

Found *in* Translation

Information Session



Presenter Introduction

Agenda

- Introductions
- About Found in Translation
 - Who are our participants?
- About our Language Access Fellowship Program
 - Medical Interpreter Certificate course + Career Advancement
 - Impact
 - Information and eligibility overview
- Our Selection Process
 - Overview of rounds, timeline, and tips for online application
- Questions



Found in Translation's Mission

- To help low-income multilingual women achieve economic security through the use of their language skills
- To reduce ethnic, racial, and linguistic disparities in health care by unleashing bilingual talent into the workforce

About Found in Translation

- We are a non-profit organization, founded in 2011
- Our office is in Dorchester, MA, though our programming serves people across the Greater Boston Area
- Office staff of 10, faculty of 35+ (most are our own alumnae)
- We run one program - **Language Access Fellowship Medical Interpreter Certificate and Job Placement Program** - and it is 100% FREE



Who are our participants?

- In the past 10 years, we have trained 291 women in 9 classes
- We have trained interpreters in 37 different languages
- Students range in age from 19 to 67
- 100% are considered low-income when they enter our program
- This number will increase with graduation of each class cycle in the future. For the most updated number refer to our website:

[Homepage - Found in Translation](https://found-in-translation.org)
found-in-translation.org



Language Access Fellowship Program

Our Language Access Fellowship Program has two parts:

1. Medical Interpreter Certificate Training
2. Career Advancement and Job Placement



Medical Interpreter Certificate Training

- 140+ hour training, with a certificate awarded at the end upon passing of final exams and completion of professional development portfolio.
 - Passing percentage is 85%, and we have a generous retake policy and support for those who do not pass exams on the first try.
- Subjects covered:
 - Interpreting Skills and Ethics
 - Anatomy and Physiology (basic body systems, common illnesses, diagnostic methods and treatments, etc.)
 - Language-specific coaching (terminology and role plays)
 - Professional Development Skills (resume, interviewing etc.)

Medical Interpreter Certificate Training - Supportive Services

Childcare

Recognizing the barriers that many participants face, we provide free onsite volunteer-run childcare for all of our programming. Children are welcome to attend class with their mothers, or students work with staff to make a plan for off-site childcare.

Transportation

We also assist participants with transportation to and from class. Examples include: providing T-passes, gas assistance, parking reimbursements, arranging carpools etc.

Tech Literacy

Given that a big part of our program will be remote, through Zoom and CANVAS platforms, Found in Translation will also provide access to tech literacy resources, equipment and internet. These skills and resources will also be needed after the completion of the program due to the rise in remote interpreting opportunities.



