance-based</i> topics	2	<input checked="" type="checkbox"/>
3. Other CE:	14	<input checked="" type="checkbox"/>
Non-instructional activities (optional)	4	<input checked="" type="checkbox"/>
CE in other topics	10	<input checked="" type="checkbox"/>

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

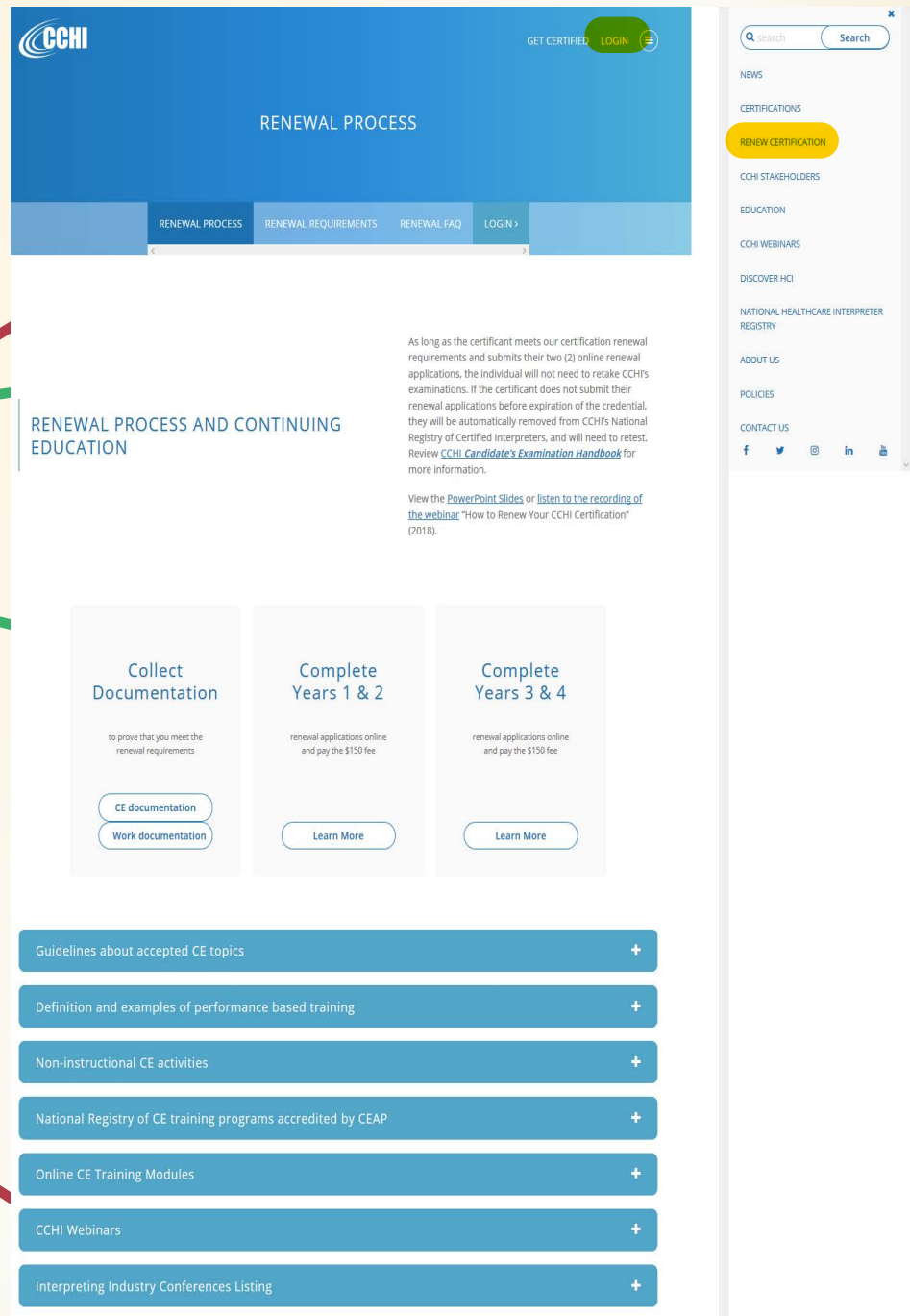
Each certification recipient has a CCHI profile

