

# How to Become an Oregon Qualified or Certified Health Care Interpreter (HCI)

## CHECKLIST

Umpqua Health Alliance (UHA) prioritizes connecting Oregon Health Plan (OHP) members with Qualified or Certified HCIs as outlined by Oregon Administrative Rule (OAR) 950-050. Use this document as a checklist to keep track of the requirements you have met along your journey of becoming a Qualified or Certified HCI.

### Qualified or Certified HCI Prerequisites

- Must be 18 years or older.
- Must have a high school diploma (or GED equivalent) or higher.
- Cannot be on the Medicaid Exclusion List.
- Must prove proficiency in both English and target language.
  - See Language Proficiency Requirements section below for instructions to satisfy this requirement.
- Complete an OHA approved 60-hour training.
  - ★ UHA will cover the cost for the Oregon Health Care Interpreters Association (OHCIA) program. Click [here](#) to apply for UHA’s HCI Scholarship.
    - Click [here](#) for a full list of OHA approved training.
- Optional:* You can become a Certified interpreter in Spanish, Vietnamese, Russian, Korean, Arabic, Mandarin, or Cantonese by meeting all the above steps and passing a certification test from one of the following:
  - National Board of Certification for Medical Interpreters (NBCMI)
  - Certification Commission for Healthcare Interpreters
  - National Center for State Courts Interpreter Oral Examination
  - Oregon Court Interpreter Certification
  - Federal Court Interpreter Certification Exams
  - Registry of Interpreters for the Deaf (RID)

**Notes:**  
 If you are a nationally certified HCI, email [UHQualityImprovement@umpquahealth.com](mailto:UHQualityImprovement@umpquahealth.com) for more information on how to become an Oregon Certified HCI.

## Documentation

- Email required documents to [HCI.Program@odhsoha.oregon.gov](mailto:HCI.Program@odhsoha.oregon.gov) to become an Oregon Qualified or Certified interpreter and appear on the State Registry.
- Required documents include:
  - Completed [OHA Health Care Interpreter Application](#).
  - Clear copy of 60-hour OHA approved training certificate.
  - Clear copy of driver's license, government-issued ID card, or passport.
  - Proof of English and target language proficiency.
  - Clear copy of high school diploma, GED, or higher.

## Language Proficiency Requirements

### English Language Proficiency

- Passing one of the OHA approved proficiency exams in English:
  - [Language Line University](#)
    - Level 3+ or above (ILR equivalent)
    - ★ UHA will cover the cost of the proficiency exam through Language Line. Email [UHQualityImprovement@umpquahealth.com](mailto:UHQualityImprovement@umpquahealth.com) to schedule an exam.
  - [Language Testing International](#)
    - Advanced mid-level or above (ACTFL equivalent)
- Graduation from a bachelor, masters, doctorate, or any other degree program from any US institution of higher education.
- Graduation from any high school (GED) in an English language speaking country where English is the primary language of instruction.
- Graduation from a higher education institution abroad where English is the primary language of instruction.
- Completion of one of the following tests:
  - Test of English as a Foreign Language (TOEFL): 570+ on paper, 230+ on computer version, 90 on iBT
  - Certified in Advanced English (CAE), Level 4: B
  - Certificate of Proficiency in English (CPE), Level 5: B
  - International English Language Testing System (IELTS): 7.0+
  - Interagency Language Roundtable (ILR): 2+
  - Common European Framework (CEFR): B2
  - Oral Proficiency Interview at the advanced mid-level on the ACTFL scale

**Notes:**  
 Test results must be no more than four (4) years old to be considered valid.

## Target Language Proficiency

- Passing one of the OHA approved proficiency exams in the target language:
  - Language Line University
    - Level 3+ or above (ILR equivalent)
    - ★ UHA will cover the cost of the proficiency exam through Language Line. Email [UHQualityImprovement@umpquahealth.com](mailto:UHQualityImprovement@umpquahealth.com) to schedule an exam.
  - Language Testing International
    - Advanced mid-level or above (ACTFL equivalent)
- Graduation from a bachelor, masters, doctorate, or any other degree program from an institution of higher education where instruction is primarily in the non-English language and the person submitting proof is a native speaker of the non-English language.
- Graduation from high school in a country where instruction is primarily in the non-English language and the person submitting proof is a native speaker of the non-English language.
- Completion of one of the following tests:
  - Interagency Language Round Table (ILR): 2+ from federal government testing agencies
  - Common European Framework (CEFR): B2
  - Oral Proficiency Interview at the advanced mid-level on the ACTFL scale

**Notes:**  
Test results must be no more than four (4) years old to be considered valid.