



## KEEPING UP WITH CREDITS

By Lindsay Bentsen

Keeping track of your continuing education (CE) requirements can be difficult when you hold multiple professional certifications. Many accrediting bodies have wildly differing CE expectations and procedures. In addition, requirements can change from year to year, making it even harder to stay up to date.

The NOTIS Board would like to help our fellow interpreters and translators—especially our newly certified colleagues—stay on top of their CE requirements by outlining the recertification procedures of national and regional accrediting bodies. As an additional service to members, the NOTIS board is creating a set of reference documents to be available in the members-only area of our website to help you better track your CE credits.

This article will focus specifically on three accrediting bodies: Washington State Department of Social and Health Services (DSHS), National Board of Certification for Medical Interpreters (NBCMI), and Certification Commission for Healthcare Interpreters (CCHI).

### Washington State DSHS

*The current DSHS continuing education policy is fairly new. It took effect on April 6, 2015 (see Washington Administrative Code 388-03-160). DSHS has extended the CE credit submission deadline for everyone who was certified/authorized before April 6<sup>th</sup>, discussed below.*

If you are a DSHS certified or authorized

translator or interpreter, your certification is valid for a period of four years. Over those four years, you must earn both **ethics** and **general** credits. Thankfully, the process is fairly straightforward. To start with, only **one** ethics credit is required *per year*, for a total of **four** ethics credits over the entire certification period.

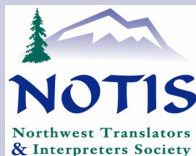
**For those who were certified or authorized before April 6, 2015, your first ethics credit must be submitted by December 31, 2016. You therefore have an entire year to satisfy one ethics credit! However, you are still required to submit a total of four ethics credits (one per year) before your certification/authorization expires. The new expiration date for everyone who was certified/authorized before April 6, 2015 is: April 6, 2019.**

Free or low-cost ethics courses are available year-round (many of them online) so the ethics requirement should not be terribly burdensome. In fact, you can access a free ethics course on the DSHS website. To take this course, simply visit the DSHS “Language Testing & Certification” (LTC) web page, then click on the “Orientation and Ethics Training” tab. You will see a link to the “Ethics Training” video. After watching the video, you simply take a short quiz and e-mail the results to LTC. That’s it! Your ethics credit will be fulfilled for the year.

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## Northwest Translators and Interpreters Society (NOTIS)

A Chapter of the American Translators Association

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### Court Interpreter Division

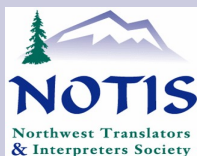
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Website: [www.notisnet.org](http://www.notisnet.org)



## NOTIS MEMBERSHIP FEES

Individual:	\$45.00
Student (without directory listing):	\$15.00
Institutional:	\$50.00
Corporate:	\$75.00

For membership information send an email to:  
[info@notisnet.org](mailto:info@notisnet.org) or call NOTIS Voice Mail  
 (206) 701-9183.

Address:  
 1037 NE 65th Street, #107, Seattle WA 98115

Website: [www.notisnet.org](http://www.notisnet.org)

Visit our [Facebook page](#)

Join our [LinkedIn page](#)

Tweet us at [Tweet to @NOTISnet](#)



## AMERICAN TRANSLATORS ASSOCIATION

**NOTIS is a Chapter of the American Translators Association.**

For information on the American Translators Association (ATA), Contact:  
 225 Reinekers Lane, Suite 590  
 Alexandria, VA 22314  
 Tel.: (703) 683-6100 Fax: (703) 683-6122  
[www.atanet.org](http://www.atanet.org)

Each year when you renew your ATA Membership, make sure to check the box that indicates that you are a NOTIS member since NOTIS receives support from the ATA based on those individuals who are members of both organizations.

## NORTHWEST LINGUIST TRANSITIONING TO BLOG

This will be the last issue of The Northwest Linguist in its current format. Starting in 2016, The Northwest Linguist will become a monthly blog, with each of our committees contributing posts, and outside contributions welcome. Once a year, the blog will be converted into printable format for marketing purposes.

Watch for the first issue of The Northwest Linguist blog in the month of February.

