



NATIONAL, ACCREDITED, INCLUSIVE

GETTING CERTIFIED: CCHI'S APPLICATION

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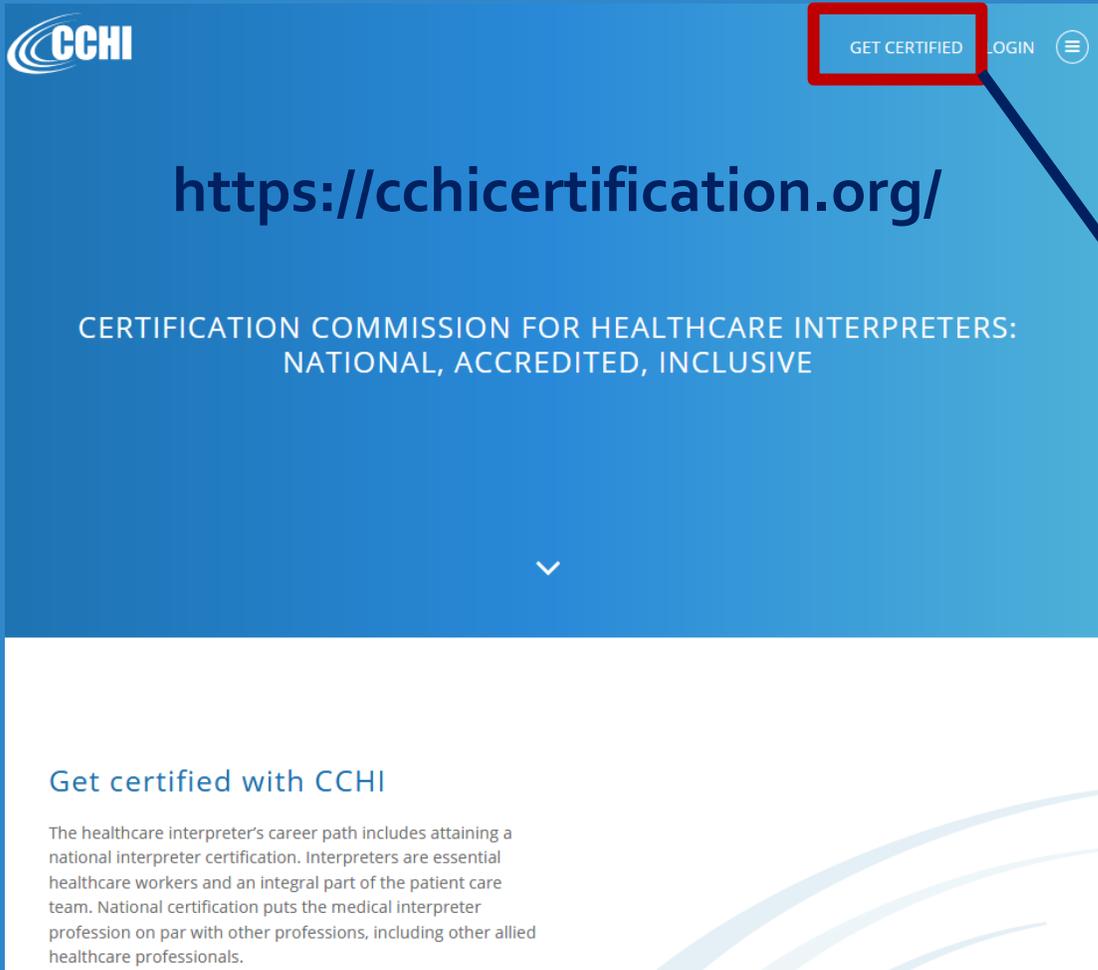
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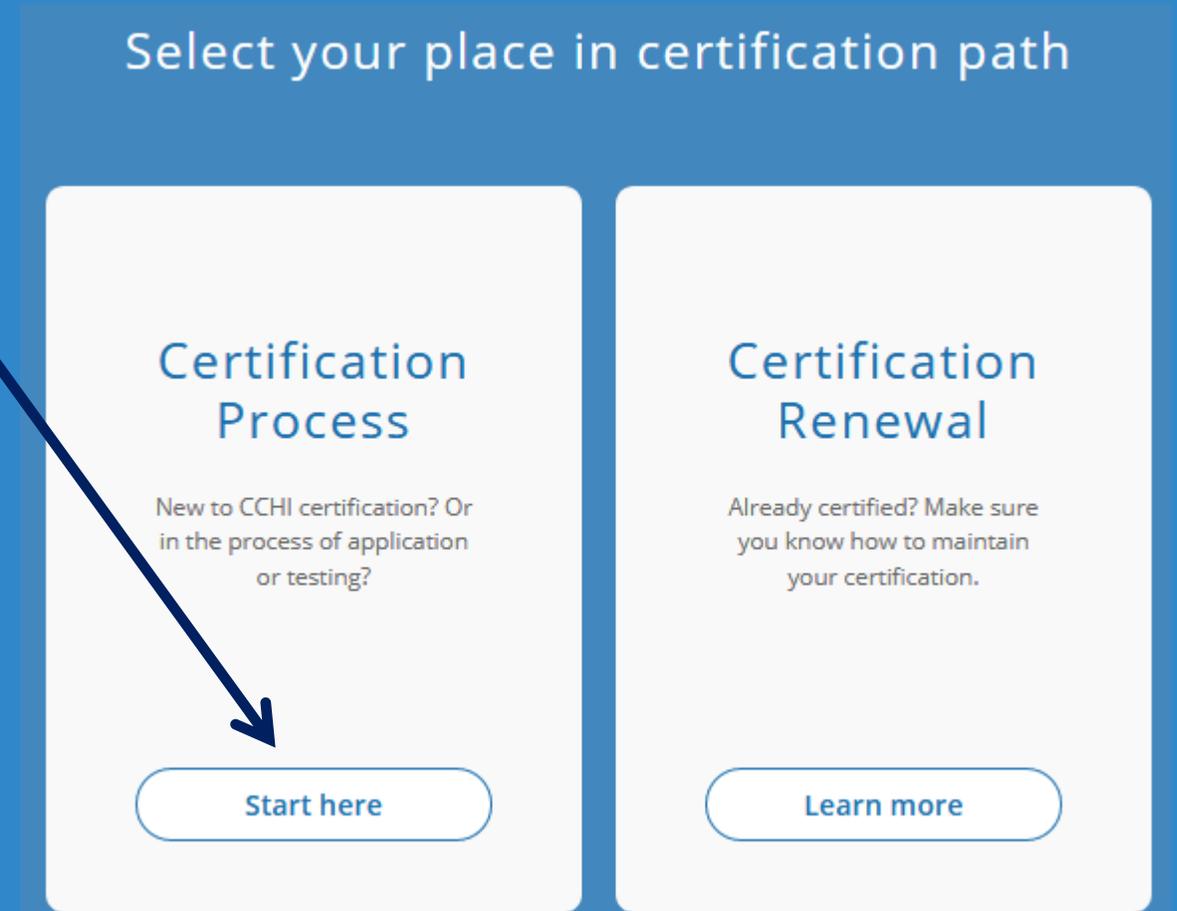
[CCHICERTIFICATION.ORG](https://www.cchicertification.org)

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Step 1 – Read the *Candidate's Exam Handbook* and *Eligibility Webpage*



The screenshot shows the CCHI website homepage. At the top left is the CCHI logo. In the top right corner, there are navigation links for "GET CERTIFIED" (highlighted with a red box), "LOGIN", and a menu icon. The main heading is "https://cchicertification.org/". Below this is the text "CERTIFICATION COMMISSION FOR HEALTHCARE INTERPRETERS: NATIONAL, ACCREDITED, INCLUSIVE". A downward arrow is centered below the text. At the bottom, there is a section titled "Get certified with CCHI" with a paragraph of text: "The healthcare interpreter's career path includes attaining a national interpreter certification. Interpreters are essential healthcare workers and an integral part of the patient care team. National certification puts the medical interpreter profession on par with other professions, including other allied healthcare professionals."



This section is titled "Select your place in certification path". It contains two white cards on a blue background. The left card is titled "Certification Process" and includes the text "New to CCHI certification? Or in the process of application or testing?". It has a "Start here" button. The right card is titled "Certification Renewal" and includes the text "Already certified? Make sure you know how to maintain your certification.". It has a "Learn more" button. A blue arrow points from the "GET CERTIFIED" link in the screenshot above to the "Start here" button.

CCHI GET CERTIFIED LOGIN

ELIGIBILITY

ELIGIBILITY FEES PREPARING SCHEDULING PROVISIONAL CORECHI™ BENEFITS FAQ LOGIN >

CERTIFICATION ELIGIBILITY

CCHI has established specific eligibility requirements or "prerequisites" for interpreters applying to CCHI's certification programs. Every applicant must meet these requirements in order to sit for the exam.

CCHI requires applicants to **upload documentation** evidencing that they meet the requirements in the online application in an electronic format (as a pdf or jpg file). Documents issued in a non-English language must be accompanied by a certified translation of the file. More info is in CCHI's **Candidate's Examination Handbook**.

Requirements to begin your certification

18 Years & General Education

You must be at least 18 years old and have, at a minimum, a U.S. high school diploma (or GED) or its equivalent from another country.

[Learn more](#)

40 Hours of Professional Training

You must complete at least 40 hours of healthcare interpreter training (academic or non-academic program).

[Learn more](#)

Dual Language Proficiency

You must have linguistic proficiency in English and in the primary language of service for which you are seeking a credential.

