

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.
 - 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 UHQQualityImprovement@umpquahealth.com for more information on how to become an Oregon Certified HCI.

Documentation

- ☐ Email required documents to HCI.Program@odhsoha.oregon.gov to become an Oregon Qualified or Certified interpreter and appear on the HCI 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.
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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 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 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.