- **National Healthcare Interpreter Registry**
- **Certification Renewal**

www.cchicertification.org

Login to your CCHI account

www.CCHIncertification.org



The screenshot shows the CCHI website's 'RENEWAL PROCESS' page. The header features the CCHI logo, a 'GET CERTIFIED' button, and a 'LOGIN' button. A navigation bar includes links for 'RENEWAL PROCESS', 'RENEWAL REQUIREMENTS', 'RENEWAL FAQ', and 'LOGIN >'. The main content area is titled 'RENEWAL PROCESS AND CONTINUING EDUCATION' and includes a paragraph explaining the renewal process, a link to 'CCHI Candidate's Examination Handbook', and a link to 'PowerPoint Slides' or 'listen to the recording of the webinar'. Below this are three columns: 'Collect Documentation' (with sub-links for 'CE documentation' and 'Work documentation'), 'Complete Years 1 & 2' (with a 'Learn More' button), and 'Complete Years 3 & 4' (with a 'Learn More' button'). A sidebar on the right contains links for 'NEWS', 'CERTIFICATIONS', 'RENEW CERTIFICATION', 'CCHI STAKEHOLDERS', 'EDUCATION', 'CCHI WEBINARS', 'DISCOVER HCI', 'NATIONAL HEALTHCARE INTERPRETER REGISTRY', 'ABOUT US', 'POLICIES', and 'CONTACT US'. At the bottom, a list of topics with expandable buttons is shown: 'Guidelines about accepted CE topics', 'Definition and examples of performance based training', 'Non-instructional CE activities', 'National Registry of CE training programs accredited by CEAP', 'Online CE Training Modules', 'CCHI Webinars', and 'Interpreting Industry Conferences Listing'.

CCHI GET CERTIFIED LOGIN

RENEWAL PROCESS

RENEWAL PROCESS | RENEWAL REQUIREMENTS | RENEWAL FAQ | LOGIN >

RENEWAL PROCESS AND CONTINUING EDUCATION

As long as the certificant meets our certification renewal requirements and submits their two (2) online renewal applications, the individual will not need to retake CCHI's examinations. If the certificant does not submit their renewal applications before expiration of the credential, they will be automatically removed from CCHI's National Registry of Certified Interpreters, and will need to retake, Review [CCHI Candidate's Examination Handbook](#) for more information.

View the [PowerPoint Slides](#) or [listen to the recording of the webinar](#) "How to Renew Your CCHI Certification" (2018).

Collect Documentation

to prove that you meet the renewal requirements

CE documentation

Work documentation

Complete Years 1 & 2

renewal applications online and pay the \$150 fee

Learn More

Complete Years 3 & 4

renewal applications online and pay the \$150 fee

Learn More

- Guidelines about accepted CE topics
- Definition and examples of performance based training
- Non-instructional CE activities
- National Registry of CE training programs accredited by CEAP
- Online CE Training Modules
- CCHI Webinars
- Interpreting Industry Conferences Listing

NEWS

CERTIFICATIONS

RENEW CERTIFICATION

CCHI STAKEHOLDERS

EDUCATION

CCHI WEBINARS

DISCOVER HCI

NATIONAL HEALTHCARE INTERPRETER REGISTRY

ABOUT US

POLICIES

CONTACT US

f t @ in

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

My Application

CCHI Interpreter
Registry

Applications

[000005 / CoreCHI]

Application

Status

➤ 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 every 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, please select the "my account" tab at the top of the page.

➤ Credential Renewal - Years 3 & 4 (1/15/2017 to 1/14/2019)

Status: Your Application has not been submitted (Locked)

View



➤ 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 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 (11/1/2010 to 5/31/2013)

Renewal Accepted (Locked)

View



Your CCHI Applications

My Application

CCHI Interpreter
Registry

Applications

[000005 / CoreCHI]

Application

• **Credential Renewal - Years 1 & 2 (1/15/ 2017 to 1/14/2019)**

Status

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 every 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, please select the "my account" tab at the top of the page.

• **Credential Renewal - Years 3 & 4 (1/15/ 2019 to 1/14/2021)**

Status: Your Application has not been submitted (Locked)

[View](#)



Your CCHI Applications

Practitioner

[000005 / CoreCHI]

Application

• Credential Renewal - Years 3 & 4 (1/15/2017 to 1/14/2019)

Status

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 over 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, please select 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 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 (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 [Show Details](#) 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.chicertification.org>.

