



Consulting & Training
Phone: (651) 789-0832 Fax: (651) 315-7687
www.languageaccess1.com

Admission and Graduation Policy

Admission:

The Interpreter Advantage (TIA) training candidates are required to submit the following prior to their admission to the program:

1. Minimum oral proficiency in **BOTH** English & the other language will be established by **ONE** of the following:
 - ACTFL (American Council on the Teaching of Foreign Languages) OPI (Oral Proficiency Interview) with a minimum of **Advanced-Mid** level (equivalent to ILR 2)
 - Over 5 Years of verified professional experience in the main language of the country
 - A Bachelor, Masters, PhD, or any other degree from any accredited institution of higher education where the main language is spoken
 - Graduation from a high school where the main language is the medium of instruction
 - Validated Third-Party Language Exams (For English, see Appendix below) Equivalent to ACTFL Advanced Mid-level or ILR 2
 - Other countries may have exams, which will be reviewed on a case-by-case basis
2. Minimum educational background:
 - A high school diploma or equivalent (A copy is required)
3. Minimum age requirement:
 - The minimum age a candidate will be 18 years or older (A copy of state issued ID or passport is required)
4. Updated Resume

Study plan:

- Each candidate, with the help of instructor, will develop a study plan for all program materials
- Study plans are due after the completion of the first training day
- A candidate study plan is an integral part of the admission process, and it will be saved in the candidate's file

Payment:

- A full-payment of \$1,000 in advance is required. Please note that you may also schedule a payment plan by emailing billing@languageaccess1.com or calling (651) 789-0832



Consulting & Training

Phone: (651) 789-0832 Fax: (651) 315-7687

www.languageaccess1.com

- Cash, check (payable to Language Access Consulting & Training L.L.C.), credit card, PayPal payments are all accepted. Once payment is received, you will receive a confirmation email with your payment receipt

Schedule:

- The Interpreter Advantage (TIA) training runs once a month. Please allow two business days after your registration before you receive an email from the instructor to confirm dates and times
- This 60-hour on-site training usually begins at 8:00 AM and ends at 4:30 PM for eight days unless agreed upon with instructor in advance

Graduation:

- Upon passing the final written and oral tests (70% minimum passing score in each), you will be awarded a **Certificate of Completion** of The Interpreter Advantage training program
- The **Certificate of Completion** of this 60-hour training program is a professional award that testifies to the candidate's fulfillment, and exceeding, of the national standard of a minimum of 40-hour interpreter professional training.
- However, the **Certificate of Completion** does **NOT** mean that candidate became **Certified**. National certification for medical interpreters (CMI) and national certification for healthcare interpreters (CHI) are the only nationally accredited certification exams for medical and/or healthcare interpreters
- For any reason, if the candidate does not pass the final test(s), the candidate will be allowed to re-take the final test(s) within one month at no extra cost
- For any reason, if the candidate does not pass the final test(s) again, the candidate will be issued a letter of statement citing the candidate's attendance of the program and final scores of the written and oral exam marked "does not meet the 70% minimum passing score"



Consulting & Training
Phone: (651) 789-0832 Fax: (651) 315-7687
www.languageaccess1.com

Appendix

Validated Language Exams

- ACTFL Oral Exams (American Council on the Teaching of Foreign Languages): Advanced-Mid Level
- BEST Plus computer-adaptive assessment: High Intermediate or above.
- CAE (Certificate in Advanced English, Level 4): B
- COPI (Computerized Oral Proficiency Instrument) based on ACTFL rating (Advanced-Mid Level)
- CPE (Certificate of Proficiency in English, Level 5): B
- ECPE (Examination for the Certificate of Proficiency in English): PASS
- ELPT (English Language Proficiency Test): 950+
- FCE (First Certificate in English, Level 3): A
- IELTS (International English Language Testing System) 7.0+
- MELAB (Michigan English Language Assessment Battery) 80+
- TOEFL (Test of English as a Foreign Language): 570+ on paper; 230+ computer version; 90+ on iBT.
- Validated language exam equivalent to ILR2 or higher.

Language Access Consulting & Training L.L.C.



