

Bridging the Gap Medical Interpreter Training Program

November 10-12 (Friday – Sunday) & November 18-19 (Saturday – Sunday), 2017

Akron, Ohio

APPLICATION INFORMATION

Bridging the Gap is a professional development program that prepares bilingual individuals to work as medical interpreters. This 40-hour class is used to train novice and experienced medical interpreters, and it is accepted by both accredited national certifying bodies, the Certification Commission for Healthcare Interpreters (CCHI) and the National Board of Certification for Medical Interpreters (NBCMI). No interpreting experience is required to take the class.

This course covers:

- **Basic interpreting skills:** Roles, ethics, conduit and clarifier interpreting, managing the flow of the session.
- **Codes of ethics:** Codes of ethics and decision-making for interpreters in health care.
- **Integrated medical terminology, anatomy, and physiology.** Introduction to common terms, procedures, and specialties relating to human physiology and health.
- **Interpreting in mental health.** Specialized strategies and skills that apply to the unique demands of mental health settings.
- **Information on health care systems.** Introduction to the health care systems and types of health care providers.
- **Culture in interpreting.** Self-awareness, basic characteristics of specific cultures, traditional health care in specific communities, culture brokering.
- **Communication skills for advocacy.** Listening skills, communication styles, how doctors think, appropriate advocacy.
- **Professional development:** Effective communication, professional conduct, self-care, resources for professional growth.

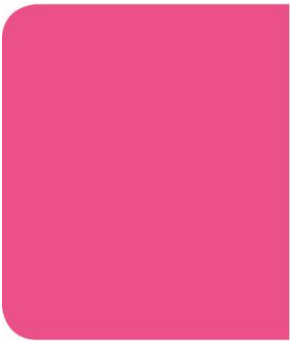
About the Class

Total tuition: \$650

Includes non-refundable \$150 registration fee, course textbook, bilingual medical glossary if available in your target language (if not available participants will receive an English-English glossary), the *Guide to Common Medications* and a signed Certificate of Successful Completion, if applicable.

**Training dates: November 10 from 5:00 pm – 9:00 pm & November 11 & 12 from 9:00 am – 5:00 pm.
November 18 & 19 from 9:00 am – 5:00 pm**

Students must attend all hours of training. The Language Access department at Akron Children's Hospital reserves the right to cancel a class that does not have minimum enrollment.



Location: Akron Children's Hospital
214 West Bowery Street
3rd Floor Main Hospital, Classroom D
Akron, Ohio 44308

Admission Requirements

Minimum age and education:

Participants must be 18 or older and have a high school degree or the equivalent. Proof of high school graduation or GED, etc. is required.

Proof of language proficiency:

Participants must be bilingual in English and at least one other language, and proof of proficiency in both languages is required to enroll in the class. Proof of proficiency can be **copies of any one of the following documents:**

- High school diploma or equivalent, or university/college degree from a school using the assessed language(s)
- 5 or more years of verified professional experience working in the language(s) being assessed
- State or Federal court interpreter certification
- Oral language exam results with scores equivalent to ACTFL Advanced Mid-level or ILR Level 2

If applicants do not have any prior proof of language proficiency, the registration process will include a speaking and listening assessment conducted over the phone. These are scheduled through ALTA Language Services or Language Line Academy on a weekday at a time that is convenient for the applicant. Once a language assessment is scheduled, the applicant will receive a phone number to call and instructions to begin the assessment, which is approximately 20-25 minutes long. The maximum possible score is 12; a 9 or higher is required for admission.

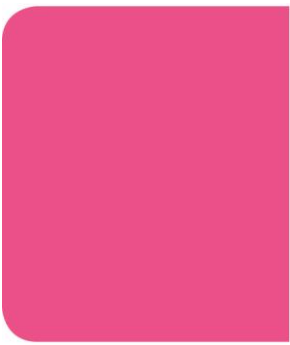
Registration & Enrollment Procedure

1. Please submit emailed, printed or scanned copies of the following:
 - Completed registration form
 - Copy of high school diploma, GED certificate, or university/college degree
 - Proof of language proficiency (if applicable)

Applications can be submitted via:

Email: smills@chmca.org

Mail: Language Access Department, Attn: Sandie Mills
C/o Akron Children's Hospital
One Perkins Square
Akron, OH 44308



2. Payment of \$150 non-refundable deposit via credit card, check, money order, or cash. Checks and money orders should be made out to Akron Children's Hospital. Credit card payments can be made over the phone. Any necessary language assessments will be scheduled and conducted upon receipt of the deposit. Hospital employees who wish to take the class can apply for educational assistance.
3. Once we have received proof of language proficiency or proficiency assessment results, you will receive an email message to complete the enrollment process. You will also receive an email message if you did not pass the language proficiency assessment.
4. Confirm your attendance and pay the balance of the \$500 for the tuition. Participants will receive \$50 discount for early bird registration.
5. **Additional discounts may be available for participants who speak the following languages: Spanish, Arabic, Urdu, Nepali, Karen, Mandarin, Pashto, Burmese, and Farsi. Please contact the department for details.**

Deadlines

Application materials and payment must be received by the following dates.