If you are interested in submitting an article to the blog, please send your submissions to Kathryn German, at: [translationskg@comcast.net](mailto:translationskg@comcast.net) Please note that all submissions become the property of *The Northwest Linguist* and are subject to editing unless otherwise agreed in advance. Opinions expressed are solely those of the authors and do not necessarily represent the views of the Editor, the Societies, or their Boards. Articles are limited to 1,000 words.

Deadline for the next Northwest Linguist blog posting:

**February 20, 2016**

**Special thanks to the newly formed NW Linguist Blog Committee:** Brooke Cochran, Shelley Fairweather Vega, Lindsay Bentsen, and Diana Mivelli.

## Keeping up with Credits (continued)

You must also complete **sixteen** general credits over the four-year certification period. There is no annual submission requirement for general credits. You simply must accrue sixteen of them before your certification expires.

Individual interpreters are *not* required to submit proof of attendance themselves after attending an in-person DSHS-approved CE class. When you register for a training event, simply give your **DSHS certification/authorization number** to the event organizer. When you arrive, you will sign the attendance sheet. After the event, the organizer will send DSHS the list of attendees.

### Key Points

- **1 ethics credit** per year, over four years
- **16 general credits** over four years
- For those certified/authorized before 04/06/2015: extended credits submission deadline (**12/31/2016**) and new expiration date (**04/06/2019**)
- Verify that your CE classes are approved for DSHS credit before registering

For more information, visit: [www.dshs.wa.gov/fsa/language-testing-and-certification-program/continuing-education](http://www.dshs.wa.gov/fsa/language-testing-and-certification-program/continuing-education)

*NOTE: There many DSHS-approved continuing education courses, both online and in person. Click on the "Continuing Education" tab of the Language and Certification web page to see list of upcoming CE events.*

### Certification Commission for Healthcare Interpreters

The Certification Commission for Healthcare Interpreters (CCHI) offers two types of certifications: *Core Certification Healthcare Interpreter™* (CoreCHI™) and *Certified Healthcare Interpreter (CHI™)*. The CHI™ exam is only available for Spanish, Mandarin and Arabic interpreters.

Both CCHI certifications are valid for four years. To remain certified, interpreters must accrue **40 hours** of

work experience and complete **32 hours** of continuing education over the four-year period.

The overall requirements are fairly straightforward, but the process is more complicated than for DSHS recertification. CCHI divides the four-year certification period into **two-year "cycles."** Certified interpreters must submit a separate **renewal application** for each of the two cycles. The first application covers the first two years, and the second application covers the last two years. Each time you submit a renewal application, you must pay a **\$150 fee**. This means it will cost you a **total of \$300** to renew your four-year certification.

As of July 1, 2016, CoreCHI™ and CHI™ certificate holders must obtain *at least two* credit hours in "**performance based training**" during each two-year cycle. Performance based training includes classes such as: consecutive and simultaneous interpreting, public speaking, and note taking. Additionally, CCHI will only accept *a maximum of fourteen hours* of "**non-performance based training.**" This second category includes topics such as: healthcare terminology and preparing for an interpreting encounter. Further details are available here: <http://www.cchicertification.org/certified-interpreters/ce-topics-distribution>

Each CCHI certified interpreter must collect, record, and submit his or her CE documentation to the commission directly. As far as deadlines are concerned, you are welcome to submit your documentation and renewal application for the first cycle as soon as you have completed your work experience and credit requirements for that first two-year period. However, you are not *required* to submit the first application at the end of the first cycle.

You can also wait, and submit both renewal applications 30 days before the end of the full four-year certification period. This last option may sound attractive to procrastinators, but CCHI still recommends that interpreters submit their paperwork as soon as possible. Early submissions will not shorten the length of

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## A MESSAGE FROM THE NOTIS PRESIDENT

By Kathryn German

A new year, a new beginning, a chance for all of us to make changes in ourselves and the world around us. NOTIS has been blessed with a large board this year, which means more creativity, bubbling enthusiasm, and unceasing volunteerism. It is both exciting and inspiring.

