

**Chemeketa Community College
Healthcare Interpreter (HCI) Program Application**

Chemeketa’s 16-week Healthcare Interpreter Training Program prepares students to work as interpreters in medical settings. The program covers:

- The role of the interpreter
- Standards of practice and the national code of ethics
- Basic anatomy, physiology, and medical terminology
- Cultural competency
- Note-taking and memorization skills

The program includes 90 hours of class instruction, online coursework, and a practicum with Salem Health’s Interpreter Team.

Languages offered: Spanish, Russian and Chuukese.

Program Dates: January 10 – April 25

Class Schedule: Saturdays, 9:00 a.m. – 1:00 p.m. (4 hours)

You must attend all class days

Cost of Class: \$500.00	Course tuition or fees are not refundable beyond the second week of class.
Additional Costs: Cost may vary	Certification with Oregon Health Authority- \$30 Criminal Background Check, Drug Screen- \$90 Immunization- variable costs CPR Training - \$80 Textbooks- \$170 Uniform-\$50 Parking pass-\$40
Application Packet: Directions: Submit the following documentation to the Behavioral Health and Health Promotion department at healthwellness@chemeketa.edu or in person on the Salem Campus, Building 7, Room 103 This is a limited enrollment consent course; only 15 students are accepted on a first come, first served basis, with a complete application.	Enroll with the college as a non-degree seeking student at https://www.chemeketa.edu/admission/ to obtain a Chemeketa student K number and Chemeketa email address. Application packet must include: 1. Healthcare Interpreter Training Application Form. 2. English Language Proficiency (see below options under Language Proficiency section) 3. Copy of valid Driver’s license, passport, or other valid government issued ID 4. Copy of GED or High School Diploma Only complete applications will be accepted.

<p>Selection Process</p>	<p>Applicants are considered in the order their completed applications are received. Those who meet all requirements and submit all requested documents will be reviewed first.</p>
<p>Immunizations, CPR Requirements & Uniforms</p>	<p>Immunizations: Copies of all required immunization records must be submitted no later than the first day of class. It is recommended that you turn them in to the Behavioral Health and Health Promotion Office before the first day to ensure all requirements are complete.</p> <p>CPR: Copy of CPR Certification – CPR Certification must not expire during time of course. Chemeketa only accepts American Heart Association, “BLS for Healthcare Providers https://atlas.heart.org/</p> <p>Uniforms: Once accepted into the program, you will receive information about uniform requirements and where to purchase them. These details will be included in your “Next Steps” email.</p>
<p>Criminal Background and Drug Screen</p> <p>Instructions on how to complete background check and drug screen will be given to accepted applicants only</p>	<p>Once accepted into the Healthcare Interpreter program, students must pass a drug screen to meet clinical site requirements. Students who do not pass will not be able to continue in the program.</p> <p>Instructions for completing the background check will be included with the acceptance notification. Applicants on a waiting list will receive this information only after being accepted from the list.</p> <p>Background checks will be initiated once the acceptance form is submitted. After receiving the email from Advanced Reporting, students have seven (7) days to complete the background check. Failure to complete it within this timeframe, or results showing a disqualifying criminal history, will make the student ineligible to participate in the HCI course.</p> <p>For details about disqualifying crimes, please review both links below:</p> <p>https://drive.google.com/file/d/1BXbdJsUJHceKJhz5JqiimL5-82hqxuy/view?usp=sharing</p> <p>https://drive.google.com/file/d/1W5nAOyF2SPLBYS_CKRSM7qxU3Stphvg2/view?usp=drive_lin</p>
<p>Course Registration and Payment</p>	<p>After completing the background check, drug screen, immunizations, application, and required materials, you will receive consent from the Director’s Office to register using the CRN sent to your My Chemeketa email. Payment is made through your Chemeketa account. The cancellation and refund policy, procedures, and class schedule will be reviewed on the first day of class.</p>

<p>Course Attendance Time Commitment</p> <p>Attendance at every class, practicum session is a <u>mandatory</u> requirement to pass the course.</p>	<p>In order to meet the Oregon Health Authority course requirements, students must attend all classes.</p> <p>Mandatory orientation This program has a mandatory in-person orientation. All accepted students will receive information on your next steps</p>
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English Language Proficiency

- Degree from a U.S. institution of higher education.
- Graduation from a high school or GED in an English-speaking country.
- Graduation from a higher education institution abroad where English is the primary language of instruction.
- Approved English proficiency test results (valid within 4 years): TOEFL 570+/230+/90+, CAE Level 4 (B), CPE Level 5 (B), IELTS 7.0+, ILR 2+, CEFR B2, ACTFL OPI Advanced Mid-Level or above.

Target Language Proficiency

- Degree from an institution where instruction was primarily in the target language (native speaker).
- Graduation from a high school in a country where instruction was primarily in the target language (native speaker).
- Approved test results (valid within 4 years): ILR 2+, CEFR B2, ACTFL OPI Advanced Mid-Level or above.

Language Proficiency Testing (if needed)

Applicants will select their preferred test type and submit payment when turning in their application. Chemeketa will then assign the test, and applicants will have 7–14 days to complete it. If you do not already have approved test results, Chemeketa will assign a listening and speaking test through ALTA Language Services.

Test Options and Costs

Test Type	Cost (Tier 1)	Cost (Tier 2, Chuukese only)
Listening & Speaking (Live Audio)	\$69	\$80
Listening & Speaking (IVR)	\$58	\$80
Listening & Speaking (Live Video)	\$80	\$90

Additional Fees (depending on test type)

Candidate called by ALTA (live person): \$11/test

IVR (automated) test, candidate called by ALTA: \$10/test

Healthcare Interpreter Program Application Form – January 2026

Submit your complete application one of the following ways:

- Drop off in person Chemeketa SALEM Campus Building 7, Room 103 by November 25, 2025 at 5pm
- Email completed application to healthwellness@chemeketa.edu by December 1, 2025 at 5pm
- Applications will be accepted November 5th at 8 am until December 1st at 5 pm.

Chemeketa Student ID (K#)	K								
First Name (Legal):									
Last Name (Legal):									
Preferred Language Pair (English + Target Language):									
Chemeketa Email:									
Telephone Number (include area code):									
Mailing Address:									
City:			State:				Zip:		

Please initial

_____ Application Checklist (this page)

_____ Completed application form (signed and dated)

_____ I understand I will need to complete and submit Immunizations/CPR requirements by the first-class day.

_____ I understand I have to provide proof of both target and English language proficiency.

_____ I understand that I will be required to undergo a drug screen

_____ I understand that I will be required to undergo a background check

_____ I have read and reviewed all sections on the Healthcare Interpreter Website

By signing, I certify that all statements on this application are complete and true

Signature: _____ Date: _____

Affirmative Action:

Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, genetic information, domestic abuse victim, or any other status protected by federal, state, or local law in any area, activity, or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state, or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503-584- 7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600. Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr. NE, Salem OR 97305.

To request this publication in an alternative format, please call 503.399.5192.