[Learn more](#)

* Please review [CCHI's Disciplinary Policy](#) (p. 2-3) for information related to ineligibility of applicants with criminal charges or convictions.

How to apply +

How are eligibility criteria established +

STEP 1 – READ the *Candidate's Exam Handbook* and *Eligibility* webpage

CCHI Certification Commission for Healthcare Interpreters



Candidate's Examination Handbook

UPDATED MAR 2020

Core Certification Healthcare Interpreter™ (CoreCHI™)

Certified Healthcare Interpreter™ (CHI™)

How to apply ✕

CCHI has an online application process that requires an applicant to create a Profile. This Profile remains active as long as the interpreter moves through the certification process and, subsequently, renews their certification. As of October 12, 2017, CCHI requires applicants to upload documentation that evidences their eligibility in an electronic format (as a pdf or jpg file) in the application.

View the [PowerPoint Slides](#) (with detailed screenshots of the application) or listen to the [recording of the webinar](#) "#GetCertified with CCHI" (02/23/18).

If you have any questions about your application, contact us by email at apply@cchicertification.org. When necessary, our staff then will schedule a phone call with you.

Step 2 – Login to your account in CCHI’s online application platform – LearningBuilder



GET CERTIFIED **LOGIN**

CERTIFICATION COMMISSION FOR HEALTHCARE INTERPRETERS:
NATIONAL, ACCREDITED, INCLUSIVE

Get certified with CCHI

The healthcare interpreter's career path includes attaining a national interpreter certification. Interpreters are essential healthcare workers and an integral part of the patient care team. National certification puts the medical interpreter profession on par with other professions, including other allied healthcare professionals.



Login

Welcome to the CCHI Community

Interpreter Registry

Congratulations on taking the first step toward becoming a certified medical 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. **IMPORTANT:** Please enter your full name as spelled on your photo ID document (driver's license, passport, etc.) when you register, because during testing you will be required to show your ID, and it should match the name on this account.

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 a medical interpreter's CCHI certification status or to find a certified healthcare interpreter, use the CCHI National Medical 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

Remember me

[Forgot your password?](#)

Login

Step 3. Prepare files with necessary documentation

- CCHI accepts files in electronic formats uploaded via the online platform
- All files must be either in a **pdf** or **jpg/png** formats. No other formats are accepted.
 - Special attention when saving emails
 - Special attention when saving files in Mac
- If you have a document in a non-English language, you must provide *both* – the original and its translation into English (ideally, as 1 file, or add as 1 entries)

Step 3. Prepare files with necessary documentation

You will need these documents:

- 1) High school diploma or a higher degree diploma
- 2) Certificate of completing a minimum of 40 hours of training in healthcare interpreting
- 3) Proof of language proficiency in English (often can be the same as b))
- 4) Proof of language proficiency in the non-English language (the document must specifically name the non-English language)
- 5) Any “name change” documents if the 4 above documents have different names (e.g., marriage, divorce, legal name change)



Step 4. Fill out your application

You need to click on the *link* or on the tab *My application*.

The screenshot shows the CCHI Interpreter Registry dashboard. At the top left is the CCHI logo (Certification Commission for Healthcare Interpreters). The top right navigation bar includes 'Welcome N Myral', 'My Account', and 'Logout'. Below this is a blue navigation bar with two tabs: 'My Application' (highlighted with a red box) and 'CCHI Interpreter Registry'. The main content area is titled 'Interpreter Dashboard' and includes a 'Restore Defaults' button. There are two main sections: 'Learning Plan Progress with Task Groups' and 'Recent Communications'. The 'Learning Plan Progress' section shows 'You have no active Applications' and a link 'View Available Applications' (highlighted with a red box). The 'Recent Communications' section contains a table with one entry.

| | Subject | Sent Date (ET) |
|---|---|---------------------|
| ☑ | CCHI Account Registration Confirmation - VERIFY | 09/11/2020 03:13 PM |

Below the table is a link: [View All Communications](#)

Applications

[011246 / Applicant]

Application

 CCHI Application

Status

Available



Continue the application process by clicking "Begin" on the right side of this box.

This is where you tell us about your healthcare interpreter training and educational experiences, confirm your eligibility, and submit your application for review. If you need to edit your identifying information, please select the "my account" tab at the top of the page.



There are **4 sections** in the application

When you complete the section successfully, the section's **blue bar** will turn **green**.

The screenshot shows the CCHI application portal with the following sections and progress indicators:

- Educational Background:** Units Accepted 0, Units Added 0. A blue bar is on the left, and a gray "Add Diploma or Degree" button is on the right.
- Healthcare Interpreter Training:** Units Accepted 0, Units Added 0, Units Required 40. A blue bar is on the left, and a gray "Add Training Activity" button is on the right.
- Primary Language:** Complete Any 1. A green bar is on the left, and a blue "Selecting Language" button is on the right.
- Statements of Understanding:** Complete Any 1. A green bar is on the left, and a blue "Revising Statements of Understanding" button is on the right.

When you complete all 4 sections successfully, the **gray** button "Completing application" will turn **orange** and become clickable.

Section 1 – Educational Background

The screenshot displays the CCHI application portal interface. At the top, the CCHI logo is on the left, and the user's name 'Welcome N Myta!', the current cycle '9/11/2020 - 9/10/2021', and links for 'My Account' and 'Logout' are on the right. Below the header, a navigation bar shows 'My Application' and 'CCHI Interpreter Registry'. The main content area is titled 'CCHI Application (09/11/2020 to 09/10/2021)' with a 'Return to: Applications' link. A status bar indicates 'Status: Your Application Has Not Been Submitted' and 'Completing Application'. The 'Educational Background' section is active, showing 'Units Accepted 0', 'Units Added 0', and 'Units Required 1'. The text explains the application process and lists requirements for applicants, including age, education, language proficiency, and training hours. A red box highlights the 'Add Diploma or Degree' button at the bottom right of the page.

CCHI Certification Commission for Healthcare Interpreters

Welcome N Myta! Cycle: | 9/11/2020 - 9/10/2021 My Account Logout

My Application CCHI Interpreter Registry

CCHI Application (09/11/2020 to 09/10/2021) Return to: Applications

Status: Your Application Has Not Been Submitted Completing Application

Educational Background

Units Accepted 0 Units Added 0 Units Required 1

Watch a video about the application process at <https://youtu.be/HhNsgyt-eJo>.

CCHI has established specific eligibility requirements or "prerequisites" for applicants applying to participate in CCHI's credentialing program. CCHI's Commissioners have had and continue to have very in-depth and thorough conversations about eligibility criteria while assuring a balance of needs and desires of all stakeholders involved in the delivery of healthcare interpreter services.

Applicants for CCHI CHI™ and CoreCHI™ credentials must meet all of the following requirements:

1. Eighteen (18) years of age;
2. Graduation from a U.S. high school or its equivalent, including an equivalent from an educational program outside the United States;
3. Language Proficiency in English and target language;
4. Completion of a minimum of 40 hours in healthcare interpreter training.

This application provides a way for you to state that you meet requirements for certification and for taking the examination. **You must upload relevant documentation** that evidences your eligibility as one file per category/activity, in a pdf or jpg format to complete the application. Any document in a non-English language must be translated into English; the translation and original document must be uploaded as 1 file.

To meet the Education requirement, please upload a document evidencing that you achieved a **high school level of education** of any country. Examples of acceptable documents are:

- high school diploma;
- GED certificate;
- college enrollment document;
- college transcripts;
- college diploma (any level: B.A., M.A., Ph.D.);
- confirmation of a refugee (asylee) status in the U.S.

By completing and submitting the application, you are agreeing that you have original documentation for all requirements, including language proficiency, and would be able to quickly and easily provide this documentation to CCHI if audited by CCHI. Documentation of requirements and periodic, random audits of those who earn CCHI credentials is necessary for CCHI to achieve and sustain status as an accredited certification program for professionals in healthcare interpreting. For details, see CCHI **Candidate's Examination Handbook** on our website at <http://www.cchicertification.org/certifications/preparing/>.

Add Diploma or Degree



Section 1 – Educational Background

Welcome N Myta! Cycle: | 9/11/2020 - 9/10/2021 My Account Logout

CCHI Certification Commission for Healthcare Interpreters

CCHI Interpreter Registry

CCHI Application (09/11/2020 to 09/11/2021)

Status: Your Application Has No Units

Educational Background

Watch a video about the application process at <https://www.cchi.org/education>

CCHI has established specific eligibility requirements for applicants who have had and continue to have very in-depth and thorough education in the delivery of healthcare interpreter services.

Applicants for CCHI CHI™ and CoreCHI™ credentials must meet all of the following requirements:

1. Eighteen (18) years of age;
2. Graduation from a U.S. high school or its equivalent, including an equivalent from an educational program outside the United States;
3. Language Proficiency in English and target language;

Return to: [Applications](#)

Completing Application

Accepted 0 Units Added 0 Units Required 1

commissioners have holders involved in the

| Title | Activity Type | Action |
|---------------------|-------------------------|----------|
| High School Diploma | Application - Education | + Select |
| Associates Degree | Application - Education | + Select |
| Bachelors Degree | Application - Education | + Select |
| Masters Degree | Application - Education | + Select |
| Doctoral Degree | Application - Education | + Select |

Section 1 – Educational Background

Welcome N Myta! Cycle: | 9/11/2020 - 9/10/2021 My Account Logout ?

High School Diploma: Enter Degree

Please tell us about the academic degrees that you have earned. **Start with your high school diploma or GED and continue to add degrees through the highest degree that you have earned.**

To be eligible for CCHI Certification you must have at least a high school diploma or its equivalent, including an equivalent from an educational program outside the United States. You must upload relevant documentation in a pdf or jpg format.