Career Advancement and Job Placement

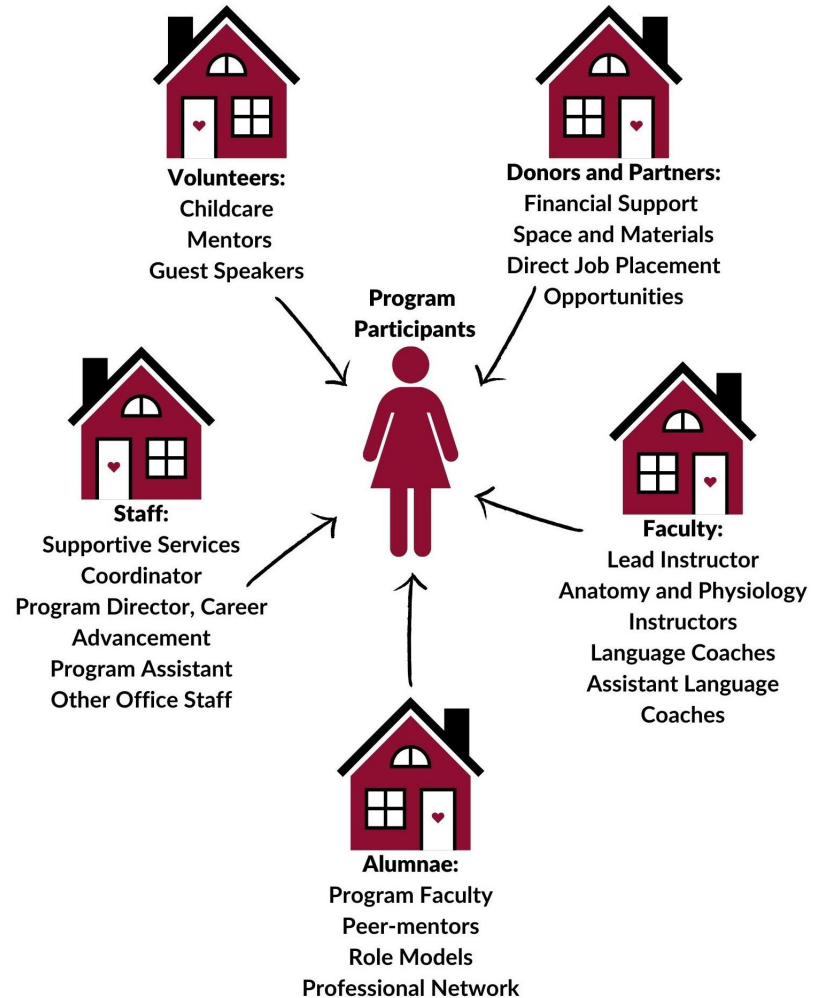
After the class is over, we continue working with alumnae on applying to jobs, honing their skills and building their careers. This support is offered to all alumnae, for as long as they want it.

Year-round services include:

- Career guidance
- Resume/job application help
- In-house continuing education opportunities
- Networking through our Alumnae Association
- Scholarships
- Direct job placement through our Interpreter Services



It Takes a Village to Raise an Interpreter



Our Impact

- Average wage of our alumnae climbs to **\$25/hr** one year after completing the program.
- Found in Translation alumnae are currently working at hospitals, agencies, and organizations across Boston. Some are full-time, other part-time or per-diem. Some manage the interpreting departments of entire school districts, others work from home as remote interpreters.
- To learn more about our impact please click on the link below: [Our Impact - Found in Translation \(found-in-translation.org\)](https://found-in-translation.org)

Our Impact - where alumnae currently work

- Beth Israel Deaconess Medical Center
- Lowell General Hospital
- Language Line
- Massachusetts General Hospital
- Trial Courts of Massachusetts
- Catholic Charities
- Cross Cultural Communication Systems
- Benoit Interpreting
- Stratus Video Remote Interpreting
- Transperfect
- American Translation Partners
- Greater Boston Legal Services
- Tufts University School of Medicine
- Massachusetts Advocates for Children
- M.A.P.A.
- Carney Hospital
- Brockton Neighborhood Health Center
- Boston Medical Center
- Brigham and Women's Hospital

Some Considerations - *Is this program a good fit for you?*

- Earning a medical interpreter certificate is just the first step for a new career as an interpreter
- We operate on a high-support, high-expectations model. Found in Translation will support students with anything they need, but we also hold our students to very high academic and professional standards. Our program is a big commitment.

Time Commitment

Participating in Found in Translation's Medical Interpreter Certificate Training Program is a large time commitment.

Each class cycle will run for 20 weeks including intake (before classes begin), orientation week, and exit interviews post-training.

There will be two cycles, one in the spring and one in the fall.

In addition, students are expected to commit to 20 hours per week to this program, which includes class time, assigned readings, self paced components, assigned video lectures, assignments, quizzes, exams and completion of professional development components.



Attendance

- We expect 100% attendance and punctuality. There is a very limited number of excused absences, and we keep track of students who arrive late and/or leave early.
- All students are expected to sign and adhere to the attendance policy before the start of the class

Self-paced components/assignments/readings

- Total commitment can range from 20-25 hours
 - we expect students to be prepared for class by doing their assigned homework and self-paced components. We estimate at least 10-12 hours of time commitment outside of class each week.
- CANVAS
 - Self-paced portion of the curriculum along with the assignments and quizzes are housed in our learning management system, CANVAS.
 - Hours spent on CANVAS are actively tracked and counted towards progress

Class Model: Hybrid Model

Spring Cycle

- **Dates:**

Mid-February to mid-June

- **Class Times:**

Class will be divided into two cohorts, both taking place on Tuesdays, Wednesdays and Thursdays.

