



Thank you for your interest in the Oregon Spanish Health Care Interpreter Training at Central Oregon Community College. **The next course will begin September 22, 2018.**

This course is delivered in a blended format which includes classroom, self-study, and online learning (120 hours), plus 36 hours of clinical practicum. Students should plan on studying 10-15 hours per week from September 22, 2018 through February 10, 2019, and continuing studies to prepare for the clinical practicum. Assignments, quizzes, tests (except for the proctored final written exam) and most class sessions are online. You will be required to attend four full-day face to face classroom sessions at COCC (held on a Saturday in October, November, December and January). In addition to these classroom dates, clinical simulations and practicum are held in Bend. A list of important dates including classroom sessions can be found at the end of this packet (page 10).

Following the classroom and online learning, 36 hours of clinical practicum includes a combination of two days of clinical simulation at COCC (weekend of February 9 and 10) and two consecutive days of clinical practicum in a health care setting (March – June, 2019). There will also be a half-day of clinical observation prior to your clinical practicum.

Accepted students must attend the mandatory orientation at COCC on September 22, 2018 from 9:00am-noon. For students who live outside Central Oregon, an online orientation will be offered in place of the classroom orientation (date and time to be determined) and your course materials will be mailed to you.

The Health Care Interpreter training consists of:

1. **Introduction to Health Care Interpreting Basics – 24 hours** (3 weeks)
  - This unit is an introduction to interpreting practice and covers national standards, codes of ethics, and elements of interpreting.
  - 16 hours of homework assignments will be completed via distance learning prior to the live class session.
  - One - 8 hour face to face classroom session at COCC
  - Interpreting Basics (online) test follows the face to face class session. The Interpreting Basics test must be passed successfully to continue to the Integrated course.
2. **Integrated Anatomy & Physiology, Medical Terminology and Interpreting Practice 60 hours** (12 weeks; one body system covered each week)
  - Study time approximately 3-4 hours per week
  - Online sessions 1 hour weekly (these will be at specific times)
  - Quiz after each unit
  - Three - 8 hour Practice & Application face to face classroom sessions (monthly at COCC)
  - Midterm (Units 1-6) and End Term (Units 7-12) Tests
3. **Ethics – 12 hours** (during 12 weeks of Integrated A & P). This includes:
  - 12 video assignments (two per unit)
  - Ethics quiz after each unit.

- Time: 1 hour per week
4. **Language and Interpreting Skills Lab–24 hours** (during 12 weeks of Integrated A & P)
    - 2 hours per unit of self-paced independent study
    - Weekly quiz
  5. **Comprehensive Final Written Examination (Proctored)** includes:
    - Interpreting Basics and Integrated Course material (Units 1-12)
    - The comprehensive written exam must be successfully completed before proceeding to the clinical experience
  6. **Clinical Experience Practicum – 32 hours (+ 4 hours observation).**
    - 16 hours Clinical Simulation Lab at COCC
    - 16 hours Clinical Experience in a clinical setting under the supervision of a preceptor
  7. **Final Oral Examination** – Follows completion of clinical experience

Upon successful completion of the training, participants will earn a **Curriculum Completion** and the course will be recorded on an official college transcript. The Oregon AHEC/Central Oregon Community College Spanish Health Care Interpreter Training meets the training requirement of the Oregon Health Authority for Health Care Interpreter Qualification/Certification. Information on Health Care Interpreter Qualification/Certification: <http://www.oregon.gov/OHA/oei/pages/index.aspx>

**Course Costs:** \$1750 (Payment #1 of \$1000 due by August 29, 2018; Payment #2 of \$750 due January 25, 2019). Additional costs for clinical site requirements will include criminal history check. See page 10 for this information.

**Application and Language Assessment:** A completed application and language proficiency documentation is required by the application deadline (August 22, 2018) to be considered for acceptance into this training. Please see application form and additional information in this document. Application materials should be sent to:

Nancy Jumper – Central Oregon Community College  
2600 NW College Way  
Bend, OR 97703

**Application materials and supporting documents must arrive by August 22, 2018.** Only complete applications with all supporting documents will be considered. There are 15 spots available in this course and students who qualify will confirm their spot by making the first payment of \$1000.