Consulting & Training
Phone: (651) 789-0832 Fax: (651) 315-7687
www.languageaccess1.com

For more information regarding this training program, please visit Language Access Consulting & Training L.L.C. website: <http://www.languageaccess1.com> , or visit the International Medical Interpreters Association (IMIA) training directory: <http://imiaweb.org/education/details.asp?id=1091>

My signature herein is an acknowledgment that I read and agreed to this Admission and Graduation Policy:

Candidate's name: _____

Signature: _____

Date signed: _____

Language Access Consulting & Training L.L.C.



Consulting & Training
Phone: (651) 789-0832 Fax: (651) 315-7687
www.languageaccess1.com

Candidate Referral to Remedial Resources Policy

If a candidate is academically struggling in coping with the content and/or the language of the Interpreter Advantage (TIA) training program, Language Access Consulting & Training L.L.C. will provide the following referral and remedial services (as deemed applicable):

- Intensive one-on-one English or other language training with a language coach (**Additional cost will apply**)
- Language coaches are available by arrangement in Arabic, Cambodian, Cantonese, English, Farsi, Hmong, Karen, Korean, Mandarin, Oromo, Russian, Somali, Spanish, Swahili, and Vietnamese languages
- Instructor will provide on-site and online vocabulary building books, language dictionaries, thesauri, specialized medical dictionaries in English and other languages, and specialized free App's for iPhone and Tablets
- In addition, more than 50 English grammar books and 20 different languages' dictionary are available on-site for candidates through the training (**free book loans are available by arrangement with instructor**)

My signature herein is an acknowledgment that I read and agreed to this Candidate Referral to Remedial Resources Policy:

Candidate's name: _____

Signature: _____

Date signed: _____



Consulting & Training
Phone: (651) 789-0832 Fax: (651) 315-7687
www.languageaccess1.com

Candidate' Self Evaluation Form

Name: _____ Date Form was completed: _____

1. Please check off the program you have completed:

___ The Interpreter Advantage (TIA)

2. Use this scale to rate your development on program objectives.

- Very Minimal
- Developing as Expected
- Entry Level
- Expected
- Competence

3. Do all your language coaches, if applicable, have interpreter education? **(Please check one)**

Yes No We do not have language coaches

4. Do all your interpreter instructors have interpreter education?

Yes No

5. Do all your interpreter instructors have interpreter training education?

Yes No

6. Which topics were covered **SUFFICIENTLY** in your training **AND** you feel that you acquired working knowledge of them? **(Please check all that apply)**

- Roles of the medical interpreter:
 - Message converter / Conduit
 - Message clarifier
 - Cultural interface / Cultural broker
 - Advocate
- Medical interpreter ethics:



Consulting & Training

Phone: (651) 789-0832 Fax: (651) 315-7687

www.languageaccess1.com

- Confidentiality
- Accuracy and completeness
- Impartiality
- Conflict of interest
- Scope of practice
- Disqualification/impediments to performance
- Professional courtesy
- Professional development
- Cultural competence
- Interpreter Standards of Practice (IMIA, CHIA, NCIHC)
- Legislation and Regulations (HIPAA, CLAS)
- Medical specialties:
 - Medical tests and diagnostics
 - Medical apparatus
 - Pharmacology
 - Pathologies
 - Symptomatology
 - Anatomy
 - Musculoskeletal system
 - Endocrine
 - Respiratory cardiovascular
 - Urinary
 - Nervous
 - Digestive
 - Reproductive
 - Integumentary



Consulting & Training

Phone: (651) 789-0832 Fax: (651) 315-7687

www.languageaccess1.com

- Treatments
- Acronyms and abbreviations
- Specializations
- OB/GYN & genetic counseling
- ENT
- Pediatrics
- Emergency medicine
- Oncology
- Surgery
- Orthopedics
- Radiology
- Nutrition counseling
- Endocrinology
- Ophthalmology
- Neurology
- Psychiatry
- *Skills...*
 - Consecutive interpreting (within the context medical terminology and specialties above)
 - Simultaneous interpreting (within the context medical terminology and specialties above)
 - Sight translation (within the context medical terminology and specialties above)
- Other topics covered (**Please describe**)