Cohort A: 9:30am - 12:30pm

Cohort B: 5:30pm - 8:30pm

In addition, one Saturday per month (four days from 9:30am - 3:30pm) are also required, and will be dedicated to our professional speaker series.

- **Location:**

Online via Zoom (classroom components) and CANVAS online learning management system (self-paced study). Should in-person components be added, they will take place at our office in Dorchester, MA (1532B Dorchester Ave.)

Fall Cycle

- **Dates:**

Mid-August to mid-December

- **Class Times:**

Class will be divided into two cohorts, both taking place on Tuesdays, Wednesdays and Thursdays.

Cohort A: 9:30am - 12:30pm

Cohort B: 5:30pm - 8:30pm

In addition, one Saturday per month (four days from 9:30am - 3:30pm) are also required, and will be dedicated to our professional speaker series

- **Location:**

Online via Zoom (classroom components) and CANVAS online learning management system (self-paced study). Should in-person components be added, they will take place at our office in Dorchester, MA (1532B Dorchester Ave.).

Before you apply - *are you eligible?*

To be eligible for our program, you must be

- 1. A woman aged 18+**

If you consider yourself a woman, so do we. Transgender women are women and we encourage them to apply. Applicants must be at least 18 years old to work as interpreters.

Before you apply - *are you eligible?*

To be eligible for our program, you must be:

2. Fluent in English and another language

To be eligible to participate in the Found in Translation Program, you will need to have fluency in English and another language. (We accept ALL languages.) You should speak both languages smoothly, comfortably and correctly with only minor mistakes. We utilize a college-level textbook which requires English language reading and comprehension skills. All of our presentations, professional development and mentoring sessions are in English, with language coaching held in both languages. For coursework around medical terminologies we require basic writing skill in another language as well as English, therefore candidates will be tested for both oral and written fluency as part of eligibility determination. Special accommodations may be provided for uncommon languages.

Before you apply - *are you eligible?*

To be eligible for our program, you must be:

3. A resident of the Greater Boston area

Our model relies heavily on in-person community-building and engagement between students, faculty, and volunteers. If someone does not live within the Greater Boston area, they will not be able to participate once it is safe again to carry out these components in a post-pandemic context. (Exceptions can be made for individuals with mobility challenges, but who still reside in this region.) In addition, after earning their certificates, we support graduates in finding work as interpreters in the Greater Boston area - a region where we have a deep professional presence and network, as well as a wealth of industry insight. We do not at this time have the capacity or resources in our flagship program to assist women who seek to work in other markets.

Before you apply - *are you eligible?*

To be eligible for our program, you must be:

4. Low income (including homeless or formerly homeless)

- Eligibility is based on combined household income, regardless of if the applicant herself is employed. To be eligible for our program, your annual household income must be **at or below** the amounts listed on our website relative to your household size (adults + children).

Recognizing that living in the Boston area is growing increasingly more expensive, we will be using the "Very Low" income limit category. Please see the information on our website for details:

[Application - Found in Translation \(found-in-translation.org\)](https://found-in-translation.org)

- Earn less than \$18/hr (if employed and receiving a W2), or less than \$22/hr (if employed as a 1099 freelancer)

Exceptions can be made for applicants who are working part-time jobs (ex. working fewer than 40 hours and/or do not receive benefits. **Please contact us with questions about individual situations.**

Before you apply - *are you eligible?*

To be eligible for our program, you must be:

5. Eligible to work in the United States

The goal of Found in Translation is to prepare women for employment as medical interpreters.

Women who are ineligible for employment in the United States face a legal barrier to employment which is outside the scope of our program, and will therefore not be considered. US employment eligibility requirements can be found at www.uscis.gov/i-9.