Wednesday, October 4:

- Application form
- Non-refundable deposit
- Proof of high school graduation/GED
- Proof of language proficiency (if available)
- End of early bird registration

Wednesday, October 11:

- Application form
- Non-refundable deposit
- Proof of high school graduation
- Proof of language proficiency (if available)

Tuesday, October 31:

- Remaining tuition fees

Refund Policy

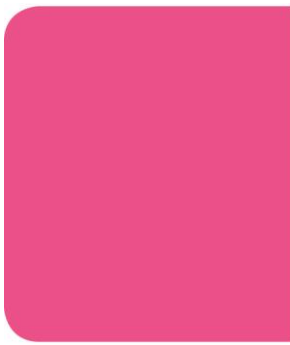
Unless a class is canceled by the Language Access department at Akron Children's Hospital, the \$150 registration fee is non-refundable. However, if a course applicant becomes unable to attend a course they had registered for, the registration fee can be held for one calendar year from the start date of the original course registered for.

Refund of the remaining \$500 is as follows:

100% - For up to 1 week before the classes start

75% - 1-6 days before the classes start

25% - After classes start



Note: Instead of a refund, applicants can choose to leave their balance paid to Akron Children's Hospital to use for another class within one calendar year from the start date of the class originally applied for.

Akron Children's Hospital reserves the right to remove any participant who interferes with or causes disruption in the learning environment. Refunds will not be issued to participants who are removed.

Certificates of Successful Completion

Pre & Post Tests will be given to measure participant's improvement before and after the training. **Certificates of successful completion will be awarded to participants who score 70% or better on the post test.** Participants will be notified via email about their test results within one week of completing the course. Certificates will be mailed within two weeks after the training.

Participants who do not pass the exam are permitted one retake within a 3-month period. If a participant does not pass the exam after the permitted re-take, Language Access will not issue a certificate of successful completion. Participants may choose to receive a letter of attendance that also includes a statement that the participant did not pass the course.

Students must attend all hours of the training and pass the Post Test in order to earn a certificate of successful completion. This certificate can be used as proof of training for national certification and other bodies that require proof of training.

Receiving a certificate is proof that a participant is a **trained medical interpreter**. In order to become a certified medical interpreter, participants who successfully complete the course should take and pass national certification exams through the National Board of Certification for Medical Interpreters (www.certifiedmedicalinterpreters.org) or the Certification Commission for Healthcare Interpreters (www.cchicertification.org).

Additional Information

All communication will be primarily by email. Please make sure your email address is working and check it regularly. If you have not heard from us in a reasonable amount of time, please call 330-543-5611.

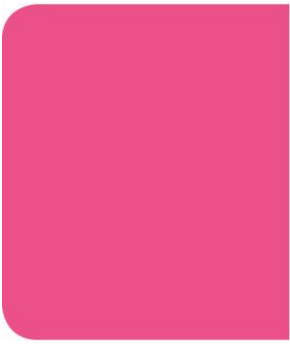
Please retain pages 1-4 for your records. Do not mail these with your completed registration form.

Thank you and we look forward to hearing from you!

Training provided by: Roula Braidy, MBA – Certified Bridging the Gap Trainer

Please retain pages 1-4 for your reference.

Do NOT mail them with your completed registration form.



APPLICATION FORM

Please submit by email or mail

Dates: November 10 5:00 pm – 9:00 pm, November 11-12 & 18-19, 2017 in Akron, Ohio 9:00 am – 5:00 pm

Deadlines: Application form, deposit, proof of high school graduation/GED, and proof of proficiency (if applicable):
Wednesday, October 4, 2017 End of early bird registration

Wednesday, October 11, 2017 All other registrations

Remaining tuition fees: Tuesday, October 31, 2017

Payment may be made by check, money order, cash or credit card. Checks are payable to: **Akron Children's Hospital**. For credit card payment please call Sandie at 330-543-5611.

Name: _____

Job Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____ Email: _____

Preferred day and time for language proficiency assessment: _____

(We will try to meet this to the best of our ability)

Primary Language: _____ Secondary Language: _____

Third Language, if applicable: _____

Please Note: Language assessments are required for applicants without other proof of proficiency. We will notify applicants of their language assessment schedule upon receipt of application form and non-refundable deposit of \$150.

ONLY IF APPLICABLE

If someone else or another organization is paying for your course fees, please fill out the following section.

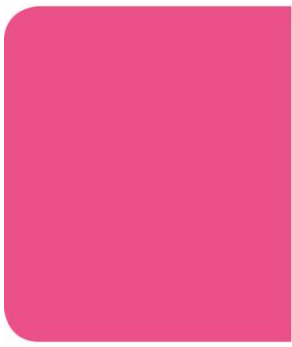
Name of Sponsoring Organization: _____

Contact Name at Sponsoring Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____



Where do I park on the Akron campus?

When approaching our Akron campus, look for **blue** signs on street corners for directions to our parking areas.

We suggest that you park in **P1** which is the **Bowery Deck** located at 199 W. Bowery St., Akron, OH 44308

Locating the classroom:

After parking in the Bowery Parking Deck take the bridge over to the hospital. Go through the lobby area where the Rubber City Coffee Cart is located and proceed to the first hallway on your right. Take that hallway until it dead ends and turn right. Classroom D will be located on the right hand side.

Meals

On Saturday and Sunday we will take a lunch break. The Kids Café here at Akron Children's Hospital takes cash or debit/credit or there is a vending area if you prefer to stay here on campus. You may also visit any of the restaurants in the area surrounding the campus as long as you return at the instructed time to resume your training.

Maps/Directions

Please see the additional maps to help you navigate your visit here to Akron Children's Hospital.