



Bridging the Gap CCHCP Medical Interpreter Training Registration Information



A program developed by the Cross Cultural Health Care Program (CCHCP) in Seattle, WA.

Please complete one form per participant.

Bridging the Gap (BTG): A Basic Training for Medical Interpreters

The BTG course is a 40-hour professional development program that prepares bilingual individuals to work as medical interpreters in various healthcare environments.

The course covers:

- **Basic interpreter skills:** Roles, ethics, conduit and clarifier interpreting, and managing the flow of the session.
- **Information on health care:** Introduction to the health care system, anatomy, and basic medical procedures.
- **Culture in interpreting:** Self-awareness, basic characteristics of specific cultures, traditional health care in specific communities, and culture brokering.
- **Communication skills for advocacy:** Listening skills, communication styles, how doctors think, and appropriate advocacy.
- **Professional development:** Effective communication, professional conduct, self-care, and resources for professional growth.

Bridging the Gap Registration Pre-enrollment Information and Requirements:

1. All applications are accepted on a first come first serve basis.
2. Receipt of completed registration form with US\$25 non-refundable deposit that covers processing fees will reserve the applicant a seat in a selected course pending final confirmation and full payment.

Bridging the Gap Registration Enrollment Procedure:

When we receive your completed registration form with the non-refundable deposit of US\$25, we will send you an acceptance letter (via email or mail) asking you to confirm your attendance to a selected BTG course.

1. You will receive an acceptance email message or letter, asking you to confirm your attendance to the BTG course selected.
2. Confirm your attendance and pay the balance of US\$325 for the tuition. Each applicant will have 15 business days to submit the confirmation and full payment. Note: All fees must be paid in full 5 days prior to course start date.
3. You will receive a confirmation letter and receipt for payment from the RUAH office.

Cancellation Information:

If you cancel your enrollment for a BTG course, all paid fees up to US \$325 (not including the non-refundable deposit of US\$25) will be credited to the applicant for enrollment in another BTG course date. If you wish to receive a refund of all paid fees up to US \$325 (not including the non-refundable deposit of US\$25), you must submit a written request to RUAH for the refund. Please allow 2-3 weeks for processing.

Tuition: US \$350 (Includes the non-refundable fee of US \$25 for processing fee and course materials)

Please note:

All classes are a total of 40 hours of Medical Interpreter training and are taught in English.

Weekend and weekday courses are from 8 am to 5 pm each day.

The evening courses are from 5:30 pm to 8:30 pm each evening as scheduled, and include two hours of assignments to be completed outside of class. *Also*, the evening course requires that you attend one Saturday from 8 am to 5 pm for medical review day (see schedule).

Attendance to all classes as scheduled per course is required in order to complete the 40 hour program.

A final exam is given on the last day and requires a minimum passing score of 70% to complete the program. Exam is administered in English.

The course is limited to a maximum of 25 candidates per class.

Weekend courses are Friday, Saturday, and Sunday (1st weekend), and Saturday and Sunday (2nd weekend), unless stated otherwise.

A “Certificate of Attendance” will be awarded to participants who score 70% on the final exam on the last day of class.

The “Certificate of Completion” will be mailed to participants directly from the RUAH office after all course requirements have been completed and verified.

All BTG training Instructors are CCHCP trained and approved.

All of our communication is primarily by email, so please make sure your email address is working. If you have not heard from us in a reasonable amount of time, please contact the RUAH office at 317-583-3219.

Fall 2009 /Winter 2010 Training schedule:

See table of schedule on page one of BTG 2009-2010 registration form.

Training Location:



St. Vincent Health North Building
10330 N. Meridian Street, First Floor
St. Vincent DePaul Room
Indianapolis, IN 46290
[Directions below](#)

From 465:

- I-465 North to US-31 (Meridian Street) Exit.
- North on Meridian Street (US 31) to 103rd Street.
- Turn Left (West) on 103rd Street.
- St. Vincent Health is located on the right (North) side.
- Turn right at the first drive leading to the front visitor parking area. The main entry faces Meridian Street and is accessible to all visitors during normal business hours.