This year one of our main focuses will be on increasing exposure to our directory in order to inform the Pacific Northwest Community about our translators and interpreters and the importance of coming to our site first. We have a committee especially dedicated to that task, which ultimately will lead to changes in our website, and many other marketing strategies. Our LinkedIn page has been reactivated and our Facebook page is a huge presence. Both should ultimately drive traffic to our website and directory. The other part of this plan involves changing The Northwest Linguist into a Blog. Many of us will be sad to see the formal newsletter go away, but monthly Blog postings are another way of keeping The Northwest Translators and Interpreters Society foremost in people's minds. It is the most common way for organizations to share their news, and it can be done more efficiently and more frequently. At least once a year, we will gather blog articles together in form of a newsletter that we can still use for marketing purposes in order to reach those not currently members or on our mailing list. We hope you will ultimately enjoy this new change.

Our Medical Division, MedSIG, has an ever-increasing number of workshops each year, and already has ten planned for 2016, many of them in other cities, such as Spokane, Ellensburg, Tacoma, Renton, and Bellingham. Watch our Events page for the dates and sites.

The Court Interpreter Division has planned an impressive two days of workshops for March 19th and 20th, with the



renowned Thomas West. His [Spanish-English Dictionary of Law and Business](#) is a resource that I use every day in my own work. The first day of the conference will be directed at those working in the Spanish language and the second day will be aimed at Russian and French translators and interpreters. More information on Thomas West may be found on his [website](#) and more on the workshops on our [event page](#).

Our Translation Division has at least two workshops planned in translation and technology topics, and information on them will be available soon on our website.

NOTIS is planning a social event for almost every month: coffee breaks, happy hours, walks, picnics, and more. You will be receiving monthly notices on each of these and we will try to plan them in different areas. If you live outside of King County and would like to help us organize in your area, please contact us for more information.

Webinars are also in the planning stage thanks to our new Webinar committee. Several of us talked to other ATA chapters at the ATA Conference about the logistics and services need to put these on and we firmly believe they are an excellent way for us to extend our trainings. We are planning two for our first year as we become familiar with the process, and then plan to greatly extend them moving into 2017.

Get out your dictionaries! NOTIS will again be hosting an ATA Certification examination at North Seattle Community College on April 30th.

Best wishes to all for a wonderful and productive 2016!

May the New Year bring you an abundance of amazing opportunities, beautiful moments, and joyful experiences. May your positive actions and attitudes inspire others. May you forever be filled with the hope and strength necessary to make your dreams a reality. —Zero Dean

## Keeping up with Credits (continued)

your subsequent certification period.

CCHI accepts many forms of CE credit hour documentation. However, all documents must include the following information: 1) interpreter's name, 2) the event title or name, 3) the training entity, 4) date(s) of the event, 5) number of hours attended, and 6) the signature of the event organizer or instructor. The instructors themselves may receive CCHI credit teaching hours. The CCHI website provides a complete list of accepted documents: <http://www.cchicertification.org/certified-interpreters/renewal-documentation>.

### Key Points

- **40 hours** of work experience and **32 hours** of CE over four years
- **2-year cycles** with a separate **renewal application** for each cycle
- CE categories: Performance Based (minimum 2 hours per cycle) and Non-Performance Based (maximum 14 hours per cycle)
- Sign in to your online CCHI account to submit documents: **renewal application, submission fee, and attendance/teaching documentation**
- \$150 + \$150 = **\$300 total cost**

### **National Board of Certification for Medical Interpreters**

NBCMI certification is valid for five years. The recertification requirements look deceptively minimal at face value: Only **3 CE units** are needed over the five-year period. However, each CE unit is equal to **10 hours** of continuing education. Therefore, each interpreter must fulfill **30 total** contact hours over five years and must pay a **\$300** recertification fee.

NBCMI accepts credit for classes that have already been approved for continuing education by CCHI, ATA (American Translators Association), RID (Registry of Interpreters for the Deaf), or IMIA (International Medical Interpreters Association). However, the NBCMI emphasizes that certified interpreters will only receive credit for trainings related to medical interpretation. For example, even if a class has been approved for CE credit by ATA, NBCMI will accept the credit *only if* the class is related to medical interpreting or professional development.

