

PROGRAMMATIC STANDARDS

APPLICATION PROCESS

How to Apply:

1. Complete an Application

Candidate can fill out an application online or mail it to our office:

Pinpoint Translation Services

Attn: C.I.T.

645 Elmwood Ave,

Providence RI, 02907

Applications are accepted on a first come first serve basis

2. Provide proof oral proficiency in both working languages

After we receive your completed application, we will contact you via phone or email on how to proceed with submitting proof of language proficiency. If you need to take an assessment we can facilitate in the coordination of the assessment test with ACTFL. You will receive an email and or phone call with the results of the language proficiency assessment from us, and if you passed we will send information on payment arrangements and enrolling in the CIT course.

ORAL PROFICIENCY ACCORDING TO IMIA'S COMMISSION FOR MEDICAL INTERPRETER EDUCATION (CMIE) STANDARDS

English Oral Proficiency can be met by one or more of the following:

- Over 5 years of verified professional experience in the main language of the country
- A Bachelor's, Master's, PhD, or any other degree from any accredited institution of higher education where the main language is spoken
- Graduation from a high school where the main language is the medium of instruction
- ACTFL Oral Exam administered by a third party (Minimum score: Advanced Mid-Level or equivalent to ILR 2)
- Validated 3rd Party Language Exams (For English, see Appendix 1)
- Equivalent to ACTFL Advanced Mid-level or ILR 2

Oral Proficiency in the other working language:

- Over 5 years of verified professional experience in the other language
- A Bachelor's, Master's, PhD, or any other degree from any accredited institution of higher education where that language is spoken
- Graduation from a high school where that language is the medium of instruction
- ACTFL Oral Exam administered by a third party (Minimum score: Advanced Mid-Level or equivalent to ILR 2)
- Validated 3rd Party Language Exams
- Equivalent to ACTFL Advanced Mid-level or ILR 2
- Other countries may have exams which will be reviewed on a case-by-case basis
- Minority languages might not be easily tested. They will be reviewed on a case-by-case basis

****Evidence of supporting documents (Diplomas or Certificates, CV and/or Test results) MUST be submitted in order to be accepted in the program.**

Appendix 1: Language Proficiency Exams Validated Language Exams

- ACTFL Oral Exams (American Council on the Teaching of Foreign Languages): Advanced Mid-Level
- BEST Plus computer adaptive assessment: High Intermediate or above.
- CAE (Certificate in Advanced English, Level 4): B
- COPI (Computerized Oral Proficiency Instrument) based on ACTFL rating (Advanced Mid-Level)
- CPE (Certificate of Proficiency in English, Level 5): B
- ECPE (Examination for the Certificate of Proficiency in English): PASS
- ELPT (English Language Proficiency Test): 950+
- FCE (First Certificate in English, Level 3): A
- IELTS (International English Language Testing System) 7.0+
- MELAB (Michigan English Language Assessment Battery) 80+
- TOEFL (Test of English as a Foreign Language): 570+ on paper; 230+ computer version; 90+ on iBT.
- Validated language exam equivalent to ILR2 or higher.

3. Meet the Minimum Education Requirement

- At minimum a high school diploma or certificate of equivalency must be submitted
- A bachelor's degree is recommended

4. Meet the Minimum Age Requirement and Valid Proof of Identification

- The minimum age requirement is 18 years of age, however 21 years of age is recommended
- Students must submit proof of age and identification with a valid state ID or passport

TUITION AND FEES

Cost and Payment of Course

- The cost of the course is **\$900.00**
- A non-refundable deposit of **\$125** is due to hold the students spot in the program with their application.
- The remaining balance of **\$775** is due before the first day of class. Candidates for this course must make payment or payment arrangements before the first day of class.
- Candidates can pay via online, in person, or mail a check/money order payable to Pinpoint Translation Services to:

Pinpoint Translation Services
Attn: C.I.T.
645 Elmwood Ave,
Providence RI, 02907

* For those candidates that need to take an oral proficiency assessment, the cost of such assessment is not included in the tuition cost.

CANCELLATION, DISMISSAL, WITHDRAWAL, AND REFUND POLICIES

- Students may decide to withdraw from the course at any time however we do have a refund policy in regards to this course
- Students are aware that a **non-refundable deposit** of **\$125** is due prior to enrolling to the course, this is to reserve a spot in this course. This deposit will not be returned if the student decided to cancel or withdraw from the Community Interpreting Training course.
- Students have 48 hours after the first day of class to decide if they would like to withdraw from the course, if the student withdraws within this period **70%** of the cost of tuition will be returned to the student. After this 48 hour period **0%** will be returned to the student.
- The same refund policy applies if a student is dismissed from the course due to academic misconduct.
- Students whose tuition is being paid for by their employer or through any other third party are subject to the same dismissal, withdrawal, and refund policies.

