

**Medical Interpreter Training**  
**Participant Registration and Course Agreement**

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Email \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Primary Language \_\_\_\_\_ Second Language \_\_\_\_\_ Third Language \_\_\_\_\_

Participation is voluntary and must be approved by your supervisor.

Course participants must successfully complete a Spanish language proficiency assessment 15 days prior to taking the course to ensure a seat in the course selected. Once you sign and return this form, Ms. Lynette Alvarado will be in touch with you to schedule the assessment.

**COURSE AGREEMENT**

As a SBH-“Bridging the Gap” Medical Interpreter Training participant, I have read and agree to the following:

- Bridging the Gap is a Certification Commission for Medical Interpreters training program, not a language course.
- As a course participant, I am expected to be proficient in English and Spanish.
- I understand that I must attend and complete all five scheduled courses that begin at 9 a.m. and end at 5 p.m.
- I understand that a final exam score of 70% or higher is required to successfully complete the course.
- If I do not pass the final exam, a makeup exam score of 75% or higher is required to successfully complete the makeup exam.
- Passage of the course makes me eligible to take the certification exam.
- I understand that SBH Health System reserves the right to cancel any scheduled course at any time. In the event a course is cancelled, I will be assigned to another scheduled course of my choosing.
- Upon assignment by a supervisor, I agree to serve as a Medical Interpreter, without additional compensation.

Signed \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name \_\_\_\_\_

Please complete this form and send to Lynette Alvarado, BTG-Medical Interpreter Program, SBH Health System. E-mail: Lalvarado@sbhny.org Fax: 718-960-9275 You may call Lynette with questions at 718-960-9158.