

## Resources

**General information** about the certification process and policies: *CCHI's Candidate's Examination Handbook* at [http://cchicertification.org/uploads/CCHI\\_Candidate\\_Examination\\_Handbook.pdf](http://cchicertification.org/uploads/CCHI_Candidate_Examination_Handbook.pdf)

**Application & payment of exam fees** at <https://cchi.learningbuilder.com>

**Testing locations and dates:** <http://cchicertification.org/certifications/scheduling/>

**Certification fees:** <http://cchicertification.org/certifications/preparing/>

**CoreCHI™, ETOE™, & CHI™ Practice Exams:** <http://cchiinterpreters.org>

**Study tips & preparation:** <http://cchicertification.org/certifications/preparing/>

**Additional resources:** <http://cchicertification.org/education/>

**Certification Renewal:** <http://cchicertification.org/renew-certification/renewal-process/>

**Accredited Continuing Education programs:** <http://ceapcchi.org/FindAProvider>

**CE online training:** <http://cchiinterpreters.org>

**Contact us:**  
about *application* or *renewal*:  
[apply@cchicertification.org](mailto:apply@cchicertification.org)  
about *testing process*:  
[CMSspecialist@CCHICertification.org](mailto:CMSspecialist@CCHICertification.org)

## CoreCHI™ Exam Process (Knowledge Exam)

<b>Week 1</b>	<ul style="list-style-type: none"> <li>Review eligibility requirements at <a href="http://cchicertification.org/certifications/eligibility/">http://cchicertification.org/certifications/eligibility/</a>.</li> <li>Complete and submit the application online at <a href="https://cchi.learningbuilder.com">https://cchi.learningbuilder.com</a>. You will pay the fees for the application and the CoreCHI™ exam together at this time.</li> </ul>
<b>Week 2-3</b>	<ul style="list-style-type: none"> <li>Application review and approval by CCHI.</li> <li>The CoreCHI™ <i>Notice To Schedule</i> is emailed to you.</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>When you receive the CoreCHI™ Notice, schedule the exam for a time convenient for you.</li> </ul>
<b>Week 4-5</b>	Take the CoreCHI™ exam at a nearest test center or online.
<b>Week 4-6</b>	<ul style="list-style-type: none"> <li>Receive the official score for the CoreCHI™ exam.</li> <li>Plan to take the corresponding performance exam within 12 months of the CoreCHI™ exam date (otherwise, you'll have to retake the CoreCHI™ exam).</li> </ul>

Interpreters of Arabic, Mandarin or Spanish **must** proceed to take the corresponding bilingual CHI™ performance exam. Interpreters of all other languages **are encouraged** to proceed to take the monolingual ETOE™ performance exam.

## ETOE™ & CHI™ Exam Process (Monolingual & Bilingual Performance Exams)

<b>Week 1-2</b>	<ul style="list-style-type: none"> <li>Upon passing the CoreCHI™ exam, pay for the ETOE™ or CHI™ exam in your CCHI account at <a href="https://cchi.learningbuilder.com">https://cchi.learningbuilder.com</a>.</li> <li>When you receive the ETOE™/CHI™ <i>Notice to Schedule</i> email, schedule the exam according to the instructions. Performance exams are administered only during specific <i>testing windows</i> (<a href="https://cchicertification.org/certifications/scheduling/">https://cchicertification.org/certifications/scheduling/</a>).</li> </ul>
<b>Week 3-8</b>	Take the ETOE™ or CHI™ exam at a nearest test center (may be different than the CoreCHI™ test center). Performance exams are administered only at test centers within the U.S., Canada, and Puerto Rico.
<b>Week 9-14</b>	Receive the official score for the ETOE™/CHI™ exam (i.e., 4-6 weeks after the last day of a testing window).
<b>Week 12-16</b>	Upon passing the ETOE™/CHI™ exam, receive the CoreCHI-P™ or CHI™ Certificate (i.e., within 2 weeks of the official score).