

Found *in* Translation

***Language Access Fellowship
Medical Interpreter Certificate
Program***

Information Session



Agenda

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

Found in Translation 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

Who We Are

- Founded in **2011**
- Nonprofit organization
- Serving Greater Boston communities
- Community Interpreting Training partnerships
- **Flagship Program:** Language Access Fellowship
 - Medical Interpreter Certificate
 - Job Placement Program
 - **100% FREE**



Who are our participants?

400+

Women trained

19–67

Age range of participants

38

Languages represented

100%

Enter the program as low-income

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 upon passing of final exams and completion of professional development portfolio.
 - Passing grade on final is 85%.
 - 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, cover letter, interviewing etc.)

Medical Interpreter Certificate Training

Supportive Services

Childcare Support

- Childcare reimbursement
- Flexible support for hybrid classes
- SNAP Path to Work partnership

Basic Needs and Financial Wellness

- Community resource referrals
- Basic needs support
- Financial coaching & workshops



Medical Interpreter Certificate Training

Supportive Services

Technology

We provide access to technology (laptop/internet) and opportunities to improve your computer skills.

Access to technology and efficient computer skills will aid in job search and remote interpreting opportunities post-graduation.



Transportation

We assist students with transportation costs to ensure that every student can attend **all** in-person classes and events.

- Gas
- Parking
- Public Transportation

Career Advancement and Job Placement

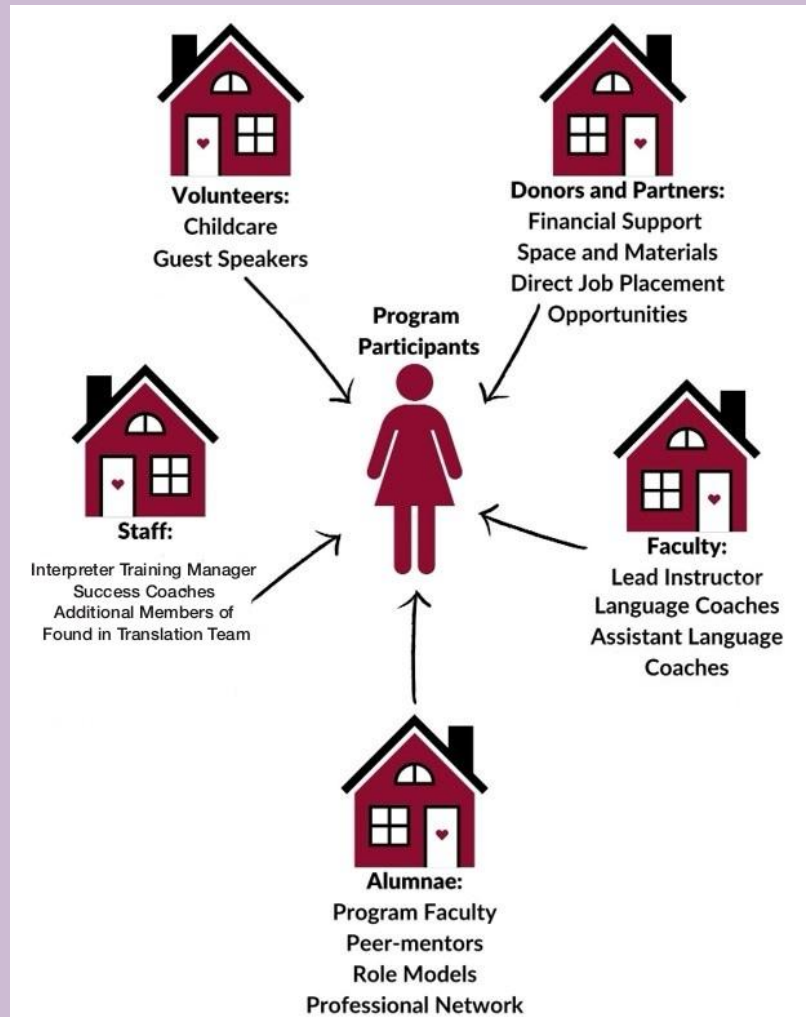
After the class is over, we continue working with alumnae on applying to jobs, honing their skills and building their careers. This support is offered to all alumnae, for as long as they want it.