Degree Obtained: High School Diploma

School Name (or institution granting GED)*: Best High School

School City, State*: Paris

School Country: France

Years Attended (e.g., 1985-1989)*: 1980-1984

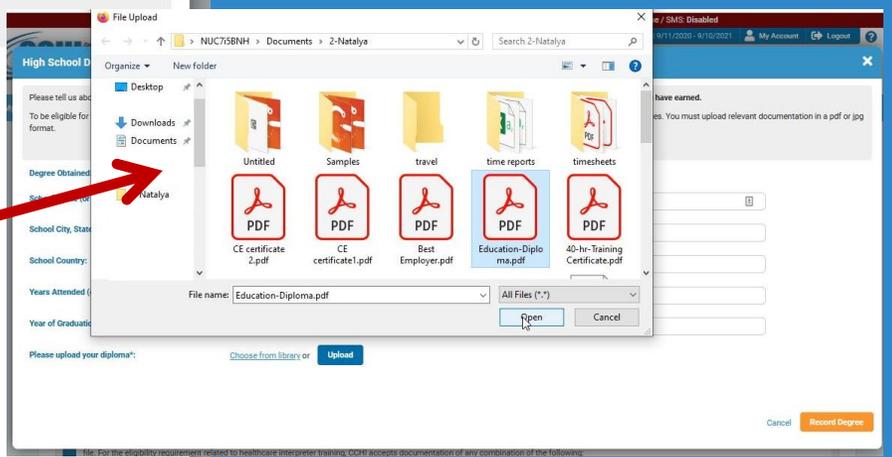
Year of Graduation (e.g., 1989)*: 1985

Please upload your diploma*: [Choose from library](#) or **Upload**

[Cancel](#) [Record Degree](#)

file. For the eligibility requirement related to healthcare interpreter training, CCHI accepts documentation of any combination of the following:

- Completing academic or non-academic training;
- Adding up hours from multiple courses related to healthcare interpreting;



Section 1 – Educational Background

Welcome N Myta! Cycle: | 9/11/2020 - 9/10/2021 My Account Logout ?

High School Diploma: Enter Degree

Please tell us about the academic degrees that you have earned. **Start with your high school diploma or GED and continue to add degrees through the highest degree that you have earned.**

To be eligible for CCHI Certification you must have at least a high school diploma or its equivalent, including an equivalent from an educational program outside the United States. You must upload relevant documentation in a pdf or jpg format.

| | |
|---|--|
| Degree Obtained: | High School Diploma |
| School Name (or institution granting GED)*: | <input type="text" value="Best High School"/> |
| School City, State*: | <input type="text" value="Paris"/> |
| School Country: | <input type="text" value="France"/> |
| Years Attended (e.g., 1985-1989)*: | <input type="text" value="1980-1984"/> |
| Year of Graduation (e.g., 1989)*: | <input type="text" value="1985"/> |
| Please upload your diploma*: | <input type="text" value="Education-Diploma.pdf"/> |

Cancel Record Degree

Record Degree (Move Next - orange)

transcript, letter from trainer, etc.). Any documents in a non-English language must be translated into English; the translation and original document must be uploaded as 1 file. For the eligibility requirement related to healthcare interpreter training, CCHI accepts documentation of any combination of the following:



Section 1 – Educational Background

When you complete the section successfully, the section's blue bar will turn green.

CCHI Application (09/11/2020 to 09/10/2021) Return to: [Applications](#)

Status: Your Application Has Not Been Submitted Completing Application

✓ Educational Background Units Accepted 1 Units Added 1 Units Required 1

Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>. Please tell us about academic degrees you have earned. Start with your high school diploma or GED (required) and continue through your highest degree. ([show more](#))

+ Add Diploma or Degree

| School Name | Degree | Year Graduated | |
|------------------|---------------------|----------------|----------|
| Best High School | High School Diploma | 1985 | Recorded |

○ Healthcare Interpreter Training Units Accepted 0 Units Added 0 Units Required 40

Please click the button "Add Training Activity" to start. Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>.

You will be asked to describe your medical interpreting training **AND upload documentation** that evidences that you completed it (e.g., certificate of attendance or completion, transcript, letter from trainer, etc.). Any documents in a non-English language must be translated into English; the translation and original document must be uploaded as 1 file. For the eligibility requirement related to healthcare interpreter training, CCHI accepts documentation of any combination of the following:

- Completing academic or non-academic training;
- Adding up hours from multiple courses related to healthcare interpreting;
- Completing continuing education courses;
- Developing or teaching interpreter training courses; or
- On-the-job training (including formal training classes and shadowing or being shadowed by experienced interpreters).

As an alternative, CCHI also accepts the following training:

- Attending interpreter conferences at which you participated in workshops that discussed issues related to the practice of interpreting – maximum of five hours allowed.
- Completing interpreter training courses not focused on healthcare (e.g., court, community, conference) or completing training in the health professions (e.g., nursing, occupational therapy, social work) – maximum of five hours allowed.

CCHI recognizes that there is some overlap between healthcare interpreting and other interpreting and training for health professionals. However, there are also significant differences in the ethics, standards of practice and terminology utilized. Thus, CCHI allows applicants to count some non-healthcare interpreter related experiences toward CCHI's 40-hour healthcare interpreter training requirement.

CCHI accepts certificates of the 40-hour healthcare interpreter training regardless of when the training (including conference attendance) was completed. Please see the CCHI **Candidate's Examination Handbook** on our website at <http://www.cchicertification.org/certifications/preparing/> for more information about training activities.

+ Add Training Activity



Name Change Documentation

If your documents are issued in different names, you need to upload a document confirming the name change. It's easiest to add it in the Education Section as another diploma and enter "Name change" in the field for the school name.

CCHI Application (09/11/2020 to 09/10/2021) Return to: [Applications](#)

Status: Your Application Has Not Been Submitted Completing Application

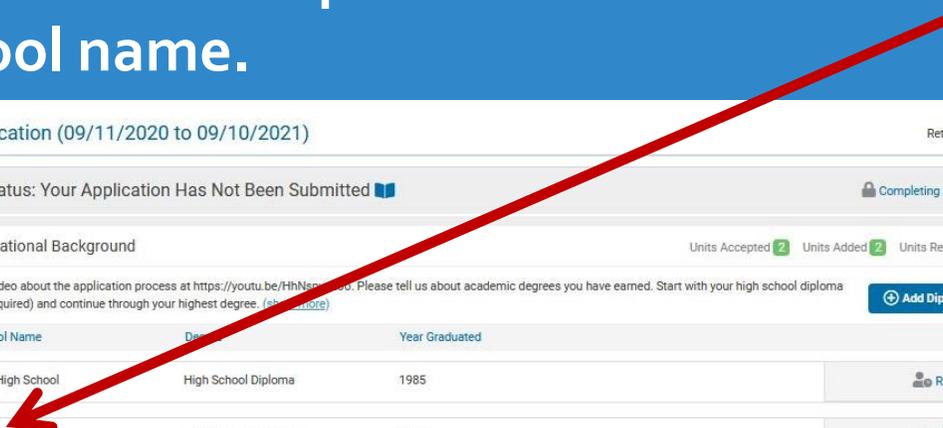
✓ Educational Background Units Accepted 2 Units Added 2 Units Required 1

Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>. Please tell us about academic degrees you have earned. Start with your high school diploma or GED (required) and continue through your highest degree. [\(show more\)](#) [Add Diploma or Degree](#)

| School Name | Degree | Year Graduated | |
|------------------|---------------------|----------------|----------|
| Best High School | High School Diploma | 1985 | Recorded |
| Name change | High School Diploma | 1999 | Recorded |

Healthcare Interpreter Training Units Accepted 0 Units Added 0 Units Required 40

Please click the button "Add Training Activity" to start. Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>.



Section 2 – Healthcare Interpreter Training

Healthcare Interpreter Training

Units Accepted 0 Units Added 0 Units Required 40

Please click the button "Add Training Activity" to start. Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>.

You will be asked to describe your medical interpreting training **AND upload documentation** that evidences that you completed it (e.g., certificate of attendance or completion, transcript, letter from trainer, etc.). Any documents in a non-English language must be translated into English; the translation and original document must be uploaded as 1 file. For the eligibility requirement related to healthcare interpreter training, CCHI accepts documentation of any combination of the following:

- Completing academic or non-academic training;
- Adding up hours from multiple courses related to healthcare interpreting;
- Completing continuing education courses;
- Developing or teaching interpreter training courses; or
- On-the-job training (including formal training classes and shadowing or being shadowed by experienced interpreters).

As an alternative, CCHI also accepts the following training:

- Attending interpreter conferences at which you participated in workshops that discussed issues related to the practice of interpreting – maximum of five hours allowed.
- Completing interpreter training courses not focused on healthcare (e.g., court, community, conference) or completing training in the health professions (e.g., nursing, occupational therapy, social work) – maximum of five hours allowed.

CCHI recognizes that there is some overlap between healthcare interpreting and other interpreting and training for health professionals. However, there are also significant differences in the ethics, standards of practice and terminology utilized. Thus, CCHI allows applicants to count some non-healthcare interpreter related experiences toward CCHI's 40-hour healthcare interpreter training requirement.

CCHI accepts certificates of the 40-hour healthcare interpreter training regardless of when the training (including conference attendance) was completed. Please see the CCHI *Candidate's Examination Handbook* on our website at <http://www.cchicertification.org/certifications/preparing/> for more information about training activities.