**Assessment for Language Proficiency:** To ensure applicants have appropriate language skills for successful completion of the Health Care Interpreter Training, proof of language proficiency in both English and Spanish is required with your application, which may include obtaining a third-party language assessment. The fee for this language proficiency test is the applicant’s responsibility. **Please see page 11 of this document for a list of acceptable language proficiency documentation in English and Spanish.** If a third-party language proficiency test is required, acceptable scores are: ACTFL advanced-mid level or higher OR a score of 2+ or higher on the ILR scale. See links on page 3 for information on the proficiency scales.

Please include documentation of your language proficiency in both languages with your application, copy of high school diploma, and reference form. If a third-party test is needed, please research, select and schedule the testing service that best meets your needs from the options provided.

## Language Testing Resources-Please schedule your language proficiency test early!

**Language Testing International (LTI):** 1-800-486-8444

<http://www.languagetesting.com/oral-proficiency-interview-opi-2>

This service provides computer and phone-based oral speaking proficiency interviews. Fee range is \$70-\$139. The OPIC (Oral Proficiency Interview by Computer) fee is \$70 and has the fastest turnaround to receive results.

**Language Line Solutions:** 1-877-351-6636

<https://www.languageline.com/testing-training/languageline-academy-testing/language-proficiency-test>

This service provides computer and phone-based oral speaking proficiency tests. Fee is \$145.

ACTFL Proficiency Scale Information (see page 6 on this link for advanced-mid description):

<http://d2k4mc04236t2s.cloudfront.net/wp-content/uploads/2013/07/ACTFL-Proficiency-Guidelines-2012.pdf>

ILR Proficiency Scale Information (see link to description for 2+ Limited Working Proficiency, Plus):

<http://www.govtilr.org/Skills/ILRscale2.htm>

You must provide official documentation of your language proficiency in both languages with your application. If you have official documentation of language proficiency using the ACTFL or ILR scale from another source than above done within the past three years, please contact Nancy Jumper, [njumper@cocc.edu](mailto:njumper@cocc.edu).

### **Instructions and information for the applicant:**

Complete the application form (pages 4-7). **Print** clearly, so we can contact you to confirm receipt and acceptance into the course. **Hand write** your responses to the supplemental questions.

1. Please include your language proficiency documentation with your application.
2. Please include a copy of your high school diploma or GED with your application (if you are working on getting a copy of this, please let us know on your application).
3. All application materials must be received at **COCC by August 22, 2018**.
4. If accepted into the training, candidates who make the first payment of \$1000 will secure their spot in the course. The deadline for payment of \$1000 is August 29, 2018. Balance of \$750 due January 25, 2019.
5. Students accepted into the training are required to sign a letter of agreement acknowledging the commitment they are making by participating (see page 12).
6. Incomplete application materials will remove a candidate from consideration in the Health Care Interpreter Training.
7. Students selected for the training will be required to meet clinical requirements prior to starting the clinical experience (see page 10).

### **Criteria for HCI Applicants:**

- Be fluent in English and Spanish; ability to change languages back and forth easily, and maintain a fast and smooth pace
- Have written literacy in both Spanish and English
- Have some experience in interpreting (informal, volunteer, family-based is acceptable)
- Be 18 years of age or older
- Minimum education of a High School Diploma/GED
- Have knowledge of or work experience in/with Spanish speaking populations
- Have a computer with a reliable high speed internet connection (not dial up)
- Have a web camera to participate in weekly online sessions from home
- Must not be on the Medicaid Exclusion list: <http://exclusions.oig.hhs.gov>

**Oregon Spanish Health Care Interpreter Training**  
**Application – DUE August 22, 2018**

(Page 1 of the 4 Page Application)

**Please print**

**Date:** \_\_\_\_\_ **Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime/Message Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Best Time to Call:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (required)      **(Check one):**    Male    Female

**Education:**

A High School Diploma is required to qualify for this course. Please attach a copy of your High School Diploma with your completed application.

