

How to Become a

Certified Healthcare Interpreter

with the State of Oregon

Requirements:

- Must be at least 18 years of age.
- Provide a copy of an Oregon driver's license or passport.
- Must not be on the Medicaid Exclusion list <http://exclusions.oig.hhs.gov/>
- Must pass a background check.
- Must have at least 60 hours of formal health care interpreter training
 - Proof of successful completion of training at OHA approved training center or equivalent
- Provide proof of at least 30 hours of additional documented interpreting experience.
- You will need to provide proof of passing a written exam certification test from one of the following:
National Board of Certification for Medical Interpreters
<https://www.certifiedmedicalinterpreters.org>
Or
Certification Commission for Healthcare Interpreters
<https://cchicertification.org>
- Once you have passed the written exam certification test, you will be required to take and pass an oral exam certification test from one of the following:
National Board of Certification for Medical Interpreters
<https://www.certifiedmedicalinterpreters.org>
Or
Certification Commission for Healthcare Interpret
<https://cchicertification.org>

Go to <https://www.oregon.gov/oha/oei/pages/hci-certification.aspx>

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oregon.gov/oha/oei/pages/hci-certification.aspx

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OREGON.GOV About OHA Programs and Services Oregon Health Plan Health System Reform Licenses and Certificates Public Health

Oregon Health Authority Office of Equity and Inclusion

Office of Equity and Inclusion > Become a Qualified or Certified Health Care Interpreter

OHA COVID-19 Updates and Resources: Visit our COVID-19 site for the latest updates, testing sites and vaccine information, or find information for healthcare partners.

Become a Qualified or Certified Health Care Interpreter

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Cultural Competence Continuing Education - HB 2611

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Regional Health Equity Coalitions

Training, Resources, and Technical Assistance

Meet all of the Requirements

[Health Care Interpreter Requirements](#)

Complete Your Initial Application for Health Care Interpreter

Step 1

All application fees have been waived, do not send any checks to pay for fees

[Health Care Interpreter Application](#) (* Historical Changes to HCI Application)

Step 2

Background Check Process for Initial Application for HCI.

Step 3

Send your Initial Application or Renewal to:

Health Care Interpreter Program
Office of Equity and Inclusion
421 SW Oak St. Suite 750
Portland, Oregon 97204
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421 SW Oak St. Suite 750
Portland, Oregon 97204

Click on Health Care Interpreter Requirements (Highlighted in Blue Below)

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Office of
Equity & Inclusion

Oregon Health Care Interpreter Program Requirements

Oregon's Health Care Interpreter Program includes two levels of credentialing (qualification and certification). A qualified or certified health care interpreter must meet all of the requirements listed below and provide all of the supporting documentation.

	Qualification	Certification
Requirements and documentation	<ul style="list-style-type: none">• Must be at least 18 years of age.<ul style="list-style-type: none"><input type="checkbox"/> Copy of an Oregon driver's license or passport• Must not be on the Medicaid Exclusion List: http://exclusions.oig.hhs.gov/.<ul style="list-style-type: none"><input type="checkbox"/> Printout of search results.• Must pass a background check.• Must have at least 60 hours of formal health care interpreter training.<ul style="list-style-type: none"><input type="checkbox"/> Proof of successful completion of training at OHA-approved training center or equivalent• Must have language proficiency in English and the target language (see next page for more information).<ul style="list-style-type: none"><input type="checkbox"/> Proof of passing a language proficiency test at an approved testing center<input type="checkbox"/> Or, demonstration of having met equivalent language proficiency requirements• Must have at least 15 hours of documented interpreting experience.• \$25 qualification fee payable (by check or money order) to OHA/OEI Health Care Interpreter Program (includes registration fee)• Send completed application and check to: Health Care Interpreter Program Office of Equity and Inclusion 421 SW Oak St. Suite 750 Portland, Oregon 97204	<ul style="list-style-type: none">• Must be at least 18 years of age.<ul style="list-style-type: none"><input type="checkbox"/> Copy of an Oregon driver's license or passport• Must not be on the Medicaid Exclusion List: http://exclusions.oig.hhs.gov/.<ul style="list-style-type: none"><input type="checkbox"/> Printout of search results.• Must pass a background check.• Must have at least 60 hours of formal health care interpreter training.<ul style="list-style-type: none"><input type="checkbox"/> Proof of successful completion of training at OHA-approved training center or equivalent• Must have at least 30 hours of documented interpreting experience.<ul style="list-style-type: none"><input type="checkbox"/> Proof of passing certification tests from one of the following:<ul style="list-style-type: none">• National Board of Certification for Medical Interpreters• Certification Commission for Healthcare Interpreters• Oregon Court Interpreter Certification• Federal Court Interpreter Certification exams• American Sign Language (ASL) Certification• \$25 certification fee payable (by check or money order) to OHA/OEI Health Care Interpreter Program (includes registration fee)• Send completed application and check to: Health Care Interpreter Program Office of Equity and Inclusion 421 SW Oak St. Suite 750 Portland, Oregon 97204
Valid period	Four years	Four years