You can pay your NBCMI renewal fee and submit your CE credits within six months of your certification expiration date, and everything must be submitted within 45 days of the expiration date. You can make your payment online and submit your CE credit hours by email. See the NBCMI website for details: <http://www.certifiedmedicalinterpreters.org/recertify>.

### Key Points

- **30 hours** of CE contact hours over **5 years**
- CE credits are accepted for medical interpreting or professional development training only
- **\$300** recertification fee

Watch the NOTIS website for a new members-only page offering further updates and information about credit requirements.



## INTERNATIONAL TRANSLATION DAY

By Saori Sampa

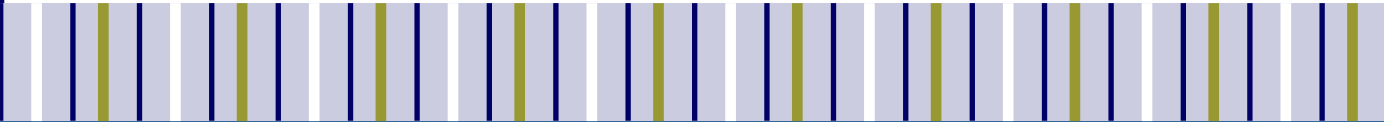
NOTIS's International Translation Day 2015 was held at Mercer Island Community & Event Center on Sunday October 4, 2015. This year approximately 120 participants, including 14 students and 5 ASL interpreters, enjoyed the opportunity to enhance their business skills and knowledge and savor a gourmet luncheon.

Olivier Fontana, Director of Product Strategy and Marketing for Microsoft Translator, reviewed the current state of an automatic text and speech translation technology. We were very lucky to learn about the newly introduced technology, Skype Translator. Olivier also discussed how automatic translation technologies may be used as a tool to assist human translators in the future. It was fascinating to learn how this world-leading company has been improving their products for many different language users all over the world.

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PHOTOS COURTESY  
OF LUPITA CARRILLO



## INTERNATIONAL TRANSLATION DAY (continued)



PHOTOS COURTESY  
OF LUPITA CARRILLO

The owner of MindLink Resources LLC and a specialist on building teams of talented people for the localization industry, Stacey Brown, shared four critical things to be successful in the translation and interpreting industry and to enable us to stand out from the crowd as a freelance translator or interpreter. During her interactive workshop, we could identify our own values and unique strengths as a professional to enhance our business opportunities in the future.

Martin Cross, President of Patent Translation Inc. and the author of several articles in the New York Law Journal, the Westlaw Journal, The ATA Chronicle and Intellectual Property Today, discussed understanding and meeting the special requirements for translations as legal evidence. He talked about how to report on problems in source documents with using his experience. His practical workshop was the time for all of us to learn how we should handle our future work in the legal field.

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## INTERNATIONAL TRANSLATION DAY (continued)



PHOTOS COURTESY  
OF LUPITA CARRILLO

NOTIS sincerely appreciated our Silver Sponsors, Mindlink Resources LLC and Bellevue College Translation & Interpretation Certificate Program, and Bronze Sponsor, Microsoft Translator Team, for their general support to make this event successful and meaningful for all of us. This year's International Translation Day certainly became another successful NOTIS event, thanks to their generous participation.



## FREE RESOURCES FOR TRANSLATORS

By Thei Zervaki

There are numerous free multilingual sites, dictionaries and blogs that can help translators in their work. Some provide resources about jobs, networks and share knowledge. Others can serve as a practice tool for exams or just refreshers. You can choose your source language in a topic of interest, translate the document to your target language and then compare with the existing translation by selecting it on the page.

Find below interesting URLs from International organizations and government agencies:

### UN

<http://www.un.org/en/documents/>

This is the UN site for multilingual documents in all six languages on top. Use to practice if you have those language combinations.

### State Department

<http://iipdigital.usembassy.gov/english/theme/allaboutamerica#axzz3qs1fR0l>

This is the multilingual site from the State Department. Documents and content is available in French, Spanish, Portuguese, Russian and Urdu, Arabic, Chinese and Farsi. Excellent site for translators with those languages.