+ Add Training Activity

Section 2 – Healthcare Interpreter Training

application process
continue through your

hol diploma

Select Training Activity for Healthcare Interpreter Training

Start by clicking one of the activity types below for the event you are adding.

| Title | Activity Type | |
|--|---------------------------------|----------|
| Healthcare Interpreter Training | Healthcare Interpreter Training | + Select |
| Academic or Non-Academic Training | Healthcare Interpreter Training | + Select |
| Continuing Education Course | Healthcare Interpreter Training | + Select |
| Developing or Teaching Interpreter Courses | Healthcare Interpreter Training | + Select |
| On the Job Training | Healthcare Interpreter Training | + Select |
| Interpreter Conference (5 hrs max) | Healthcare Interpreter Training | + Select |
| Non-Healthcare Interpreter or Other Training | Healthcare Interpreter Training | + Select |

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onferences at which you participated in workshops that discussed issues related to the practice of interpreting – maximum of five hours allowed.
training courses not focused on healthcare (e.g., court, community, conference) or completing training in the health professions (e.g., nursing

Section 2 – Healthcare Interpreter Training

Healthcare Interpreter Training: Add a training activity ✕

Please describe your most relevant 40 hours of training AND upload relevant documentation (certificate of attendance or completion, transcript, etc.). If the course titles do not clearly reflect the course's relevance to this certification, include a description of how the course relates to healthcare interpreting and the eligibility requirements. For details about accepted training, see our [Eligibility Criteria](http://www.cchicertification.org/44-certification/eligibility-criteria/90-eligibility-criteria) page at www.cchicertification.org/44-certification/eligibility-criteria/90-eligibility-criteria.

If you enter on the job training, you must upload an official document from the employer that describes the time and duration of the training, what topics or activities were included, and the name of the person who supervised/oversaw your training.

You may count classroom or contact hours. If your information is documented in academic semester hours, quarter hours or continuing education hours, you must convert this into actual classroom/contact hours for your application. For example, if you received two (2) academic credits for a healthcare interpreter training course, you must determine how many hours you spent in the classroom over the course of the semester (e.g. 30) and insert this number (30) instead of the number of college credits received (2). Your application must document a total of 40 hours of classroom or contact training hours or you will not be eligible.

Course/ Conference/ Event Title*:

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

Name of Sponsor/Provider/Institution*:

Start Date of Training*:

End Date of Training*:

Upload Training Verification Document*:

Course/Conference/Training Description*:

Cancel Add this Activity



Section 2 – Healthcare Interpreter Training

Healthcare Interpreter Training Units Accepted 6 Units Added 6 Units Required 40 +

Please describe your most relevant 40 hours of healthcare interpreter training by clicking the "Add Activity" button to the right. Working as an interpreter does not count as training. ([show more](#))

+ Add Training Activity

| Training Activity | Completion Date | Hours | Activity Recorded |
|-------------------|-----------------|-------|--------------------------------|
| Best conference | 9/1/2020 | 6 | Activity Recorded |

Healthcare Interpreter Training: Add a training activity

Please describe your most relevant 40 hours of training AND upload relevant documentation (certificate of attendance or completion, transcript, etc.). If the course titles do not clearly reflect the course's relevance to this certification, include a description of how the course relates to healthcare interpreting and the eligibility requirements. For details about accepted training, see our [Eligibility Criteria](#) page at www.cchicertification.org/44-certification/eligibility-criteria/99-eligibility-criteria.

If you enter on the job training, you must upload an official document from the employer that describes the time and duration of the training, what topics or activities were included, and the name of the person who supervised/oversaw your training.

You may count classroom or contact hours. If your information is documented in academic semester hours, quarter hours or continuing education hours, you must convert this into actual classroom/contact hours for your application. For example, if you received two (2) academic credits for a healthcare interpreter training course, you must determine how many hours you spent in the classroom over the course of the semester (e.g. 30) instead of the number of college credits received (2). Your application must document a total of 40 hours of classroom or contact training hours or you will not be eligible.

Course/ Conference/ Event Title*:

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

Name of Sponsor/Provider/Institution*:

Start Date of Training*:

End Date of Training*:

Upload Training Verification Document*:

Course/Conference/Training Description*: www.best_trainer.com"/>

Cancel **Add this Activity**



Section 2 – Healthcare Interpreter Training

Healthcare Interpreter Training: Add a training activity

Please describe your most relevant 40 hours of training AND upload relevant documentation (certificate of attendance or completion, transcript, etc.). If the course titles do not clearly reflect the course's relevance to this certification, include a description of how the course relates to healthcare interpreting and the eligibility requirements. For details about accepted training, see our [Eligibility Criteria](http://www.ochicertification.org/44-certification/eligibility-criteria/90-eligibility-criteria) page at www.ochicertification.org/44-certification/eligibility-criteria/90-eligibility-criteria.

If you enter on the job training, you must upload an official document from the employer that describes the time and duration of the training, what topics or activities were included, and the name of the person who supervised/oversaw your training.

You may count classroom or contact hours. If your information is documented in academic semester hours, quarter hours or continuing education hours, you must convert this into actual classroom/contact hours for your application. For example, if you received two (2) academic credits for a healthcare interpreter training course, you must determine how many hours you spent in the classroom over the course of the semester (e.g. 30) and insert this number (30) instead of the number of college credits received (2). Your application must document a total of 40 hours of classroom or contact training hours or you will not be eligible.

Please fix the following error(s):

- Training must have been completed.

Course/ Conference/ Event Title*:

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

Name of Sponsor/Provider/Institution*:

Start Date of Training*:

End Date of Training*:

Training must have been completed.

Upload Training Verification Document*:

Course/Conference/Training Description*:

Cancel



Section 3 – Primary Language of Service

Status: Your Application Has Not Been Submitted Completing Application

✓ Educational Background Units Accepted 2 Units Added 2 Units Required 1

Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>. Please tell us about academic degrees you have earned. Start with your high school diploma or GED (required) and continue through your highest degree. [\(show more\)](#) Add Diploma or Degree

| School Name | Degree | Year Graduated | |
|------------------|---------------------|----------------|----------|
| Best High School | High School Diploma | 1985 | Recorded |
| Name change | High School Diploma | 1999 | Recorded |

✓ Healthcare Interpreter Training Units Accepted 46 Units Added 46 Units Required 40

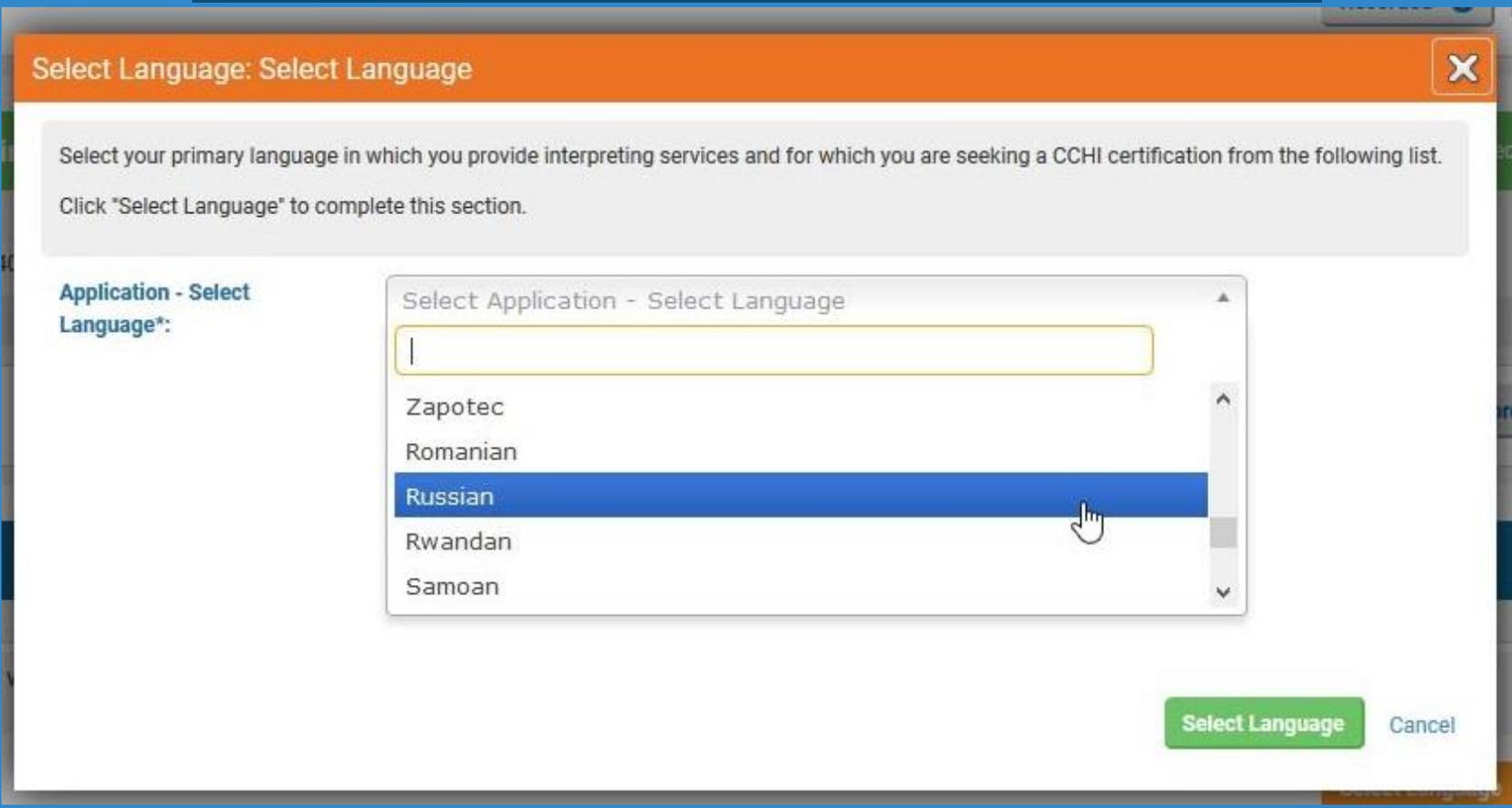
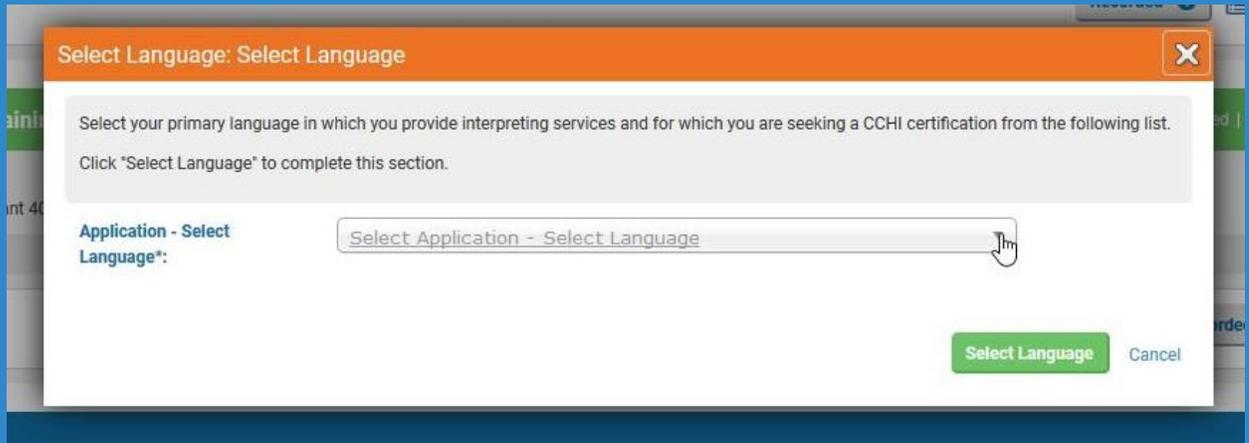
Please describe your most relevant 40 hours of healthcare interpreter training by clicking the "Add Activity" button to the right. Working as an interpreter does not count as training. [\(show more\)](#) Add Training Activity