*Oral certification test is available in Spanish, Mandarin, Cantonese, Russian, Korean, Arabic and Vietnamese.

Questions? Contact the Oregon Health Care Interpreter Program: hci_program@dhs.oha.state.or.us,

971-673-3328, www.oregon.gov/oha/oei, or call us to schedule an appointment in person.

Click on Health Care Interpreter Application (Highlighted in Blue Below)

The screenshot shows a web browser with multiple tabs open. The active tab is 'Oregon Health Authority: Becom...'. The address bar shows 'oregon.gov/oha/oei/pages/hci-certification.aspx'. The website header includes the Oregon.gov logo and navigation links: 'About OHA', 'Programs and Services', 'Oregon Health Plan', 'Health System Reform', 'Licenses and Certificates', and 'Public Health'. A breadcrumb trail reads: 'Home > Office of Equity and Inclusion > Become a Qualified or Certified Health Care Interpreter'. A yellow banner at the top contains a bell icon and the text: 'OHA COVID-19 Updates and Resources: Visit our COVID-19 site for the latest updates, testing sites and vaccine information, or find information for healthcare partners.'

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Fax: 971-673-3378
Email: HCI.program@dhsosha.state.or.us

* Are you having problems with accessing our on-line application? Please follow the instructions from this link. The instructions will help to download the application in Chrome and Firefox. Also, make sure you have the current version of Adobe Reader.

Complete the Application (6 pages total)

[Submit](#)[Print](#)[Reset](#)

Health Care Interpreter Application



You can get this document in other languages, large print, braille or a format you prefer. Contact the Health Care Interpreter Program at hci.program@dhsosha.state.or.us or 971-673-3328. We accept all relay calls, or you can dial 711.

Please type or clearly print. Complete and send all the following information by mail with \$25 application processing fee included to: **Please DO NOT send any check, all the registration fees have been waived for now.**

Health Care Interpreter Program
OHA Office of Equity and Inclusion
421 SW Oak St, Suite 750
Portland, OR 97204

Email hci.program@dhsosha.state.or.us or fax 971-673-1128.

Make check or money order payable to OHA/OEI Health Care Interpreter Program.

Health care interpreters (HCI) include the following credential types:

- *Qualified — most HCIs are in this category*
- *Certified — requires passing national oral and written exams; only applies to RID and the following languages: Arabic, Cantonese, Korean, Mandarin, Russian, Spanish, Vietnamese (certification exam not required for renewing qualified letters)*

If you want to be qualified or certified as an HCI, you must submit a completed application and all necessary documents to the Oregon Health Authority (OHA), Office of Equity and Inclusion (OEI).

Complete this form if you meet all of the following requirements. You:

- Are at least 18 years of age
- Must have a high school diploma or GED
- Are not on the Medicaid exclusion list
- Have finished all required HCI training (*must be through an OHA-approved training program or equivalent*)

You must also do these things when you seek a HCI qualification or certification. Submit:

- A clear copy of a driver's license, state-issued ID card or passport for your background check
- A copy of your training certificate(s)
- Proof of 15 hours of interpreting experience
- Proof of language proficiency (*must test at the American Council on the Teaching of Foreign Languages (ACTFL) advanced mid-level or equivalent*)
- A completed application