Add Interpreting Experience

Continuing Education [Show Details](#) 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.chicertification.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 webinar 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 [Show Details](#) 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

Select Experience Type for Interpreting Experience

×

Selecting the type of experience you are entering from the list below.

Title	
Employee	+ Select
Contractor	+ Select
Volunteer	+ Select

or CHI™ certification must document 40 hours of 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.

ate's Examination Handbook at <http://www.cchicertification.org>.

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
pleted 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
/198-ce-topics-distribution). As of 01/30/2018, 4 CE hours may be in non-instructional CE activities, see for details: <http://www.cchicertification.org/63-cchi/certified-interpreters/252-ce-topics-non->

unities 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
ter.

ating)

Work Experience

CCHI Healthcare Interpreters Support | FAQ

Contractor: Enter Experience

Please tell us about the healthcare interpreting experience you have had during this two-year period. Only enter experience you have had during these two years. Your 20 hours can be a combination of hours from multiple organizations but you need to enter each organization separately and specify the number of hours of experience for each one.

CCHI requires that individuals who receive CCHI's CoreCHI™ credential or CHI™ certification must document 40 hours of healthcare interpreting experience as a condition of credential/certification renewal. CCHI credentials and 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 www.cchicertification.org.

CCHI does not require you to submit verification of this experience as part of the renewal process. However, you must have this verification available upon our request. CCHI reserves the right to conduct random audits of this documentation.

Experience - Company Name*:

Best Hospital

Experience - Title*:

Russian Lead Interpreter

Hours interpreted during this two-year period*:

2000

I have had at least 20 hours interpreting experience during this two year window*:

Yes

Add this ActivityCancel

16

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

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 Interpretation

Add Continuing Education



Continuing Education

20 Hours

experience during this two-year

Next Step

Record

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(16) hours in the second two
[h/certified-interpreters/198-ce](#)
[ers/252-ce-topics-non-](#)

ended categories below will

access, bioethics.

n individual's registration
ng sponsors cannot confirm an
rely on this mode of continui

Select Topic for Continuing Education

Topic (pick most relevant)

Demonstrate Cultural Responsiveness	+ Select
Interact with Other Healthcare Professionals	+ Select
Interpret Consecutively	+ Select
Interpret Simultaneously	+ Select
Manage an Interpreter Encounter	+ Select
Prepare for an Interpreting Encounter	+ Select
Sight Translate Healthcare Documents	+ Select
Understand Healthcare Terminology	+ Select
Other	+ Select
Ethics of Healthcare Interpreting	+ Select
Interpreting in Specialized Areas of Healthcare	+ Select
Language Access Issues	+ Select
HIPPA, Safety Protocols & Universal Precautions	+ Select

Continuing Education

Ethics of Healthcare Interpreting: Add a continuing education activity

If the course titles do not clearly reflect the course's relevance to the continuing education requirement, include a brief description of how the activity relates to healthcare interpreting and the eligibility requirements.

All credentials practitioners must 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 credential is valid. **Sixteen (16) hours must be completed in the first two years and sixteen (16) hours in the second two years.** As of July 1, 2016, CCHI requires that during each 2-year cycle, a certificant obtains a minimum of 2 hours of continuing education in the area of performance based training, i.e. related directly to improving interpreter's consecutive, simultaneous and sight translation skills. For more information, visit <http://www.cchicertification.org/63-cchi/certified-interpreters/180-renewal-accepted-ce-topics>.

Example: An individual is granted a CCHI credential on January 31, 2015 which expires on January 30, 2019. The individual must complete 16 hours of continuing education between February 1, 2015 and January 30, 2017 and an additional 16 hours between January 31, 2017 and January 30, 2019. This application captures the 16 hours of continuing education for one part of the renewal period.

Please review CCHI's documentation guidelines at <http://www.cchicertification.org/63-cchi/certified-interpreters/179-renewal-documentation> before uploading documents verifying our continuing education.