### Free resources from the European Union institutions

You may need an EU passport to work as a translator or interpreter within the EU institutions but their language resources are free for all.

<http://eurovoc.europa.eu/drupal/>

This useful thesaurus can help with synonyms and explanations of various terms. Choose your language of preference, then enter a word in the box on the left top .

corner and see the results. I entered the word “decision” and I got several expressions using the word from different context fields including law and education. [http://europa.eu/publications/language-and-terminology/index\\_en.htm](http://europa.eu/publications/language-and-terminology/index_en.htm)

This is a useful site featuring glossaries of various topics in multiple languages.

<http://iate.europa.eu/switchLang.do?success=mainPage&lang=en>

This interactive terminology database in 25 languages in total (one is astonishingly Latin) provides access to hundreds of language pairs. A good tool for European source and target languages.

<http://eur-lex.europa.eu/browse/summaries.html?locale=en>

Access to the EU legislation in 24 languages for free is not such a bad resource for legal translators. Select the source language on the top right box. You can also use to practice your translation skills.

<http://europartv.europa.eu/en/home.aspx>

The best video resource in 24 languages from the EU again. Choose your language on top. You can use it to practice interpreting.

### The best language site <http://en.bab.la>

The best language site for resources across the board from best language blogs, language learning sites and even best twitter accounts for languages and language learning.

<http://en.bab.la/news/top-25-language-professionals-blogs-2015>

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## FREE RESOURCES FOR TRANSLATORS (Continued)

**Facebook**

Facebook may be one of the most popular social networks but there are special interest group pages that can help professionals. Here are a few translation groups that you may find useful. Expect postings in several languages and self-promotion but also job offers and interesting news from translators around the world.

Language training & translation:

<https://www.facebook.com/groups/lttgroup/>

Translators:

<https://www.facebook.com/groups/2386437010/?fref=ts>

Translation Zone: the group set up by SDL Trados Studio for translators and language professionals. You can find postings in multiple languages and some job offers as well: <https://www.facebook.com/groups/32721382420/>

## SAVE THE DATES

## Spanish, French, and Russian Legal Workshops with Thomas West

On March 19th and 20th, NOTIS will present two days of workshops with the renowned Thomas West.

**Saturday, March 19th: Hilando muy fino con el lenguaje jurídico.**

In the first part of this workshop the stages of a civil lawsuit in Mexico will be followed from filing through the appellate process. At each stage, the class will examine typical documents and how key phrases would be translated into English. In the second half, tricky aspects of legal terminology in both Spanish and English that can trip up even the most experienced translator or interpreter will be covered.

**Sunday, March 20th: Translating Contracts from French into English.**

In this workshop contracts from France and the United States will be examined and key concepts discussed, such as “consideration” in English-language agreements and “obligations de résultats” in French-language ones. The translation of boilerplate clauses will be considered as well as issues of syntax in legal documents.

**Sunday, March 20th: Translating Contracts from Russian into English**

Contract law in Russia will be examined in this workshop and how it differs from contract law in the United States. There will be special focus on Russian terms that are difficult to translate because there is no equivalent in this country. The translation of boilerplate clauses and the “anatomy of a contract” will be also be considered.

For up to date information and a more detailed description of the workshops, visit the [NOTIS website](#). For more information about Thomas West, visit his [website](#).

## MEDICAL DIVISION (MEDSIG) 2016 PLANS

For the first time in 2015, Cindy Roat introduced a new language-specific model of interpreter training which was incredibly well received, and which she hopes to offer again. Given that these trainings involve a great deal more preparation and financial backing, Cindy Roat and NOTIS are looking at new models so that this will continue to be a feasible option.