**City, state, country diploma was earned:** \_\_\_\_\_

**Primary language of country diploma was earned:**    English    Spanish

**Do you have a college degree?**    Yes    No

**Degree obtained:** \_\_\_\_\_ **If yes, date of completion:** \_\_\_\_\_

**List colleges or universities previously attended (including country if not in USA):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please tell us about your work and experience:**

**Do you have any health care certifications or licenses?**    Yes    No

**If your answer is yes to the question above, please indicate:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Current Job:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Briefly describe your job duties:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Oregon Spanish Health Care Interpreter Training  
Application (Page 2 of 4)**

I work at \_\_\_\_\_ (name of facility), in  
\_\_\_\_\_ (town/community in Oregon) approximately \_\_\_\_\_ hours per (week  
or month – circle one).

**Work Role:** Do you currently work as a health care interpreter or bi-lingual worker in a healthcare environment (in a hospital, health or mental health department, or health clinic)?  Yes  No

**Length of Experience:** How many years of experience do you have interpreting?

Medical \_\_\_\_\_ Other \_\_\_\_\_

What do you consider your native (first) language?

Spanish  English  Other \_\_\_\_\_

Do you read, write and speak in both languages? Please describe abilities:

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Do you have any teaching skills or an interest in training to be a Health Care Interpreter Trainer?

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Name of person to whom you've given attached reference form:

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Do you have a computer with a reliable high-speed internet connection? Yes \_\_\_\_\_ No \_\_\_\_\_

**Supplemental Questions**

Please hand write your answers to the following four questions in the language specified. You may include another page if more space is needed. Do not complete this on a computer.

1. Please hand write your answer to this question in **English**:  
How do you plan to use the Health Care Interpreter Training when you have completed the training?



**Oregon Spanish Health Care Interpreter Training  
Application (Page 4 of 4)**

**Applicant Signature:** By signing this application, I am confirming that it has been completed by the applicant being considered to participate in the Bilingual Spanish Health Care Interpreter Training. I understand that Central Oregon Community College will review the application and related documents. Acceptance into the course is based on fluency in both spoken and written English and Spanish and is not guaranteed until the applicant has received communication from COCC that he/she is accepted into the course.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Documents Attached (please check):**

\_\_\_\_\_ Copy of High School Diploma/GED

\_\_\_\_\_ Reference form (If not included, please indicate how it will get to us. COCC is not responsible for following up on your reference form.)

\_\_\_\_\_ Language Proficiency documentation in Spanish and English (See page 11 for acceptable documents.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please submit your application form to arrive by August 22, 2018 to:**

Nancy Jumper-Central Oregon Community College  
2600 NW College Way  
Bend, OR 97703  
Fax 541.383.7503  
Phone 541.383.7270

**Note: If you plan to drop off your application, please call ahead to get directions, as Nancy Jumper's office is not on the main Bend COCC campus.**



**Oregon Spanish Health Care Interpreter Training – Due August 22, 2018**

**CONFIDENTIAL REFERENCE INFORMATION FORM** (2 pages)

**To be completed by a person who can verify your intent to serve as a health care interpreter in your community.**

**Applicant’s name:** \_\_\_\_\_

This candidate is applying to participate in educational training to become a Spanish Health Care Interpreter. Please assess his/her suitability as a participant in this training. We are interested in selecting candidates who:

- Have a commitment to work in his/her community as a health care interpreter;
- Are already bilingual and can pass the entrance examination process;
- Have a definite goal to pursue a health care interpreter career and are willing to commit to attend classes regularly and successfully complete the entire training;
- Have demonstrated strong skills in communication that would make him/her a good interpreter candidate; and
- Have a demonstrated commitment level and self-motivation that will enable him/her to complete this intensive 6-month training.

In comparison with other students you have known; please evaluate the applicant in the following areas. Circle the number that best describes the applicant. For additional writing space please use an additional page.