	Before the 1st day of Class	Day1 + 48hours	After 48 hour period
Tuition & fee Refund	100% of tuition (without the non-refundable deposit)	70% of tuition	0%

EXPECTATIONS OF THE COMMUNITY INTERPRETING TRAINING COURSE

Academic Conduct

- All students are expected to be active listeners, participate in class activities, and read over the text and materials that are provided by the instructor.
- No academic dishonesty will be tolerated. This includes cheating during quizzes, written or oral exams, papers, or any other type of assignment.
This course has a zero tolerance on plagiarism.
- In order to receive a certificate of completion the student cannot miss more than 2 classes, and must pass both the written and oral final exams.
- A student will not be permitted to stay in class if the instructor deems them being disrespectful to fellow peers, a guest speaker, or any staff of Pinpoint Translation Services.
- Pinpoint Translation Services and Dorcas International Institute of RI have a zero tolerance on drugs and alcohol, students enrolled in the Community Interpreting Training course will be subjected to uphold this policy.

Disciplinary Action

- If an instructor determines a student is behaving in violation of the Academic Conduct of this course, such student will be informed of this violation either by the instructor, Program Coordinator, or Director of Pinpoint Translation Services.
- Warning: The student will receive both a written and verbal warning, at the time of academic misconduct. Depending on the severity of the misconduct the student may be expelled from the course.

- Expulsion: If the instructor, program coordinator, or director of Pinpoint Translation Services believe a student's behavior is absolutely unacceptable for this program, based on the student's character or maturity which negatively reflects on Pinpoint Translation Services, said student may be suspended from the program and based on the refund policy of this program may be subject to a 0% refund of tuition cost.

Student Appeals

- If at any time a student disagrees with a grade or disciplinary action, he/she must provide a written justification of the appeal, and an explanation of what kind of resolution the student is looking for. The request for appeal must be presented to the CIT Program Coordinator (if such person is not available it must be present to the course instructor) in writing by means of email or in-person.
- The Program Coordinator, the instructor of the course, and the Director of Pinpoint Translation Services will decide how to respond to this appeal.
- Proof or documentation may be presented during the appeal process by either party, the final reviewer of the appeal process will be the Director of Pinpoint Translation Services.

CRITERIA FOR SUCCESSFUL COMPLETION AND METHODS OF ASSESSMENT

Student Attendance

- This course has a total of 80 hours of training: 60 hours in-class room training program, followed by a 20 hour practicum period that exposes students to interpreting in various community settings (schools, hospitals, private and public clinics, social services, etc.), therefore attendance is crucial in order for students to have the tools to succeed in this exciting career.
- Students with more than two missed days will not be eligible to receive their certificate of completion.*
 - *The institution does understand that life has unforeseen circumstances that present itself when least expected. Those students that miss more than 2 classes due to an illness or extreme circumstance (e.g. death in the family) need to speak with the CIT Program Coordinator and instructors; absences **might be excused on a case by case basis.**
- For those students with an excused absence, the hours missed will be made up by one of the following: class project, presentation, term paper, and/or webinar. The instructor of the course will give the available options to the student, and together they will agree on a project which will be presented/completed before the course's final oral exam.

Grading

- In order for students to successfully pass this course and receive their certificate they need to pass both written and oral final exams. The passing grades for these exams are the following:

70% Final Written Exam

75% Final Oral Exam

Re-Take Policy

- If a student fails the final written exam there is no other exam that will be administered during their course that will allow them to pass the program successfully, the student would have to re-take the entire course and take the final written exam in a future date.
- For those students that successfully passed the final written exam but did not attain the minimum passing score for the final oral exam, a second opportunity to be re-tested in the oral exam will be offered if the student scored between a 69%-74%, this re-test will be administered upon the instructor’s schedule and availability to administer the re-test.*

* There is a \$50.00 administrative fee that will be applied for those students that take a re-test of the final oral exam.

Cancellation of Class

- There might be instances, weather related emergencies or the instructor cannot teach due to an unforeseen circumstance, when class might be cancelled. If classes are cancelled students will be notified via email and/or telephone of such cancellation.
- It will be up to the instructor to decide if/when the make-up class will be held. The time, day, and location will be notified to students by the CIT Program Coordinator via email.

Certificate of Completion

- After the successful completion of Pinpoint Translations Services Community Interpreting Training course a student will receive the credential of Certificate of Completion. This certificate attests a student completed the 60 hour in-class training and 20 hour practicum, for a total of **80 hour training**. This credential states that you successfully completed the course by passing both written and oral exams, and recognizes your competency as a professional interpreter.



Applicant: please cut and return the bottom portion of this form

By signing below you acknowledge that you have received the Programmatic Standards for the Community Interpreting Training program.

You have read through this document, and you have been made aware of the refund policy and requirements that are needed in order to successfully complete this program: attend the full 80 hour program, pass the written midterm exam, and the final written and oral exam.

Signature of Candidate

Date

Signature of Pinpoint Translation Staff

Date