| Training Activity | Completion Date | Hours | |
|-------------------|-----------------|-------|-------------------|
| Best conference | 9/1/2020 | 6 | Activity Recorded |
| Best trainer | 8/17/2020 | 40 | Activity Recorded |

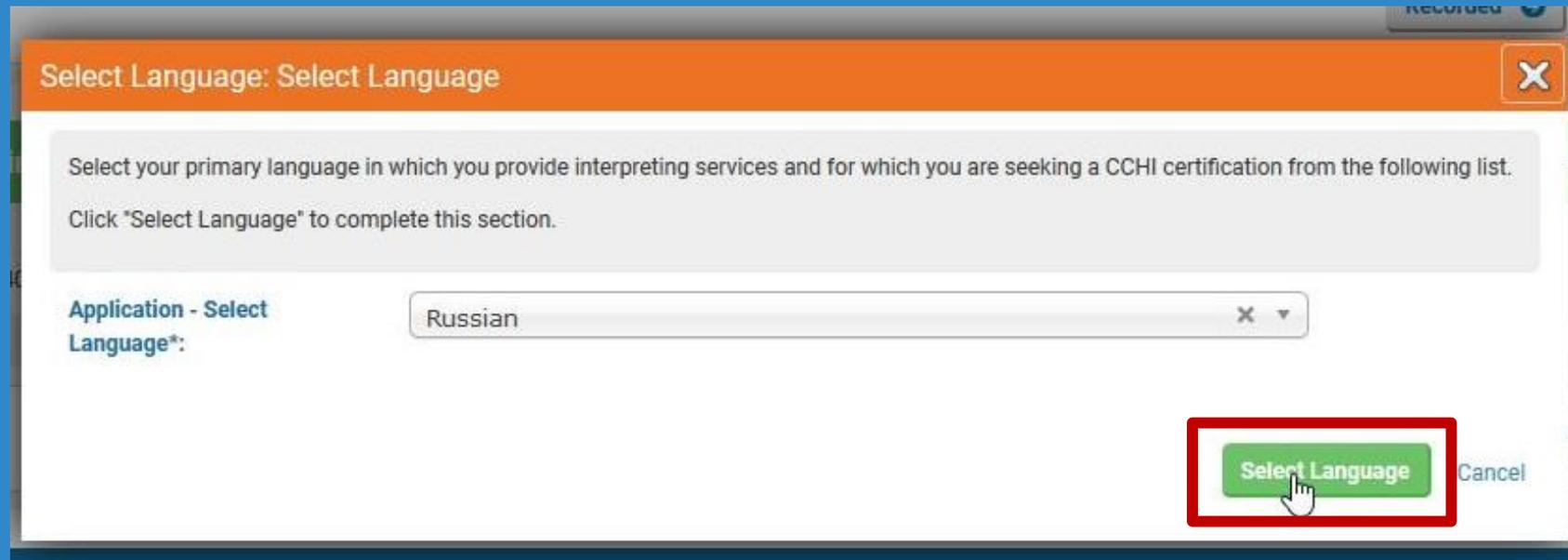
✓ Primary Language Complete Any 0

Required Select the primary language for which you are seeking a CCHI credential. Select Language





Section 3 – Primary Language of Service



Select Language: Select Language

Select your primary language in which you provide interpreting services and for which you are seeking a CCHI certification from the following list.
Click "Select Language" to complete this section.

Application - Select Language*: Russian

Select Language Cancel

Section 4 – Statement of Understanding = Your *legal* contract with CCHI

✓ Educational Background Units Accepted 2 Units Added 2 Units Required 1

Watch a video about the application process at <https://youtu.be/HhNspt-eJo>. Please tell us about academic degrees you have earned. Start with your high school diploma or GED (required) and continue through your highest degree. ([show more](#))

[+ Add Diploma or Degree](#)

| School Name | Degree | Year Graduated | |
|------------------|---------------------|----------------|----------|
| Best High School | High School Diploma | 1985 | Recorded |
| Name change | High School Diploma | 1999 | Recorded |

✓ Healthcare Interpreter Training Units Accepted 46 Units Added 46 Units Required 40

Please describe your most relevant 40 hours of healthcare interpreter training by clicking the "Add Activity" button to the right. Working as an interpreter does not count as training. ([show more](#))

[+ Add Training Activity](#)

| Training Activity | Completion Date | Hours | |
|-------------------|-----------------|-------|-------------------|
| Best conference | 9/1/2020 | 6 | Activity Recorded |
| Best trainer | 8/17/2020 | 40 | Activity Recorded |

✓ Primary Language Complete Any 0

Required Select the primary language for which you are seeking a CCHI credential.

Arabic [Language Selected](#)

Statements of Understanding Complete Any 1

Read these statements by clicking on the button above to attest to your eligibility and agree to CCHI's Statement of Understanding. ([show more](#))

[Complete Eligibility Statements](#)



Section 4 – Statement of Understanding = Your *legal* contract with CCHI

Attestations: Statements of Understanding ✕

This application provides a way for you to state that you meet requirements for certification and for taking the examination. By answering the questions below, you are attesting to your eligibility and agreeing that you have original documentation for all requirements, and would be able to quickly and easily provide this documentation to CCHI if audited by CCHI. Please review CCHI's **Eligibility Criteria and documentation requirements** at <http://www.cchicertification.org/44-certification/eligibility-criteria/90-eligibility-criteria>.

Please answer "Yes" to each of the statements below to complete the application. If you cannot answer "Yes" to each of the questions, you do not meet CCHI's eligibility requirements. For the language proficiency statement, please upload 1 file with evidence of your English proficiency and 1 file with evidence of your proficiency in the other language (i.e., primary language of interpreting). See the detailed explanation of accepted documents at the [Eligibility Criteria page](#). Here are some examples of documentation (if you have several documents, scan them as 1 file in a pdf or jpg format):

- A high school diploma, or equivalent, taught in English or the other language;
- A post-secondary degree, with the majority of classes conducted in English or the other language;
- Studying/working in an English-speaking country or a country of the other language;
- An oral proficiency interview/examination in English or in the other language;
- Other interpreter/translator certification;
- Refugee status documentation (if above documentation is not available due to refugee experience).

I am at least 18 years of age. *:
 Yes No

I have a minimum of a U.S. high school diploma (or GED) or its equivalent from another country*:
 Yes No

I have at least 40 hours of healthcare interpreter training (academic or non-academic). *:

I have linguistic proficiency in English and the target language(s) selected above for which I am seeking CCHI credentials. *:

Documentation of English Language Proficiency*: [Choose from library](#) or

Documentation of Other Language Proficiency*: [Choose from library](#) or



Section 4 – Statement of Understanding

= Your *legal* contract with CCHI

Attestations: Statements of Understanding

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- An oral proficiency interview/examination in English or in the other language;
- Other interpreter/translator certification;
- Refugee status documentation (if above documentation is not available due to refugee experience).