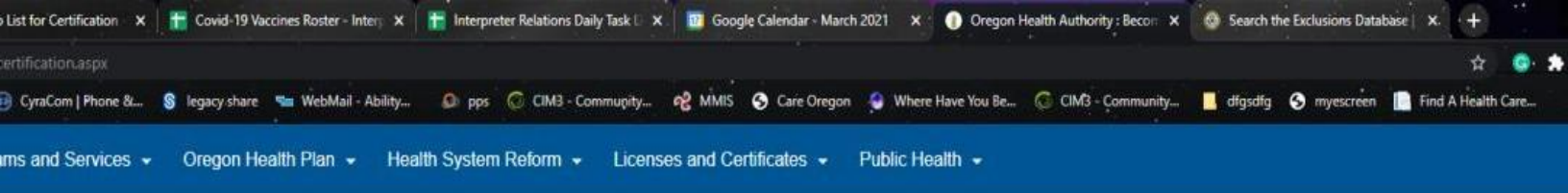
Additional requirement for certification:

- Proof of 30 hours of interpreting experience
- Proof of passing one of the certification exams listed on the OHA/OEI website (<http://www.tinyurl.com/HCI-Training>)

Completing the process

OHA will notify you in writing of your certification as an HCI after confirming you have met all requirements. OHA will add your name and contact information to the registry of certified HCIs. <http://www.tinyurl.com/HCI-Training>

Click on Background Check Process for Initial Application for HCI (Highlighted in Blue Below)



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Read and Follow Instructions on Background Check Process for HCI

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Care Interpreters

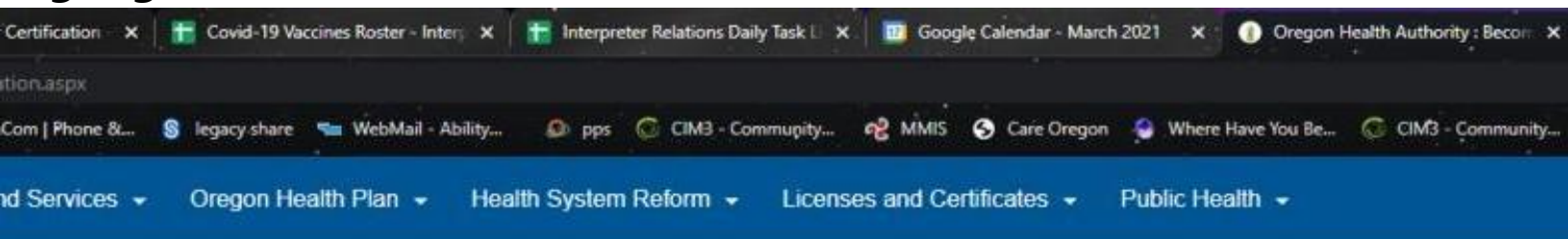
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Background check process for Health Care Interpreters (HCI)

- (1) Submit a **COMPLETED** HCI application packet including photocopies of approved ID (driver's license or passport).
- (2) Look for email(s) from "CRIMS" (a background checking data base) **All background check unit (BCU) correspondence will be via email unless otherwise requested.
- (3) Immediately respond to "CRIMS" email if you receive their request to complete a background check application
- (4) Complete all required fields of the background check application from BCU/CRIMS.
 - o ***You have **21 days** to complete and submit email requests from BCU/CRIMS, if you do not complete this step by the said date, your background check will be closed.
 - o If fingerprints are required, you will be notified by OEI with instructions and necessary codes to complete this step. Please complete & submit fingerprints/Fieldprint.
 - o You will receive an email notification from OEI after this step indicating one of the following:
 - Your application is "Approved" - your background status is approved for the HCI application process to continue.
 - Your application is "Closed" - you did not complete the online application from BCU/CRIMS within 21 days.
 - With "Closed" messages: OEI can resubmit background checking at the request of the Subject Individual (SI).
 - o You may also receive notification of "Denial" directly from BCU via United State Postal Service (USPS).
 - If you receive a "Denied" notice: SI can appeal this checking by applying directly to BCU. The denial notice from BCU will explain the appeal process.
- (5) If your background checking is approved, then OEI will begin processing your HCI Qualification/Certification letter.
 - o OEI will send a courtesy email/phone call to notify SI about the background check approval.

Email Your Application and Documentation (Email Address Highlighted in Blue)



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Help us improve! Was this page helpful?

Yes

No

If you have any questions about how to email your application and documentation, please contact

Courtney@passporttolanguages.com 503-467-2176

You are also able to send your application via USPS and fax. Contact information is listed above the email address on webpage.

(Above)