Course/Workshop/Seminar/Activity Title
(list workshop title, not conference name)*:

Ethical Dilemmas in Pediatrics

Is this performance based training?*

No

Name of Sponsor/Institution/Instructor*:

ATA

Activity Preapproved by CCHI for CEUs:

Yes

Continuing Education

Continuing Education

Interpret Consecutively: Add a continuing education activity

Select Your Role at the Activity:

Hours (you may count classroom or contact hours)*:

Start Date of Training*:

End Date of Training*:

Upload Continuing Education Verification Document*:

Course/Conference /Event/Activity Description:

Rejection Reason:

The dates must be within the same 2-yr cycle as your application

Continuing Education

Initial Renewal - Years 1 & 2 (11/1/2010 to 5/31/2013) (Show Details)

Return to: App

s: Your Application has not been

Overview

Submit Application

Interpreting Experience

Experience

International Institute of Akron, Inc

se tell us about your healthcare interpret

Continuing Education

Continuing Education Activity

Healthcare Interpreter's Role and Code
Ethics: A Refresher Course

False Cognates, American Idioms & Slang
for Russian Interpreters

Challenges in Interpreting for Refugees
and Immigrants from Africa

Other: Staff Review

language access, bilingual.

Activity Title: False Cognates, American Idioms & Slang for Russian Interpreters

**Training
Provider:** CHIA

CE Role: Attendee

CE Description: Workshop about finding Russian equivalents for false cognates and American idioms/slang used by providers in health care.

HC Related: Yes

**Preapproved
CE:** No

**Training Start
Date:** 3/9/2012

**Training End
Date:** 3/9/2012

**Continuing
Education
Verification
Document:** [mytareva-attendee-CHIA-Mar09-2012.pdf](#)

**Requested
Units:** 1.50

Entering Non-instructional CE Activities

The screenshot shows a web form for entering CE activities. Red arrows originate from the title 'Entering Non-instructional CE Activities' and point to three specific fields: 'Course/Workshop/Seminar/Activity Title', 'Select Your Role at the Activity', and 'Course/Conference/Event/Activity Description'. The 'Description' field is also circled in red.

Course/Workshop/Seminar/Activity Title (list workshop title, not conference name)*:	Volunteering for CCHI
Is this performance based training?*	No
Name of Sponsor/Institution/Instructor*:	CCHI
Activity Preapproved by CCHI for CEUs:	No
Activity Relates to Healthcare Interpreting:	Yes
Select Your Role at the Activity:	Attendee
Hours (you may count classroom or contact hours)*:	1
Start Date of Training*:	02/01/2018
End Date of Training*:	02/03/2018
Upload Continuing Education Verification Document*:	<div>Upload</div> <div>No file selected.</div>
Course/Conference/Event/Activity Description:	non-instructional CE

Statement of Understanding

Add continuing education activity

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

Statement of Understanding

Renewal Statement of Understanding: Statement of Understanding

Statement of Understanding

I hereby apply for credential renewal offered by CCHI, having read and understood the eligibility criteria contained within this application. I certify that I meet all eligibility requirements. I further certify that all of the information that I have provided in connection with my application is accurate and complete to the best of my knowledge and ability. I understand that CCHI will rely upon the information that I have provided in evaluating this application and that providing false information will disqualify me from maintaining any credential offered by CCHI.

I authorize CCHI to contact any party mentioned in this renewal application or in the documents submitted with this application for verification or confirmation of facts contained in this application and accompanying documents.

CCHI reserves the right to reject my application based on incomplete or inaccurate information, and further reserves the right to withdraw the credential if I have already been awarded the credential prior to the discovery of the incomplete or inaccurate information.

I agree to only display and represent my credential in the manner approved by CCHI, and I agree to comply with any and all policies and procedures adopted by CCHI in connection with the credential.

I agree to abide by the national Healthcare Interpreter Code of Ethics and Standards of Practice as well as federal and state regulations pertaining to the healthcare interpreter profession.

If I am informed that my application for renewal has been denied, I understand that I may appeal in writing to CCHI. I agree to accept CCHI's decision upon any appeal.

I understand that all fees paid in connection with this application are non-refundable.

I understand that if CCHI renews my credential, it is valid for four years from the date of renewal. If my credential is not renewed by CCHI, it will expire, and I will have to retake CCHI's examinations. I understand that I will have to comply with all requirements to receive continued renewal.

CCHI reserves the right to take disciplinary action against an individual granted a CHI™ or CoreCHI™ credential in accordance with CCHI's Disciplinary Policy. I understand that this may include, but is not limited to, the assignment of remedial education, formal criticism or censure, probation, suspension, and/or revocation of the CHI™ or CoreCHI™ credential.