	Highest			Lowest	
MOTIVATION (self-starter)	5	4	3	2	1
COMMUNICATION SKILLS (verbal skills and expression)	5	4	3	2	1
INTERPERSONAL SKILLS (maintains harmonious and cooperative work-relations)	5	4	3	2	1
COMMITMENT (follows through, keeps agreements, etc.)	5	4	3	2	1
PROFESSIONALISM (uses appropriate language, dress, and conduct)	5	4	3	2	1
PROBLEM SOLVING/CRITICAL THINKING (identifies work-related problems and solutions)	5	4	3	2	1
TIME MANAGEMENT (regularly on-time, prioritizes tasks, and reliability)	5	4	3	2	1

**CONFIDENTIAL REFERENCE INFORMATION FORM** (Page 2 of 2)

Candidate's strengths as you see them:

Candidate's weaknesses as you see them ("none apparent" is an acceptable answer):

Why do you think this person would be successful in the health care interpreter training?

Does this person keep commitments and is this demonstrated in his/her attendance record?

Are you currently the employer of this person?  Yes  No

Do you have plans to use this person as an interpreter in your organization?  Yes  No

If this potential student is your employee, are you willing to provide the student 36 hours of released time from work to complete the clinical portion of health care interpreter training?

Yes  No  Unsure/Need more information

**Name of Person Completing Reference:** \_\_\_\_\_

**Reference's Institution/Agency (if applicable):** \_\_\_\_\_

**Contact Info:** Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Do you represent a potential employer of this student after he/she finishes this training?

Yes  No

Occupation and/or relationship to student: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form directly to:**

Nancy Jumper-Central Oregon Community College  
2600 NW College Way, Bend OR 97703  
Fax: 541.383.7503 email: [njumper@cocc.edu](mailto:njumper@cocc.edu)  
Phone: 541.383.7273

**FORMS MUST BE RECEIVED IN OUR OFFICE BY August 22, 2018.**

## Spanish Health Care Interpreter Class Calendar (Fall, 2018)

### Important Dates

The calendar below is tentative and is meant for candidates to use when considering participating in the Spanish Health Care Interpreter Training for the 2018 year. The final calendar will be provided to registered students and may vary slightly depending on classroom and instructor availability. The following are dates to consider when planning:

Completed applications with language proficiency documentation due	August 22, 2018	5:00pm
Registration/first payment of \$1000 due from qualified applicants	August 29, 2018	5:00pm
Orientation – pick up books – get started - COCC	September 22, 2018	9:00am-noon
Interpreting Basics classroom session-COCC	October 13, 2018	8:30am-5:00pm
Classroom practice session #1 – Unit 1-4 COCC	November 17, 2018	8:30am-5:00pm
Classroom practice session #2 – Units 5-8-COCC	December 15, 2018	8:30am-5:00pm
Classroom practice session #3 – Units 9-12-COCC	January 19, 2019	8:30am-5:00pm
Final payment of \$750 due	January 25, 2019	5:00pm
Final Comprehensive Exam (proctored)	January 26, 2019	9:00-11:00am
Clinical Simulations – COCC-2 days	February 9 & 10, 2019	8:00am-5:00pm
Clinical Practicum – Clinical Site – March-June, 2019	2 days + ½ day observation prior	TBD

### Clinical Requirements

It will be necessary for you to complete several requirements at your own expense in order to proceed to the clinical phase of the course, which takes place in a health care setting. Further information on these requirements is provided to registered students at the September 22 orientation. This page will assist you with estimating additional expenses related to this course, as these costs are not included in the \$1750 course fee. These include:

- **Criminal History Report - \$55**  
This will be done by a specific service COCC contracts with and will be due in February 2019.
- **TB Test:** documentation of a blood test, either Quantiferon Gold or T-Spot, within the past 12 months.

Please note that if you have a criminal history discrepancy, this may exclude you from completing the clinical practicum. The clinical site makes the final determination whether you are eligible for clinical practicum at their site. COCC cannot guarantee a clinical practicum for students who do not meet the clinical site requirements. Failure to meet the clinical site requirements may result in inability to complete the course. If you are not sure whether a past crime you have committed will exclude you from clinical participation, please contact Nancy Jumper at COCC (541.383.7273 or [njumper@cocc.edu](mailto:njumper@cocc.edu)) to discuss this prior to registering for the course.