From US 31 North:

- South on US-31 / Meridian Street to 103rd Street.
- Turn Right (West) on 103rd Street.
- St. Vincent Health is located on the right (North) side.
- Turn right at the first drive leading to the front visitor parking area. The main entry faces Meridian Street and is accessible to all visitors during normal business hours.

**Contact RUAH for more information. Email: btg@stvincent.org Phone: 317-583-3219
FAX: 317-583-3250**

Please retain these two pages of information for your records. Do not mail these with your completed registration form and signed course agreement form.

Bridging the Gap (BTG) CCHCP Medical Interpreter Training

2009-2010 REGISTRATION FORM Please type or print carefully. Please complete one form per participant.

Training schedule: Please mark your course preferences. (Mark choice #1 and choice #2)

Weekend Courses 2009

_____ December 4-6, 12, 13, 2009

Weekend Courses Winter 2010:

_____ January 15-17, 23, 24, 2010

_____ February 19-21, 27, 28, 2010

_____ March 19-21, 27, 28, 2010

Weekday Courses 2010:

_____ April 19-23, 2010

_____ August 16-20, 2010

Evening Courses 2010: (M/T)

_____ May 31 – June 22, 2010

_____ November 1-23, 2010

Payment may be made by credit card, by check, or by money order. Checks and money orders are payable to **St. Vincent Health**. If paying by credit card, complete the form below and sign.

Participant Information:

Name: _____

Job Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alternate Phone: _____ Email: _____

Primary Language: _____ Second Language: _____ Third Language, if any _____

Please note: Upon receipt of your completed registration form and non-refundable deposit of US \$25, we will notify you by email asking you to confirm your attendance and pay the course fee balance of US \$325.

If you are being sponsored by an organization, please fill out the following section:

Only fill out if applicable.

Name: _____

Job Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

To pay by credit card:

Name: _____ Credit Card Number: _____ - _____ - _____ - _____

Address: _____ Expiration Date: _____ (on card) 3 digit code _____ (back)

City/State/Zip: _____ _____ Visa _____ MasterCard

Amount: \$ _____ Date: _____

I authorize St. Vincent Health – RUAH to charge my credit card for payment of BTG fees.

Signature: _____

Bridging the Gap (BTG) CCHCP Medical Interpreter Training

2009-2010 BTG COURSE AGREEMENT FORM

Please read carefully and sign below. All BTG participants must sign a course agreement form.

As a prospective Bridging the Gap participant, I have read and agree to the following:

1. Bridging the Gap is a CCHCP Medical Interpreter training program, not a language course. Students are expected to have a working proficiency in two or more languages, one of which is English, prior to taking the course.
2. Participants must attend all five class sessions. Exceptions will be considered on a case-by-case basis by the instructor. Those students attending all sessions will receive a Certificate of Attendance.
3. Plan to begin class promptly at 8:00 a.m. Tardiness is frowned upon. Class will finish each afternoon at 5:00 p.m. Students will have a one hour lunch recess. Exception: The evening courses are 5:30 pm to 8:30 pm with a 15 minute break.
4. A final exam grade of 70% is required to complete the class. Those participants not achieving a passing score will have two months from the original exam date to take a make-up exam covering material from the entire course. A make-up exam grade of 75% is required to complete the course.
5. Course participants are encouraged to volunteer as a medical interpreter in their community following completion of the course.

I read and agree to the above:

Signed: _____ Date: ____/____/____

Printed Name: _____

Mail your completed registration form, signed course agreement, and payment to:

St. Vincent Health – RUAH
Bridging the Gap CCHCP Program
10330 N. Meridian Street, Suite 415
Indianapolis, IN 46290
Or FAX: 317-583-3250

Checklist:

- ✓ Completed registration form
- ✓ Signed course agreement
- ✓ Payment of balance: US \$325

OFFICE USE ONLY

Registration form and non-refundable deposit	Confirmation and payment of BTG course	BTG Final Exam Score	Late Charges/Cancellations, if applicable	Certificate of Completion mailed