I am at least 18 years of age. *:

I have a minimum of a U.S. high school diploma (or GED) or its equivalent from another country*:

I have at least 40 hours of healthcare interpreter training (academic or non-academic). *:

I have linguistic proficiency in English and the target language(s) selected above for which I am seeking CCHI credentials. *:

Documentation of English Language Proficiency*:

Documentation of Other Language Proficiency*: or

Choose File

| Filename | Uploaded On | Size | Description | Actions |
|--------------------------------|-------------|-------|--|---------------------------------------|
| 40-hr-Training-Certificate.pdf | 9/11/2020 | 58 KB | Uploaded for Healthcare Interpreter Training | <input type="button" value="Select"/> |
| CE certificate1.pdf | 9/11/2020 | 91 KB | Uploaded for Healthcare Interpreter Training | <input type="button" value="Select"/> |
| Name change.pdf | 9/11/2020 | 35 KB | Uploaded for High School Diploma | <input type="button" value="Select"/> |
| Education-Diploma.pdf | 9/11/2020 | 74 KB | Uploaded for High School Diploma | <input type="button" value="Select"/> |



Section 4 – Statement of Understanding = Your *legal* contract with CCHI

Attestations: Statements of Understanding

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- Other interpreter/translator certification;
- Refugee status documentation (if above documentation is not available due to refugee experience).

I am at least 18 years of age. *:

Yes

I have a minimum of a U.S. high school diploma (or GED) or its equivalent from another country*:

Yes

I have at least 40 hours of healthcare interpreter training (academic or non-academic). *:

Yes

I have linguistic proficiency in English and the target language(s) selected above for which I am seeking CCHI credentials. *:

Yes

Documentation of English Language Proficiency*:

[40-hr-Training_Certificate.pdf](#)   

Documentation of Other Language Proficiency*:

Choose from library   

Upload

Finish Later Cancel Continue



Section 4 – Statement of Understanding = Your *legal* contract with CCHI

Attestations: Statements of Understanding ✕

This application provides a way for you to state that you meet requirements for certification and for taking the examination. By answering the questions below, you are attesting to your eligibility and agreeing that you have original documentation for all requirements, and would be able to quickly and easily provide this documentation to CCHI if audited by CCHI. Please review CCHI's **Eligibility Criteria and documentation requirements** at <http://www.cchicertification.org/44-certification/eligibility-criteria/90-eligibility-criteria>.

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- An oral proficiency interview/examination in English or in the other language;
- Other interpreter/translator certification;
- Refugee status documentation (if above documentation is not available due to refugee experience).

I am at least 18 years of age. *: ✕ ▾

I have a minimum of a U.S. high school diploma (or GED) or its equivalent from another country*: ✕ ▾

I have at least 40 hours of healthcare interpreter training (academic or non-academic). *: ✕ ▾

I have linguistic proficiency in English and the target language(s) selected above for which I am seeking CCHI credentials. *: ✕ ▾

1 Documentation of English Language Proficiency*: [40-hr-Training Certificate.pdf](#)   

1 Documentation of Other Language Proficiency*: [OE certificate1.pdf](#)    Remove File

Finish Later Cancel Continue



Section 4 – Statement of Understanding = Your *legal* contract with CCHI

Attestations: Statements of Understanding

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- Studying/working in an English-speaking country or a country of the other language;
- An oral proficiency interview/examination in English or in the other language;
- Other interpreter/translator certification;
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I have at least 40 hours of healthcare interpreter training (academic or non-academic). *:

I have linguistic proficiency in English and the target language(s) selected above for which I am seeking CCHI credentials. *:

Documentation of English Language Proficiency*:

Documentation of Other Language Proficiency*:

40-hr-Training Certificate.pdf

Lang proficiency-Non-English.pdf

Finish Later Cancel Continue



Section 4 – Statement of Understanding = Your *legal* contract with CCHI

Attestations: Statement of Understanding

I hereby apply for certification 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 receiving or maintaining any credential offered by CCHI.

CCHI reserves the right to reject an application based on incomplete or inaccurate information, and further reserves the right to withdraw the certification credential if the applicant has already been awarded the credential prior to the discovery of the incomplete or inaccurate information.

If I am informed that my application to take a certification examination 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, if a CHI™ oral performance examination is NOT offered in the non-English language in which I interpret, passing the CoreCHI™ written multiple-choice examination will result in the certification of a Core Certification Healthcare Interpreter™. I understand the Core Certification Healthcare Interpreter™ certification is not language-specific and does not assess my language proficiency in English or the language in which I interpret. I agree to only display and represent my certification 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 CoreCHI™ certification.

I understand that, if a CHI™ oral performance examination IS offered in the non-English language in which I interpret, I am not eligible to receive the Core Certification Healthcare Interpreter™ (CoreCHI™). I understand that I am required to take and pass both the CoreCHI™ written multiple-choice and a language-specific CHI™ oral performance examination in order to be awarded the certification of a Certified Healthcare Interpreter™. I agree to only display and represent my certification 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 CHI™ certification.

If a CHI™ oral performance examination is offered in the non-English language in which I interpret, and if I pass the CoreCHI™ written multiple-choice examination, I understand that I will have ONE (1) year in which to pay for and take the CHI™ oral performance examination. I understand that if I do not take the CHI™ oral performance examination within one year, I must pay the CoreCHI™ examination fee again and retake the CoreCHI™ written multiple-choice examination before taking the CHI™ oral performance examination.

I understand that the application fee and any examination fee are non-refundable, and I agree not to reverse any online payments made to CCHI. I agree to inform CCHI in writing of any fee-related questions I may have. I understand that any examination fee is for one exam administration only.

I understand that if I fail either the CoreCHI™ written multiple-choice or CHI™ oral performance examinations, I must wait for the CCHI-determined period before I can re-take an examination and pay a full examination fee again. I may retake either examination up to three times within one year.

I understand that I must pay the CoreCHI™ examination fee at the time of my application. If my application is denied, CCHI will refund the CoreCHI™ examination fee within 10 business days. If my application is accepted, I will receive a Notice to Schedule and must schedule the CoreCHI™ examination within 6 months. If I fail to schedule the CoreCHI™ examination within these 6 months, my application becomes inactive, and I will have to re-apply and pay a new combined application and examination fee.

I understand that if I need any ADA accommodation for taking an examination, I must comply with CCHI's ADA Accommodation Policy and submit to CCHI all required documentation electronically and at least 4 weeks prior to scheduling my examination.

I understand that all examination content is confidential. I agree not to discuss it with anyone except for CCHI authorized representatives if needed to exercise my right to provide feedback, describe exam irregularity or appeal. I understand that disclosure of the examination content is a violation of CCHI's Disciplinary Policy, and CCHI will apply sanctions deemed appropriate pursuant to the said policy and may seek legal action against me.

I understand that the facts of my submitting the application, passing the CoreCHI™ exam, being awarded or renewing a certification credential will be made public in CCHI's online Registry. I agree to this display of my name, primary language, and status in the certification process in CCHI's online Registry. I agree to the display in the Registry of my city, zip code, and state of residence, and the date of credential award and renewal. CCHI will not display any other information, including but not limited to my email address, without my consent. I understand that if I want my email address to be displayed in the online Registry, I have to select an appropriate setting in my account myself.

I agree to abide by all CCHI's policies, including but not limited to CCHI's Confidentiality and Disciplinary Policies as well as all instructions regarding taking any of CCHI's examinations.

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 offering, taking, grading, and/or reporting of these tests. By submitting this application, I understand and agree to all of the aforementioned.

I agree to the statement above*:

Select Attest - SOU
Yes

Back Cancel Complete Statement



Section 4 – Statement of Understanding = Your *legal* contract with CCHI

Attestations: Statement of Understanding

I hereby apply for certification 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 receiving or maintaining any credential offered by CCHI.

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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 offering, taking, grading, and/or reporting of these tests. By submitting this application, I understand and agree to all of the aforementioned.

I agree to the statement above*:

[Back](#) [Cancel](#) [Complete Statement](#)



When all 4 sections are 'green' – click *Submit Application*

Status: Your Application Has Not Been Submitted

Submit Application

Educational Background Units Accepted 2 Units Added 2 Units Required 1

Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>. Please tell us about academic degrees you have earned. Start with your high school diploma or GED (required) and continue through your highest degree. ([show more](#))

Add Diploma or Degree

| School Name | Degree | Year Graduated | |
|------------------|---------------------|----------------|----------|
| Best High School | High School Diploma | 1985 | Recorded |
| Name change | High School Diploma | 1999 | Recorded |

Healthcare Interpreter Training Units Accepted 46 Units Added 46 Units Required 40

Please describe your most relevant 40 hours of healthcare interpreter training by clicking the 'Add Activity' button to the right. Working as an interpreter does not count as training. ([show more](#))

Add Training Activity

| Training Activity | Completion Date | Hours | |
|-------------------|-----------------|-------|-------------------|
| Best conference | 9/1/2020 | 6 | Activity Recorded |
| Best trainer | 8/17/2020 | 40 | Activity Recorded |

Primary Language Complete Any 0

Required Select the primary language for which you are seeking a CCHI credential.

Arabic **Language Selected**

Statements of Understanding Complete Any 1

Read these statements by clicking on the button above to attest to your eligibility and agree to CCHI's Statement of Understanding. ([show more](#))

Awaiting Review



Learn about CoreCHI™ testing modalities and how to schedule your exam

Welcome Adriana Lira! Cycle: 1/15/2021 - 1/14/2022

CCHI Application: Complete Eligibility Requirements: Main Section

You may submit your application when all the sections are complete, and the "Submit Application" button is orange. Before you can proceed to the payment screen, you need to review the information about the online testing of the CoreCHI exam and exam scheduling. Click on the tabs on the left, review the information, and answer the questions. When done, to submit the application, click on the "Pay fees" button. OR you may request an ADA accommodation at this time ([review CCHI's ADA accommodation policies](#)) by clicking the blue "Request ADA accommodation" button. After you have successfully paid for your application, you will return to the applications section, and the application "status" will have changed to "Under Review." You are then finished and can log out.