I agree to indemnify and hold harmless any and all directors, officers, agents, and employees of CCHI from any and all liability arising in connection with the credential renewal process. By submitting this application, I understand and agree to all of the aforementioned.

I agree to the statement above*:

Select Attest - SOU

Yes

Complete Statement

Cancel



Submit & Pay

Continuing Education Activity	Completion Date	Hours	Next Step
Ethical Dilemmas in Pediatrics		16	Continuing Education Recorded → List Back Delete

Statement of Understanding [List](#) Complete Any 1

[Show Instructions](#)

Select the "Review Statement" button to read CCHI's Renewal Statement of Understanding.

[Statements Submitted](#) [List](#)

Status: Your Application has not been submitted [List](#)

This button will not be accessible until you have successfully completed each section above.

[Submit Application](#) →



Continuing Education

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 (18 of 18)

18

Performance Based Training (0 of 2)

2



Interpreting Experience [Show Details](#) 2000 Hours Pending/Accepted | 2000 Hours Added | 20 Hours Required

Show More Instructions

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

[Add Interpreting Experience](#)

Experience	Completion Date	Hours	Next Step
Best Hospital	2,000	Recorded	Add Edit Delete

Continuing Education [Show Details](#) 18 Hours Pending/Accepted | 18 Hours Required

Show More Instructions

Please describe your most relevant 18 hours of Realtime interpreter continuing education by clicking the blue "Add Education" button.

[Add Continuing Education](#)

Continuing Education Activity	Completion Date	Hours	Next Step
Ethical Dilemmas in Pediatrics	18	Continuing Education Recorded	Add Edit Delete

Continuing Education

Show More Instructions

Add Interpreting Experience

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

Sight Translate Healthcare Documents: Add a continuing education activity



Course/Workshop/Seminar/Activity Title
(list workshop title, not conference
name)*:

stifying Sight Translation

Is this performance based training?*

Yes

Name of Sponsor/Institution/Instructor*:

CCHI

Activity Preapproved by CCHI for CEUs:

Yes

Activity Relates to Healthcare Interpreting:

Yes

Select Your Role at the Activity:

Attendee

Hours (you may count classroom or
contact hours)*:

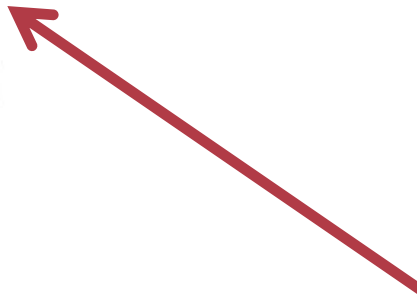
2

Start Date of Training*:

12/08/2016

End Date of Training*:

12/08/2016



Continuing Education

Requirements

Collapse Legend

Hours Added

Remaining

Not Counted

Collapse Requirements

Continuing Education (18 of 16)

1618

Performance Based Training (2 of 2)

2

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	<div>Recorded</div> <div></div> <div></div> <div></div>

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

Credential Renewal - Years 1 & 2: Pay Fees

Click the **Pay Fees** button to make a personal credit card payment. We accept only online payment from applicants.

Renewal Fees*:	Title: CredentialRenewal Two-Year Fee Amount: \$ 150.00	Pay Fees
Employer Payment Instructions:	If your employer HAS AGREED to pay for the application, please complete the information below (Company Name, Contact Name, and Contact email address) and click Employer Payment button at the bottom right. Keep in mind that <u>your application will not be reviewed until CCHI has received your employer's payment</u> . If you wish to cancel the Employer payment and pay yourself instead, please contact CCHI at apply@cchicertification.org .	
Company Name:	<input type="text"/>	
Contact Name:	<input type="text"/>	
Contact Email Address:	<input type="text"/>	
		Back Save Cancel Employer Payment

Pay yourself



Welcome Tana H Cycle: 12/8/2016 - 12/7/2018 My Account Logout

[Support](#) | [FAQ](#)

My Application CCHI Interpreter Registry

Check Out

Return to: [CredentialRenewalTwo-Year Fee](#)

Item(s) To Be Purchased

Item	Price	Quantity	Total
CredentialRenewalTwo-Year Fee	\$ 150.00	1	\$ 150.00
Total:			\$ 150.00

Payment Information

Credit Card Information

Total Charge:

\$ 150.00

Card Type:

Visa

Card Number*:

CVV /CVC Code*:

Expiration Date*:

-

Billing Information

Payment First Name*:

Tana

Payment Last Name*:

M

Address Line 1*:

123 Happy Street

Address Line 2:

City*:

Happy

State*:

OH

Zip/Postal Code*:

Country*:

USA


Phone:

330-123-4567

You will be able to review your purchase before finalizing.

