

# The Professional Interpreter

## A Training Program for Community Interpreters

A Program Incorporating Authorized Materials from The Community Interpreter® International Edition

Do you frequently find yourself interpreting for friends and family? Would you like to put your bilingual skills to use? Then **The Professional Interpreter** is for you!

This course is designed for working interpreters and aspiring interpreters who want to work in community settings, such as healthcare, education, and human and social services. The course covers topics such as ethics and conduct, basic skills (such as positioning, how to interpret, memory and note-taking), terminology, modes of interpreting, intervention strategies, cultural mediation, and other vital skills and protocols. Professional skills are presented as simple components, including streamlined decision-making tools to help interpreters make on-the-spot judgment calls that are easily incorporated into daily practice.

The program uses the comprehensive learning content and materials developed by **Cross-Cultural Communications (CCC)**, a program recognized nationally and internationally for training community interpreters. The course is very interactive; relying on the use of role play, activities, group exercises, and discussions based on videos. The program includes the most comprehensive training manual in the field; written in plain English and featuring an abundance of visual aids to make the content easy to understand and a pleasure to read.

### How will this course improve your practice?

Upon successful completion of this course, participants will be able to:

- Know how to perform professional interpreting protocols such as positioning, professional introductions, direct speech and turn-taking management.
- Be able to adhere to professional ethics and standards of practice for community and medical interpreters.
- Know the role and responsibilities of the community interpreter.
- Understand cultural competence and assess if, when and how to perform cultural mediation
- Be able to perform in three modes of interpreting: consecutive, simultaneous and sight translation.
- Develop core interpreting skill such as accuracy, interpreting for meaning, register, and effective note-taking strategies
- Enhanced short-term memory skills for faster translation

- Be able to present themselves for employment or freelance work as a professional interpreter.
- Develop techniques to perform intervention and mediation in common community interpreting situations

## What does it cost?

The cost of this program is \$625.00 (six hundred twenty-five dollars). Cost includes:

- A language proficiency test in both English and your non-English language.
- A copy of the most comprehensive textbook (retail: \$120) and workbook (retail: \$60) in the field.
- Certificate of Completion

*Please note a \$150.00 (one hundred fifty dollars) deposit is due at the time of registration.*

## Coronavirus (COVID-19) Adjustments

Due to the impact of the Coronavirus (COVID-19) pandemic all in-person classes are **canceled until further notice**. We are delighted to offer an online version of the full course. This will be a 10-week course.

## Language Proficiency Test

All participants will be tested for language proficiency. MUSC has contracted with LTI The ACTFL Language Testing Office to administer the online language proficiency exam. You will be tested in both English and your non-English language. You can register proficiency test at <http://muschealth.org/interpreter/registration.html>

## Prerequisites

- Must be at least 18 years of age
- Must have a high school diploma or equivalent

## Registration Process

In order to register for this program, applicants must do the following:

- 1) Applicants within the hospital can register for the class at <http://myquest.musc.edu>. Applicants outside of the hospital can register for the class at <http://musc.edu/musclearning>.
- 2) Create an account. Once your account is created, log into your account. In the search toolbar type The Interpreter's Guide and click on the course. Read the course information and select desired course date and enroll.

- 3) Your enrollment in the program is contingent upon meeting the course prerequisites, course fees are paid in full, and successfully pass an oral language assessment\*
- 4) **A non-refundable deposit of \$150.00 is due at the time of registration for your Language Proficiency Test, and to reserve a seat.** Those that successfully pass the language assessment will have to pay a **remaining balance of \$ 475.00 (four hundred seventy-five dollars)**. This balance must be paid in full one week prior to the first day of class.
- 5) The balance can be paid in full or in four (4) installments. **First installment of \$130.00** (one hundred thirty dollars) is due one week after acceptance into the program. **The three (3) remaining installments of \$115.00** (one hundred fifteen dollars) can be paid at a date of your choosing. Entire balance must be paid in full one week prior to the course start date.
- 6) Payment can be made by credit card (VISA, MasterCard, Discover, American Express) or by check (made out to: **Medical University Hospital Authority**). Credit card payments can be made at **843-792-9055**. Please contact us at [interpretertraining@musc.edu](mailto:interpretertraining@musc.edu) if you need an invoice and/or would like to pay by check

a. Please send checks to:

Interpreter Services  
169 Ashley Ave, 462 E4  
MSC332  
Charleston, SC 29425

- \* **Note: The applicants' name should appear in the memo section**
- \* Enrollment is not complete until the entire balance is paid in full. **No payment will be accepted on the first day of the class.**
- \* ASL interpreters must contact us at [interpretertraining@musc.edu](mailto:interpretertraining@musc.edu) for assessment of fluency.

## Refund and Credits

A refund request for a class/program must be submitted in writing by [interpretertraining@musc.edu](mailto:interpretertraining@musc.edu). A **seven-day** notice of cancellation is required to receive a refund or to transfer to another class/program. **Refunds will not be given after the class/program registration deadline; rather, a credit may be issued.** Refunds are not available for some classes/programs, and a voucher to enroll in a future class/program is given instead.

## **Coronavirus (COVID-19) Adjustments**

**During the Coronavirus (COVID-19) pandemic All Registrations Final – No Refunds**

## Cancellations

In the event of a training program cancellation, the Interpreter Training Center will communicate this information to training participants as quickly as possible. Training participants can either request a refund or apply the training registration fee as a credit toward a future program.

## Reasonable Accommodations

If you require accommodations for your registered event, please contact the Interpreter Training Center at [interpretertraining@musc.edu](mailto:interpretertraining@musc.edu) at least 14 business days prior to the event. Although requests for accommodations will be accepted after this date, Interpreter Training Center cannot guarantee the accommodation will be provided.

## Program Administration

- The **Professional Interpreter** course is limited to a **maximum of 21** participants per class. A minimum of 6 participants is needed to schedule the class. Applications are accepted on a first come, first-paid basis.
- Certificates of Completion will be awarded to participants who successfully score 75% or above on the final examination.
- All communication to participants regarding **The Professional Interpreter** program will be conducted primarily via e-mail. It is the applicant's responsibility to ensure that his/her email is working correctly. MUSC Health will not be responsible for non-receipt of important training information due to the unreliability of the applicant's e-mail system.
- Questions about this program should be directed to Interpreter Training Center at **843 -792 -9055** or via email [interpretertraining@musc.edu](mailto:interpretertraining@musc.edu)

## Coronavirus (COVID-19) Adjustments

Due to COVID-19, this course will move to an online platform via Zoom. This course will be interactive in nature, and participants must be ready and able to see, hear, speak and type.

Participants must meet the following technical requirements in order to participate in the course.

### Technical requirements:

- A desktop or laptop computer with a webcam. (The course may not be taken on a tablet, phone or other small device.)
- Quality headset with microphone (No earbuds, please!)

- A web camera and microphone are required to participate. The camera **MUST be turned on**; the microphone **must be available to be turned on as the speaker requires**. Participants who do not have this capacity should not register. Participants who do register and then cannot or do not comply will not get a certificate. Participants who turn off their camera for more than 15 minutes each session will not receive a certificate.
- Zoom (Updated Version)
- Chrome or Firefox (Updated Version)
- High speed internet (minimum 5 mbps upload/10 download) [Test Your Speed](#). **Participants who continuously lose connection in the middle of the class for more than 15 minutes each time will not receive a certificate.**
- All handouts will be sent beforehand; participants are responsible for either printing them out ahead of time OR having them available on an electronic device.
- **Participants who continuously sign on more than 20 minutes late will not receive a certificate.**

This course is limited to **20 participants**. Once the course has reached capacity, those interested will be added to a waitlist in the order in which their inquiry is received.