Main Section

- Overview of Online Testing
- Technical Requirements
- Computer System Check for Online Testing
- Online ProProctor Experience
- Room Requirements for Online Testing
- Online Exam Termination Information
- Scheduling the CoreCHI Exam

Please provide any comments to CCHI:

< Previous **Next >**

Opt Out Request ADA Accommodation Cancel Pay Fees



CCHI Application: Complete Eligibility Requirements: Overview of Online Testing

"Request ADA accommodation" button. After you have successfully paid for your application, you will return to the applications section, and the application "status" will have changed to "Under Review." You are then finished and can log out.

Main Section >

Overview of Online Testing

Technical Requirements >

Computer System Check for Online Testing >

Online ProProctor Experience >

Room Requirements for Online Testing >

Online Exam Termination Information >

Scheduling the CoreCHI Exam >

Before you submit the application, **please read the following information about the testing process.** There are now two ways to take your CoreCHI™ ("written") certification exam. You have the option to take your exam either in a physical Prometric test center or ONLINE at a location of your choice where you must be in a private room with a closed door and provide a computer with a camera, microphone, and a stable internet connection. Please read through the next screens and answer the questions. **After you read all the information, you will be able to pay for the application and submit it.**

NOTE: When you click on any of the external links provided in the following sections, you will open in a new browser tab/window, and you will be at a webpage outside of this application. After you read the information on that webpage or perform a necessary task, return to this tab/window (of the browser).

Online, "at-home" exams are administered using Prometric's ProProctor™ application. If you choose this option, you will need to download it *after* you receive the confirmation of the scheduled appointment. We explain how to download the app later.

During the exam check-in process, you will be asked to show a valid ID with your photo. **The name on that ID must match the name on the Notice to Schedule** that we email to you after the application is approved (which is the full name on your account). If, when you receive our Notice, you see that **the name does not match, email your ID to us as an attachment to apply@cchicertification.org.** You must take care of any name adjustments as soon as possible upon receiving the Notice and **at least 7 business days before the date of your scheduled exam.**

All exams are continuously monitored by remote proctors in a live format, and video and audio recording of the whole process is performed as well.

Proctors may terminate the exam at any time for violations of the testing requirements and protocols. It is your responsibility to comply with all the requirements. Keep in mind that if you violate any of the testing procedures, CCHI may impose disciplinary sanctions *in addition* to the termination of the exam.

There are no refunds if your test is not administered due to your failure to meet the security or system requirements or if it is terminated for violation of the testing protocols.

Did you read and understand the information provided above?:

Select Overview answer

Yes

< Previous

Next >

CCHI Application: Complete Eligibility Requirements: Technical Requirements



Overview of Online Testing >

Technical Requirements

Computer System Check for Online Testing >

Online ProProctor Experience >

Room Requirements for Online Testing >

Online Exam Termination Information >

Scheduling the CoreCHI Exam >

Power Source Please plug your device directly into a power source, unattached from a docking station.

Web Browser

Current version of **Google Chrome**

Internet Connection

Speed 0.5 mbps or greater. You cannot use your phone for tethering because the exam cannot be taken on the phone and only one device is allowed in the room.

Wi-Fi Connection

Please position your device where you can receive the strongest signal. For the best experience, please use an Ethernet cable to connect directly to the router, and make sure there is no additional load on your wi-fi connection from other users such as streaming videos, music, or games. Lack of signal strength during your exam may cause you to lose connection to our system (your exam).

Screen Resolution

1024 x 768 is the minimum resolution required.

*Keep in mind that If the exam you are taking displays PDF documents, any resolution below 1920 x 1080 will display PDF documents in a separate window.

Operating System

Windows 8.1 or higher | MacOS 10.13 or higher

*iPad/Android tablets and Chromebooks are not currently supported. Microsoft Surface or similar can be used only when configured in laptop mode and with single camera hardware.

Audio Hardware

Working speakers and microphone required, wired headphone and microphone allowed.

IMPORTANT: To ensure a seamless security check-in process, we require that you take your test using an undocked computer with a movable web-camera.

BE ADVISED: You must be using only a laptop or desktop computer for your exam. No dual-monitor configurations are permitted for testing (i.e.: a desktop with two monitors or a laptop with a separate monitor).

Do you agree to meet the above requirements if you decide to take the CoreCHI exam at home in the online modality?*

Yes



CCHI Application: Complete Eligibility Requirements: Computer System Check for Online Testing



and the application status will have changed to "Under Review." You are then finished and can log out.

Main Section >

Overview of Online Testing >

Technical Requirements >

Computer System Check for Online Testing

Online ProProctor Experience >

Room Requirements for Online Testing >

Online Exam Termination Information >

Scheduling the CoreCHI Exam >

Please complete the device (computer or laptop) System Check at <https://proctorupdate.prometric.com/>. The System Check will open in a new window, and you will be at the Prometric's website. After you complete the check, return to this window (of the browser).

The System Check will indicate if your device meets the technical requirements for taking the CoreCHI exam online, at home. We encourage you to run it even if you are not sure at this time if you would want to take the exam in this modality.

Please note:

- Google Chrome is the required browser.
- You cannot use a phone or a tablet for this check.
- You need to use the same device on which you are planning to take the exam.
- During the System Check, you will be asked to share your webcam and microphone. This will be used exclusively for testing your system.
- Make sure that you click on the gray button "Click to check mic" next to the microphone check mark. If you cannot hear yourself after the mic check, it means that your microphone is not working properly, and until you fix that, you cannot schedule the exam. Even though the CoreCHI exam does not require you to talk and, in fact, you are not allowed to talk during the exam, the proctor must be able to hear all sounds in the room to ensure that you are in the room alone. Without a properly working mic, you will not be allowed to start the exam.
- Privacy and ad blockers may prevent the check from running correctly.
- If your System Check fails any of the needed parameters, please look through the additional information available at <https://ehelp.prometric.com/proproctor/s/>. If after following any additional instructions on this Prometric website, you cannot resolve the issue, use the Chat feature on that webpage. It is a green callout in the right bottom corner of that webpage with the words "I'm here to help." In that Chat, enter all your information about the appointment and follow the instructions. If your system is not compatible, then you can only take the CoreCHI exam at a physical test center.
- While a successful System Check is an indicator that your device is ready for the online testing, on the actual exam day something can still go wrong. Especially, it applies to the stability of the internet service. Make sure that in your household, no one is playing online video games, streaming videos, or having a Zoom call at the time when you are taking the exam. If on the day of the exam, you cannot connect to the Prometric platform or your exam is not launched, make sure that you use the Chat feature (a green callout "I'm here to help") at <https://ehelp.prometric.com/proproctor/s/> to attempt to resolve the IT issue. Before you finish the Chat session, make sure to save its transcript. CCHI will need this transcript to determine if you qualify for a free-of-charge reschedule.
- You do not need to download the ProProctor app at this time, but you need to do it at least one day before your scheduled exam date.

Did you complete the System Check? *

Select System Check run answer

[LB: UAT-CCHI] ProProctor

https://candidate.prometric.com

Most Visited Other Bookmarks

Pro Proctor Launch Exam Contact Support English (US) PROMETRIC

Three Simple Steps Before You can Test

System Check Download & Install ProProctor App Launch Exam

1 System Readiness Check

Before installing the ProProctor application, you can run a system readiness check. This lets us know whether your operating system is compatible to install and run the ProProctor application so that you can take a remotely proctored exam.

CHECK NOW

A system readiness check of your computer will now take place to make sure it is fully compatible with the ProProctor application.

| | | |
|-------------------|---------------|----------------------|
| Screen Resolution | 1366 x 768 | ✓ |
| Operating System | Windows 10 | ✓ |
| Microphone | On | ✓ Click to check Mic |
| Webcam | HD x 300 | ✓ |
| Download Speed | 100.271 Kbps | ✓ |
| Upload Speed | 1.032728 Mbps | ✓ |

Your system has passed the requirement check.

100% Complete

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Online Exam Termination Information

- To re-schedule an existing appointment for online, at-home testing (fees apply): [click here](#)
- To cancel an existing appointment (fees apply): [click here](#)

Scheduling the CoreCHI Exam

Rescheduling/Cancellation Fees

You can reschedule or cancel your exam without any fee penalty, as long as you do so more than 30 (thirty) full calendar days before your scheduled exam date. Candidates must make and confirm all cancellations/changes through the same method (online or via phone) they used to schedule their exam with Prometric. See our instructions in the Notice to Schedule email. Leaving a voice mail for Prometric or test site or CCHI is NOT sufficient to confirm cancellation/change. Your cancellation/change is only complete when you receive a confirmation via email from Prometric or CCHI's staff.

Rescheduling/Cancellation Fees:

- If you want to reschedule/cancel your exam more than 30 (thirty) full calendar days before the exam date, there is no additional fee.
- If you want to reschedule/cancel your exam within 6-30 days before the exam date, you must pay Prometric the \$25 reschedule/cancellation fee. The fee is paid online via Prometric's scheduling webpage (<https://www.prometric.com/CCHI>).
- If you want to cancel/reschedule your already scheduled exam less than 5 calendar days before the exam date (i.e. 1-5 days before the exam date), you, FIRST, must contact CCHI and pay the \$120 reschedule/cancellation fee.
- Regardless of the testing modality (at-test-center or online), if you don't show up for the scheduled exam, OR if you are more than 10 minutes late, your exam fee is forfeited, and you'll have to contact CCHI and pay again the full exam fee (\$175 or \$275 depending on which exam you missed).