### The tentative schedule for 2016 is as follows:

January 23rd	Cancer Genetics	5 hours	Tacoma, Washington
February 27th	Introduction to Simultaneous Interpreting	5 hours	Renton, Washington
March —	Fundamentals of Interpreting	7 hours	Spokane, Washington
April 16th	Medical Terminology	8.5 hours	Tacoma, Washington
May —	Fundamentals of Interpreting	7 hours	Ellensburg, Washington
June 19th	Medical Terminology	8.5 hours	Ellensburg/Tri-Cities, Washington
July —	Medical Terminology	8.5 hours	Spokane, Washington
August 20th	Interpreting in Neurology	TBD	Renton, Washington
September 17th	Consecutive Skill Building	7 hours	Renton, Washington
October —	Cardiology	4 hours	Bellingham, Washington
November 19th	Interpreting the Uncomfortable	TBD	Tacoma, Washington

If additional assistance can be found to support Cindy Roat and Naomi Uchida who helps with the MedSIG administrative duties, additional workshops on the following topics and in the areas indicated are tentatively planned:

- ◆ Spokane: Infection Control, Consecutive Intensive Interpreting
- ◆ Ellensburg: Infection Control, Consecutive intensive Interpreting
- ◆ North Seattle: Cancer Genetics
- ◆ Tacoma: Interpreting in Women's Reproductive Health
- ◆ Renton: Interpreting in Mental Health

# MEDICAL DIVISION (MEDSIG) 2015



## EVENTS CALENDAR

DATE	EVENT	DETAILS	LOCATION
February 19, 2015	NOTIS Social Event: Eastside Walk and Coffee Meetup	<a href="#">Website</a>	Redmond, WA
February 23, 2016	Washington Courts – Written Examination Preparation Class	<a href="#">Website</a>	Moses Lake WA
February 27, 2016	NOTIS MedSIG: Introduction to Simultaneous Interpreting Skills	<a href="#">Website</a>	Renton, WA
February 27, 2016	Washington Courts – Written Exam	<a href="#">Website</a>	Bellevue and Moses Lake, WA
March [TBD], 2016	NOTIS MedSIG: Fundamentals of Medical Interpreting	<a href="#">Website</a>	Spokane, WA
March 11-12, 2016	California Healthcare Interpreting Association (CHIA) Annual Education Conference	<a href="#">Website</a>	Long Beach, CA
March 19, 2016	NOTIS: Legal Translation Workshop with Thomas West: Spanish	<a href="#">Website</a>	Seattle, WA
March 20, 2016	NOTIS: Legal Translation Workshop with Thomas West: Russian and French	<a href="#">Website</a>	Seattle, WA
March 20-23, 2016	Globalization and Localization Association (GALA) Language of Business Conference	<a href="#">Website</a>	New York, NY
March 31-April 1, 2016	American Translation & Interpreting Studies Association (ATISA) 8 <sup>th</sup> Biennial Conference	<a href="#">Website</a>	Monterey, CA
March 31-April 2, 2016	American Copy Editors Society Conference	<a href="#">Website</a>	Portland, OR
April 2, 2016	English<>Spanish Criminal Law Terminology: General Principles	<a href="#">Website</a>	Seattle, WA
April [TBD], 2016	NOTIS: MedSIG: Medical Terminology -	<a href="#">Website</a>	Tacoma, WA

### EVENTS CALENDAR (cont.)

April 9, 2016	Ethics and Ethical Issues for Medical Interpreters	<a href="#">Website</a>	Burlington, WA
April [TBD], 2016	NOTIS Social Event: Happy Hour [TBD]	<a href="#">Website</a>	Seattle, WA
May [TBD], 2016	NOTIS MedSIG: Fundamentals of Medical Interpreting	<a href="#">Website</a>	Ellensburg, WA
May [TBD], 2016	NOTIS Social Event: Open Mic Night [TBD]	<a href="#">Website</a>	Seattle, WA
June 17 or 19, 2016	NOTIS MedSIG: Medical Terminology	<a href="#">Website</a>	Ellensburg, WA
July [TBD], 2016	NOTIS MedSIG: Medical Terminology	<a href="#">Website</a>	Spokane, WA
August [TBD], 2016	NOTIS Social Event: Member Picnic	<a href="#">Website</a>	TBD
November 2-5, 2016	American Translators Association Annual Conference	<a href="#">Website</a>	San Francisco, CA

### NOTIS BOARD MEETINGS

February 17, 2016	Board Meeting	Meeting 7:00	Online
March 24, 2016	Board Meeting	Potluck 6:00 Meeting 7:00	Location TBD

