



CCHI's Subject Matter Expert (SME) Application

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How to submit this application:

All applications must be submitted electronically via email to solutions@cchicertification.org as attachments. **Please send the following two (2) files for a complete application:**

1. This filled out application, attached as an MS Word file (make sure to answer all questions and complete all sections, save this file with a name that includes your last name)
2. Your full resume, attached as a pdf or MS Word file.

* If you need more space, add it in a corresponding question/section as needed. **This blank application consists of six (6) pages.**

SME Position you are applying for:

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> CoreCHI™ test development | <input type="checkbox"/> Item Writer | <input type="checkbox"/> Item Reviewer |
| <input type="checkbox"/> ETOE™ test development | <input type="checkbox"/> Item Writer | <input type="checkbox"/> Item Reviewer |
| <input type="checkbox"/> CHI™ test development | <input type="checkbox"/> Item Writer | <input type="checkbox"/> Item Reviewer |
| <input type="checkbox"/> Other project: _____ | | |

Have you participated as an SME in CCHI projects?

- No Yes

If Yes, please specify the year and project: _____

Have you participated as an SME in test development projects for any other certification program?

- No Yes

If Yes, please specify the year and project: _____

SECTION 1 – Personal Information

1. Applicant's name:

First name: _____ Middle name: _____

Last name: _____

Your main email address for contact by CCHI:

Please specify which address (phone, email) should CCHI use: home business

2. Home contact information:

Home address: _____

City: _____ State: _____ Zip: _____

Mobile Phone: _____ Alternate phone: _____

Email: _____

3. Business Contact Information (if applicable):

Organization (if applicable): _____

Is this your primary employer or contractor? Yes No

If No, please describe your relationship to this organization: _____

State where Business is located: _____

4. Certification and credentials:

CoreCHI™, CCHI ID # _____

CoreCHI-Performance™, CCHI ID # _____

CHI™, specify language(s): _____ CCHI's ID # _____

State Court Interpreter Certification, specify state: _____

ATA Certification, specify language direction: _____

Other, please specify or state "none": _____

5. Your native language (if raised in a bilingual environment, list both and explain):

6. Your country of origin (used only for diversity representation): _____

7. List language(s) in which you interpret (start with the strongest/native):

Example: 1. Native: Spanish Country/Regional variation: Chile
2. English Country/Regional variation: England, then USA
3. French Country/Regional variation: France

1. Native: _____ Country/Regional variation: _____

2. _____ Country/Regional variation: _____

3. _____ Country/Regional variation: _____

4. _____ Country/Regional variation: _____

8. Years of professional experience as healthcare interpreter. Please indicate years of professional (paid) interpreting in healthcare settings, OR years since you have obtained CCHI certification, if you are not employed as a healthcare interpreter.

I'm NOT an interpreter

2 years or less 3-4 years 5 years 6-10 years more than 10 years

9. How frequently do you interpret in healthcare settings specifically?

- Occasionally, less than 2 hours per week Less than full-time 3-31 hours per week
 Full time (32+ hours per week) Other (please specify): _____

10. In which setting(s) do you interpret? (Place an X in each column for a corresponding frequency)

Frequency	Hospital	Outpatient clinic	Home Health	Public Health	Insurance Plans	Other, specify:
Most frequently						
Frequently						
Now and then						
Seldom						

11. How, in what modality, do you interpret in healthcare settings? (Place an X in each column for a corresponding frequency)

Frequency	In-person	Over the phone	Video Remote
Most frequently			
Frequently			
Seldom			
Non-applicable			

12. Education level (check all that apply):

	Level	Graduation year	Country
	High school/GED		
	Bachelor’s Degree		
	Associate’s Degree		
	Master’s Degree		
	PhD		
	Other:		
	Other:		
	Other:		

13. Personal Demographics:

Gender: Female Male Non-binary (or another gender not listed)

Prefer not to answer

Age: 18 to 30 31 to 45 46 to 60 >60

Race (U.S. Census categories): American Indian or Alaska Native Asian

Black or African American Hispanic or Latino Middle Eastern or North African

Native Hawaiian or Other Pacific Islander Non-U.S. Indigenous White

14. Language fluency levels (put an X in the corresponding level for English and your main non-English language):

	English	Your <u>main</u> non-English language
Native speaker		
Non-native speaker		
Heritage speaker		

If necessary, provide an explanation:

15. Can you type on the computer (keyboard) in your main non-English language?

Yes Yes, but I do not have proper software.

No No, but I can write (in handwriting).

16. What is your current role and employment status (position)? (check all that apply)

I am a staff healthcare interpreter. Please, specify: full-time part-time hourly

I am a freelance healthcare interpreter

I am a healthcare interpreter trainer/educator

Do you participate as instructor, developer, or reviewer in courses/programs leading to certification (e.g. exam preparation, beginner-level)? Yes No

I am a healthcare interpreter services manager

I am a bilingual healthcare provider. Please specify: _____

I am a foreign language teacher. Please specify language: _____

Please specify level (grade, college, etc.): _____

I am a translator.

Other, please specify: _____

17. Additional Experience. If you have experience in any of the following areas, please place an X in the corresponding field:

Years	Court interpreter	Interpreter educator	Interpreter manager	Healthcare provider	Translator	Foreign Language instructor
1-2 years						
3-5 years						
6-10 years						
10+ years						

18. What are your strongest skills and abilities that are relevant to this SME application?

(Place an X in each column for a corresponding frequency.)

Skill/ knowledge level	Knowledge of the healthcare interpreting profession and industry	Knowledge of the healthcare interpreting ethics and standards of practice	Interpreting skills: consecutive, simultaneous, sight translation	Written translation	Editing/ reviewing documents	Evaluating interpreters
Master/ Strongest						
Advanced						
Intermediate						
Beginner						
Non-applicable						

SECTION 2 – References

Please provide two (2) professional references:

1. First and last name: _____

Email address: _____

Direct phone number: _____

Organization: _____

Your affiliation with this person: _____

2. First and last name: _____

Email address: _____

Direct phone number: _____

Organization: _____

Your affiliation with this person: _____

SECTION 3 – Writing Sample

Please choose one of the following topics to write a 300-500 words essay. Writing samples less than 300 words will not be considered.

1. Why did you choose to become a healthcare interpreter? Detail the steps that led to this career path for you.
2. Cultural responsiveness is a foundational concept of the healthcare interpreter code of ethics. Explain one or a few situations where you have been called upon to provide cultural clarification between patient and provider.
3. Describe a challenge you faced early in your interpretation career and how you resolved it. What did you learn from the experience? How would you handle the situation differently now?
4. Discuss the valuable lessons you have learned from a trusted mentor or colleague in the language or healthcare industries.

{Type your essay here.} Use as much space as you need, and keep in mind that it must be within the 300-500 words limit.}

SECTION 4 – Please provide your *bio* (150 words maximum):

{Type your bio here.}

Thank you for choosing CCHI!