Please plan your exam date carefully. If you have any questions, contact our staff at info@cchicertification.org.

Do you understand how to schedule or re-schedule the CoreCHI exam for delivery at a physical test center?*

No

Do you understand how to schedule or re-schedule the CoreCHI exam for online, at-home delivery?*

Yes

Do you understand how to cancel the scheduled exam appointment?*

Yes

Do you understand and agree to the re-scheduling, cancellation, and no-show fees?*

Yes

< Previous Next >

Opt Out

Request ADA Accommodation

Cancel

Pay Fees



before the exam date (i.e. 1-5 days before the exam date), you, FIRST, must contact CCHI and pay the \$130 reschedule/cancellation fee.

- Regardless of the testing modality (at-test-center or online), if you don't show up for the scheduled exam, OR if you are more than 10 minutes late, your exam fee is forfeited, and you'll have to contact CCHI and pay again the full exam fee (\$175 or \$275 depending on which exam you missed).

Please plan your exam date carefully. If you have any questions, contact our staff at info@cchicertification.org.

Please fix the following error(s):

- Please re-read the above and contact us at info@cchicertification.org with questions. If you are no longer interested in the online testing, click the "Opt Out" button.

Do you understand
how to schedule or
re-schedule the
CoreCHI exam for
delivery at a physical
test center?

No

Please re-read the above and contact us at info@cchicertification.org with questions. If you are no longer interested in the online testing, click the "Opt Out" button.

Do you understand how to schedule or re-schedule the CoreCHI exam for delivery at a physical test center?*

Select Test-center schedule ans...

Yes

No

If you are no longer interested in the online testing, click the "Opt Out" button.

Do you understand how to schedule or re-schedule the CoreCHI exam for online, at-home delivery?*

Yes

Do you understand how to cancel the scheduled exam appointment?*

Yes

Do you understand and agree to the re-scheduling, cancellation, and no-show fees?*

Yes

< Previous Next >

Opt Out Request ADA Accommodation Cancel Pay Fees

Did you read the ProProctor User Guide?*

No

You must read the ProProctor User Guide now if you consider online testing. If you are no longer interested in the online testing, click the "Opt Out" button.

Do you understand what you need to do before the exam date if you choose to schedule the CoreCHI exam for the online, at-home delivery?*

Yes

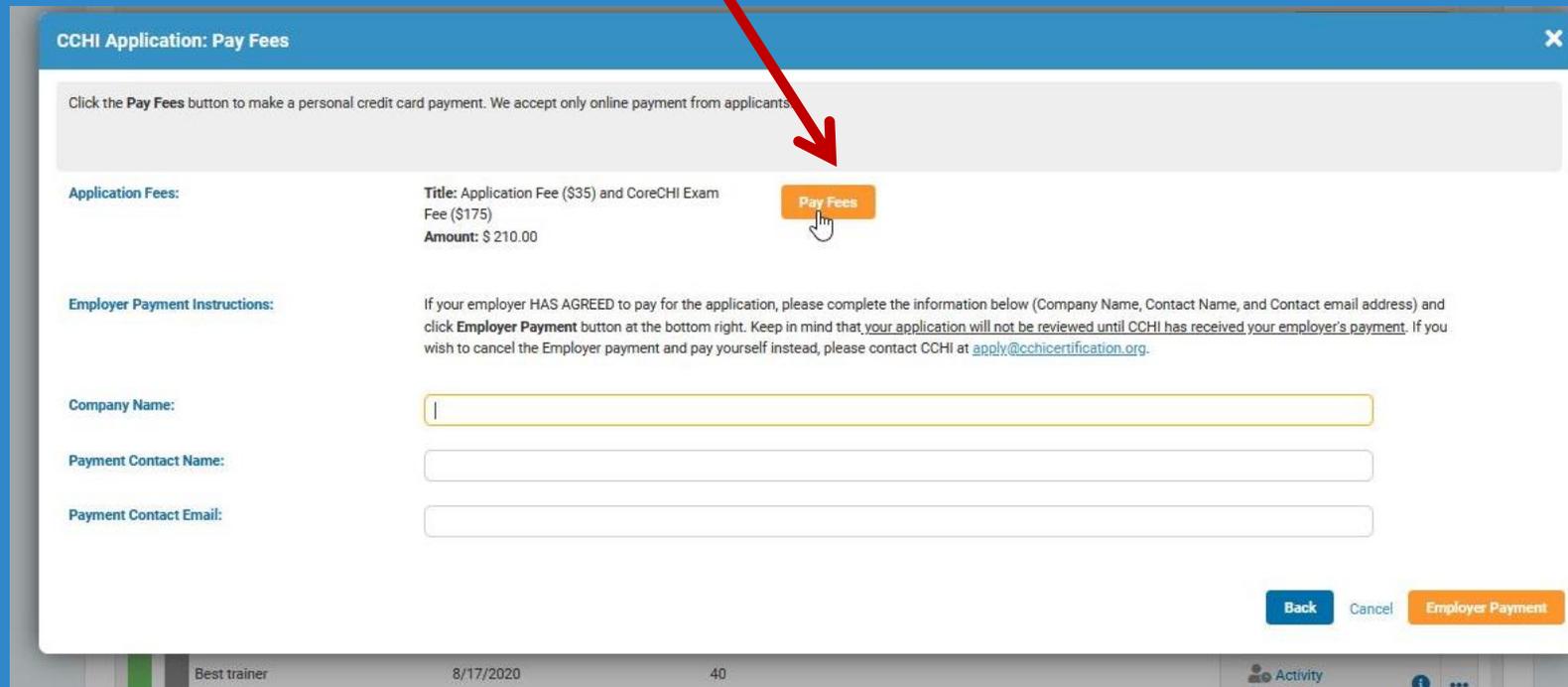
Do you understand how to start the online CoreCHI exam at the scheduled time?*

Yes

< Previous Next >

Opt Out Request ADA Accommodation Cancel Pay Fees

Pay the application and CoreCHI™ exam fee



CCHI Application: Pay Fees

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

Application Fees: Title: Application Fee (\$35) and CoreCHI Exam Fee (\$175)
Amount: \$ 210.00

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:

Payment Contact Name:

Payment Contact Email:

Buttons: Back, Cancel, Employer Payment

Footer: Best trainer, 8/17/2020, 40, Activity



Application Fee (\$35) and CoreCHI Exam Fee (\$175)

\$210.00

1

\$210.00

Total:

\$210.00

Vouchers and Discounts

If you have a discount or voucher code, please enter it here.

Apply Code

Payment Information

Credit Card Information

Total Charge \$210.00

Card Type:

Card Number*:

CVV/CVC Code*:

Expiration Date*:

Billing Information

Payment First Name*:

Payment Last Name*:

Country*:

Address Line 1*:

Address Line 2:

City*:

State*:

Zip/Postal Code*:

Phone:

You will be able to review your purchase before finalizing.

Cancel

Continue



Employer Payment option

CCHI Application: Pay Fees

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

Application Fees: Title: Application Fee (\$35) and CoreCHI Exam Fee (\$175) Amount: \$ 210.00 **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:

Payment Contact Name:

Payment Contact Email:

Back **Employer Payment**



Employer Payment option

CCHI Application: Pay Fees

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

Please fix the following error(s):

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

Ignore Warning(s) and Continue

Application Fees: Title: Application Fee (\$35) and CoreCHI Exam Fee (\$175)
Amount: \$ 210.00 **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: **Warning: Are you sure your employer pays your fees? If you are paying yourself, click Pay Fees button instead.**

Payment Contact Name:

Payment Contact Email:

Back **Cancel** **Employer Payment**



CCHI Application (09/11/2020 to 09/10/2021)

Awaiting Employer Payment

Awaiting Employer Payment

Educational Background

Units Accepted 2 Units Added 2 Units Required 1

Watch a video about the application process at <https://youtu.be/HhNspyt-eJo>. Please tell us about academic degrees you have earned. Start with your high school diploma or GED (required) and continue through your highest degree. ([show more](#))

| School Name | Degree | Year Graduated | |
|------------------|---------------------|----------------|----------|
| Best High School | High School Diploma | 1985 | Recorded |
| Name change | High School Diploma | 1999 | Recorded |

Healthcare Interpreter Training

Units Accepted 46 Units Added 46 Units Required 40

Please describe your most relevant 40 hours of healthcare interpreter training by clicking the "Add Activity" button to the right. Working as an interpreter does not count as training. ([show more](#))

| Training Activity | Completion Date | Hours | |
|-------------------|-----------------|-------|-------------------|
| Best conference | 9/1/2020 | 6 | Activity Recorded |
| Best trainer | 8/17/2020 | 40 | Activity Recorded |

Primary Language

Complete Any 0

Required Select the primary language for which you are seeking a CCHI credential.

Arabic Language Selected

Statements of Understanding

Complete Any 1

Read these statements by clicking on the button above to attest to your eligibility and agree to CCHI's Statement of Understanding. ([show more](#))

Awaiting Review

Your application will not be reviewed until CCHI receives employer payment.

If you wish to reverse this and pay yourself, contact our Registrar at apply@cchicertification.org.

Upon payment, CCHI reviews application within 7 days.

Happy Testing!



info@cchicertification.org



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[Certification Commission for Healthcare Interpreters](https://www.cchicertification.org)



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