Certification Renewal
At a Glance

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

To renew your certification, you must submit an online application 30-90 days prior to the expiration date at https://cchi.learningbuilder.com/. The renewal fee is $300.

Renewal Requirements

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

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

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

• PB courses must include instructor-led or feedback-offered practice in those modes of interpreting. Online courses do not need to have a human instructor but must be structured in a way that allows the student to practice the relevant mode(s) of interpreting and receive some feedback or model interpretation of assignments.

• Ethics, cultural awareness, or terminology-only courses or small-group activities that do not include actual practice of interpreting are not considered PB in this context.

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

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

CCHI Registrar
renewal@cchicertification.org
(571) 406-2890
What info must be on a CE document uploaded with your renewal application:

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

CCHI’s Review Process:

1. If submitted on time (90-30 days before your certification expiration), your renewal application will be reviewed within 4-8 weeks.
2. CCHI may request additional information to verify your continuing education. CCHI may give you an extension to provide necessary information for the renewal. However, such an extension does not change the dates of your certification validity.
3. After your renewal application is accepted, CCHI will email you a new certification certificate within 4 weeks of the certification expiration date or renewal approval date, whichever comes later.

Continuing Education Resources:

- Courses accredited by CEAP; see the CEAP Registry at https://ceapcchi.org
  CCHI does not require that certificants complete only CEAP-accredited CE courses. However, CCHI guarantees acceptance of only CEAP-accredited CE courses.
- Online modules at https://cchiinterpreters.org/

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

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