Continue

Cancel



[Contact Us](#) | [FAQ](#) | [CCHI Certification Page](#) | [LearningBuilder Online Help](#)

Powered by LearningBuilder. Copyright 2016 Hauritz Solutions LLC.
Build #1: 04 Dec 2015 13:50:26 Version: 9.0.3 Revision: 42449

Your employer pays

Credential Renewal - Years 1 & 2: Pay Fees

Click the **Pay Fees** button to make a personal credit card payment. We accept only online payment from applicants.

Renewal Fees*:

Title: CredentialRenewal Two-Year Fee
Amount: \$ 150.00

Pay Fees

Employer Payment Instructions:

If your employer HAS AGREED to pay for the application, please complete the information below (Company Name, Contact Name, and Contact email address) and click **Employer Payment** button at the bottom right. Keep in mind that your application will not be reviewed until CCHI has received your employer's payment. If you wish to cancel the Employer payment and pay yourself instead, please contact CCHI at apply@cchicertification.org.

Company Name:

CCHI

Contact Name:

NM

Contact Email Address:


nm@cchicertification.org

Back

Save

Cancel

Employer Payment



Your employer pays

Credential Renewal - Years 1 & 2: Pay Fees

Please fix the following 2 error(s) / warning(s):

- Warning: Are you sure your employer pays your fees? If you are paying yourself, click Pay Fees button instead.
- Renewal Fees must be paid.

Click the **Pay Fees** button to make a personal credit card payment. We accept only online payment from applicants.

Renewal Fees*:

Title: CredentialRenewal Two-Year Fee
Amount: \$ 150.00

Pay Fees

Employer Payment Instructions:

If your employer HAS AGREED to pay for the application, please complete the information below (Company Name, Contact Name, and Contact email address) and click **Employer Payment** button at the bottom right. Keep in mind that your application will not be reviewed until CCHI has received your employer's payment. If you wish to cancel the Employer payment and pay yourself instead, please contact CCHI at apply@cchicertification.org.

Company Name:

CCHI

Warning: Are you sure your employer pays your fees? If you are paying yourself, click Pay Fees button instead.

Contact Name:

NM

Contact Email Address:

nm@cchicertification.org

Back

Save

Cancel

Employer Payment

Renewal status

[000096 / CHI]

Application

➤ Credential Renewal - Years 1 & 2 (1/15/2015 to 1/14/2017)

Status

Status: Your Application Is Now Under Review

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 every 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, please select the "my account" tab at the top of the page.

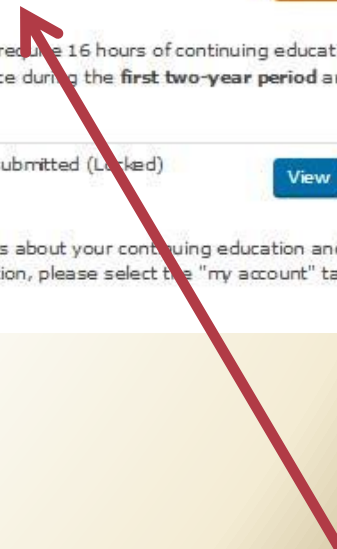
➤ Credential Renewal - Years 3 & 4 (1/15/2017 to 1/14/2019)

Status: Your Application has not been submitted (Locked)