Before you apply - *are you eligible?*

To be eligible for our program, you must:

6. Have at least a High School Diploma/GED

This level of education is required for employment as a medical interpreter, and like US employment eligibility, assisting with this type of service is outside the scope of our program. Graduates of our program range in education from recent GED recipients to former doctors in their home countries - and many have some form of post-secondary education.

The diploma can be an international equivalent.

Before you apply - *are you eligible?*

To be eligible for our program, you must:

7. Not already have a Medical Interpreter Certificate

Found in Translation is looking for candidates who have the talent and skill but not the means to enter the Medical Interpreting profession. Therefore, applicants who already hold a Medical Interpreter Certificate will not be considered.

Before you apply - *are you eligible?*

To be eligible for our program, you must be:

8. Available to attend **ALL** classes

- In the Spring, the classes will start in mid-February and continue through mid-June
- In the Fall, the classes will start in mid-August and continue through mid-December
- There will be two cohorts:
 - Morning Cohort (3 weekday morning, 9:30am - 12:30pm)
 - Evening Cohort (3 weekday evening, 5:30pm - 8:30pm)
 - One Saturday per month (four days from 9:30am - 3:30pm) are also required, and will be dedicated to our professional speaker series.

Our Selection Process

Found in Translation's selection process has four rounds:

1. **Online Application**
2. **Informational Webinar**
3. **Individual Interviews - includes language fluency testing and document review**
4. **Oral Language Fluency Testing**

We move through each round on a rolling basis, and will make our best efforts to inform applicants of their status as soon as possible.

Rolling Admission

Once our application is open, we will guarantee review of the first 100 applications with stated preference for participation in our spring cycle. After that, all additional applications received will be held for consideration for our fall cycle. As a result, there is no deadline like in previous years, and so we encourage interested applicants to submit their applications as soon as possible if they would like to be considered for the upcoming cycle.

Online Application

Before you complete the online application, make sure you have all the information you will need on-hand. This includes information about:

- Household size
- Job status and current wages
- Education history
- Income and benefits
- Housing situation

See our website for a sample application to review exactly what questions will be asked: [Homepage - Found in Translation \(found-in-translation.org\)](https://found-in-translation.org)

Essay

Write your essay separately

The essay question is very important. It is your chance to tell us about yourself as an individual - and **the best responses are AT LEAST 4-5 sentences long**. We strongly recommend that you write your essay separately in a word processor (MS Word, your email, a notes app) and then copy/paste your response into the form when you are ready to submit.

Writing your essays separately allows you to:

- 1) take your time in crafting a response that best reflects your thoughts and abilities*
- 2) take advantage of tools like Spell Check*
- 3) be able to save all your hard work such that it isn't lost if you experience technical challenges submitting your application.*

Also - write your essay on your own. The essay should contain your own thoughts and reflect your writing style and proficiency, as these are all factors in our selection process.

Our essay question is:

Please tell us about yourself, your background, and your future aspirations/goals. What led you to apply for this program, and why is this a good time for you to pursue this program?

Online Application

Other Tips:

- The application is long - make sure you have at least one hour to complete it. It must be submitted in one sitting, as there is no option to save and return later.
- Make sure you fill in ALL information we ask for. This gives your application the best chance to stand out.
- Be precise with the languages you speak (ex. *Cantonese* not Chinese, *Luo* not African dialect), and mention ALL languages.
- Make sure you give us the correct contact information. Due to the volume of applicants, we will be contacting you through the email you include in your application. If we cannot reach you, we cannot follow up with questions or invite you to future rounds.

Final Decisions

Our selection process is based on:

1. Economic Need and economic impact medical interpreting career will make in your household
2. Language Skills (written and oral in both English and another language)
3. Other factors we believe will lead to success in our program and in the medical interpreting profession, such as motivation.

Final Decisions

Our ideal candidates are:

- Professional
- Passionate
- Motivated
- Thoughtful
- Warm
- Driven
- Resourceful
- Resilient
- and more!



Questions?

If you have questions, please direct them our way. Please email us at info@found-in-translation.org with your specific question.