## **Language Proficiency Requirements for Spanish Health Care Interpreter Training Application**

COCC has adopted the Oregon Health Authority language proficiency requirements for qualification and certification: <https://apps.state.or.us/Forms/Served/oe8923.pdf>

### **Oral proficiency in English may be demonstrated by one of the following:**

\_\_\_\_\_ Bachelor, Masters, PhD or any other degree from any U.S institution of higher education.

\_\_\_\_\_ Graduation from any high school in an English language speaking country where English is the primary language of instruction.

\_\_\_\_\_ Graduation from a higher education institution abroad where English is the primary language of instruction.

\_\_\_\_\_ One of the following tests. Test results must be from no more than three years ago to be considered valid:

- TOEFL (Test of English as a Foreign Language): 570+ on paper; 230+ on computer version; 90+ on iBT
- CAE (Certificate in Advanced English, Level 4): B
- CPE (Certificate of Proficiency in English, Level 5): B
- IELTS (International English Language Testing System) 7.0+
- ILR (Interagency Language Round Table) 2+
- CEFR (Common European Framework) B2
- Oral Proficiency Interview at the Advanced Mid-level on the ACTFL scale

### **Oral proficiency in Spanish may be demonstrated by one of the following:**

\_\_\_\_\_ Bachelor, Masters, PhD or any other degree from an institution of higher education where instruction is primarily in Spanish and the person submitting proof is a native speaker of Spanish.

\_\_\_\_\_ Graduation from high school in a country where instruction is primarily in Spanish and the person submitting proof is a native speaker of Spanish.

\_\_\_\_\_ One of the following tests. Test results must be from no more than three years ago to be considered valid:

- ILR (Interagency Language Round Table) 2+ from Federal Government testing agencies
- CEFR (Common European Framework) B2
- Oral Proficiency Interview at the Advanced Mid-level on the ACTFL scale (see pages 2 & 3 of the application for information on oral proficiency providers).

**Please attach documentation of your language proficiency in both English and Spanish to your completed application before submitting to COCC (copy of high school diploma, college degree, language proficiency test results, etc).**

**Letter of Agreement for Participation  
Spanish Health Care Interpreter Training  
Central Oregon Community College-Continuing Education  
September 22, 2018 – March, 2019**

**Please initial next to each statement indicating your understanding.**

\_\_\_\_\_ I understand that this course requires completing self-study assignments each week including reading, watching videos, listening to recordings, completing written homework assignments, and taking quizzes. I understand that weekly assignments are due on the stated deadline and will not be accepted after this date. Assignments are available for a one-week period, so I must manage my time to avoid falling behind.

\_\_\_\_\_ I have regular access to a reliable computer with high-speed internet, camera, speakers and microphone to participate in the evening “virtual” sessions throughout the course. I am required to keep my camera on during virtual sessions.

\_\_\_\_\_ I understand that 100% attendance is required to successfully complete the Health Care Interpreter course. This includes attendance to all virtual, classroom, practice and simulation sessions. The exception is the orientation, which can be done virtually for students living outside the Central Oregon region (materials will be mailed to students).

\_\_\_\_\_ I understand that I must pass each phase of the course in order to proceed to the next phase:

- Interpreting Basics must be passed at 80% or better to proceed to the Integrated Phase.
- The Integrated Phase (Anatomy, Physiology and Terminology) and the final written comprehensive exam must be passed with 80% or better to proceed to the clinical practicum.
- The clinical practicum must be passed with 80% or better to proceed to the final oral exam.
- The final oral exam must be passed with 80% or better to pass the entire course.

\_\_\_\_\_ I will not use machine translation tools (such as Google Translate, etc) to complete written translation homework assignments. I acknowledge that using such tools does not build my writing skills in Spanish.

\_\_\_\_\_ I understand that I must initiate my criminal history check using COCC’s service and complete required TB (tuberculosis) testing at my own expense, prior to the deadline to proceed to the clinical practicum. I will also complete all clinical site required training (example: online computer learning modules on ethics, privacy, etc).

\_\_\_\_\_ I understand that there are no refunds for fees paid after the stated registration deadline (August 29) even if I am unable to complete the course.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ COCC ID or DOB: \_\_\_\_\_