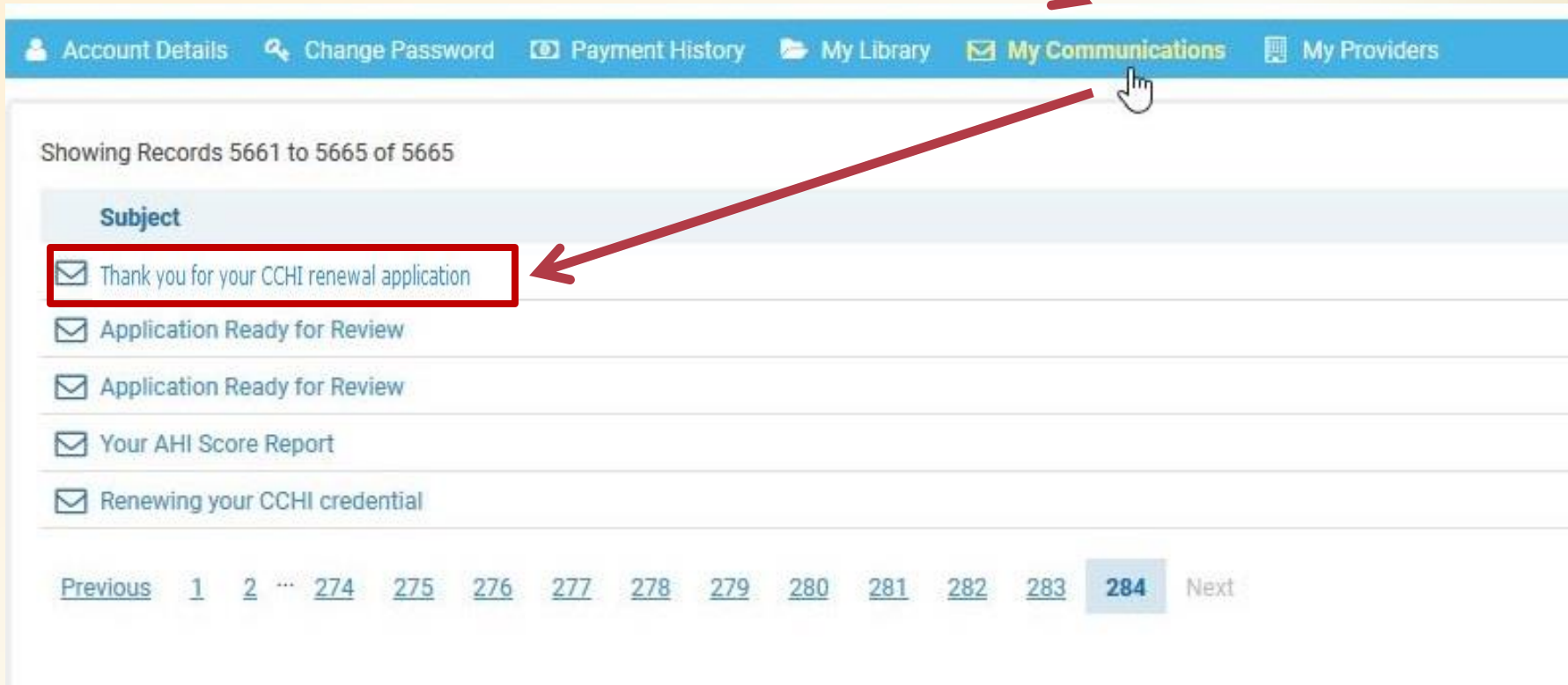
View



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 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.



Renewal status



The screenshot shows a user dashboard with a blue navigation bar at the top. The navigation bar contains links: Account Details, Change Password, Payment History, My Library, My Communications (highlighted in green), and My Providers. A red arrow points from the title 'Renewal status' to the 'My Communications' link. Below the navigation bar, the text 'Showing Records 5661 to 5665 of 5665' is displayed. A table with a 'Subject' header lists five communication items, each with a checkmark icon. The first item, 'Thank you for your CCHI renewal application', is highlighted with a red rectangular box, and a red arrow points from this box to the 'Thank you for your CCHI renewal application' text in the main title area. The other items are 'Application Ready for Review', 'Application Ready for Review', 'Your AHI Score Report', and 'Renewing your CCHI credential'. At the bottom of the table, there is a pagination bar with links: Previous, 1, 2, ..., 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284 (highlighted in blue), and Next.

Account Details Change Password Payment History My Library **My Communications** My Providers

Showing Records 5661 to 5665 of 5665

Subject
<input checked="" type="checkbox"/> Thank you for your CCHI renewal application
<input checked="" type="checkbox"/> Application Ready for Review
<input checked="" type="checkbox"/> Application Ready for Review
<input checked="" type="checkbox"/> Your AHI Score Report
<input checked="" type="checkbox"/> Renewing your CCHI credential

[Previous](#) [1](#) [2](#) ... [274](#) [275](#) [276](#) [277](#) [278](#) [279](#) [280](#) [281](#) [282](#) [283](#) **284** [Next](#)



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