Year-round services include:

- Career guidance
- Resume/job application help
- In-house continuing education opportunities
- Networking through our Alumnae Association
- Scholarships upon passing of final exam
- 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 visit this page:
[Our Impact - Found in Translation](https://found-in-translation.org)
[\(found-in-translation.org\)](https://found-in-translation.org)



Our Impact - Where Alumnae Have Worked

Interpreting Agencies

Language Line
Catholic Charities
Cross Cultural Communication Systems
Benoit Interpreting
Stratus Video Remote Interpreting
Transperfect
American Translation Partners

Hospitals & Clinics

Beth Israel Deaconess Medical Center
Lowell General Hospital
Massachusetts General Hospital
Carney Hospital
Brockton Neighborhood Health Center
Boston Medical Center
Brigham and Women's Hospital
Boston Children's Hospital

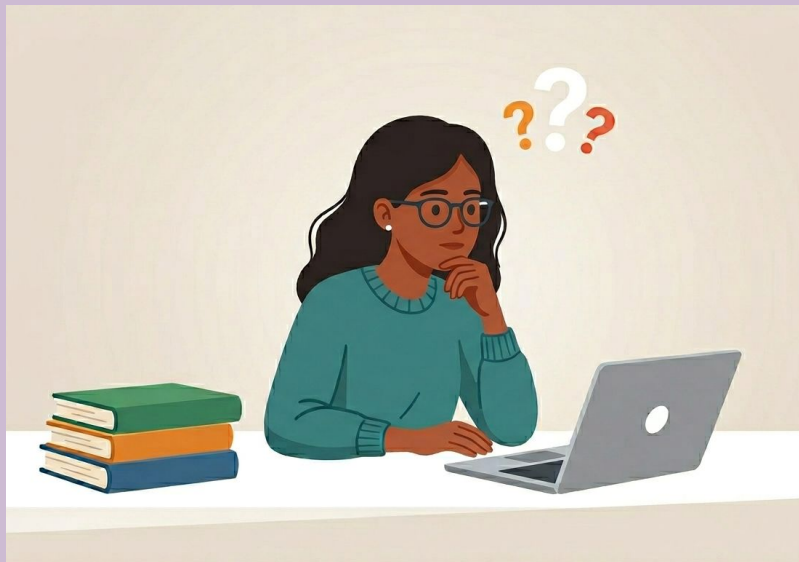
Universities, Legal Services, Etc.

Trial Courts of Massachusetts
Greater Boston Legal Services
Tufts University School of Medicine
Massachusetts Advocates for Children
M.A.P.A.

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

20-Week Program

 January – May

 20 hours/week

Includes:

- Live classes
- Independent learning
- Assignments & assessments
- Professional development



Attendance



- We expect 100% attendance and punctuality. There is a very limited number of 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 per week.
 - We expect students to be prepared for class by doing their assigned homework and self-paced components.
 - There are 9 hours of class each week, and 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 Details

Date Range:

- January to May (Graduation in June)

Class Times:

- **Three Weekdays**
- Evening Classes: 6 pm - 9 pm

Location:

- 2 nights a week are Online via Zoom (live class)
- 1 night a week is in-person (Location To Be Determined)
- CANVAS online learning management system (self-paced study)

In-person locations and dates will be announced before the course begins, with transportation support as needed.

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.

Before you apply - *are you eligible?*

To be eligible for our program, you must be:

3. A resident of the Greater Boston and surrounding areas

Our model relies heavily on in-person community-building and engagement between students, faculty, and volunteers. If someone does not live within Greater Boston and its surrounding areas (with possibility of commuting to the Boston area), they will not be able to participate in our in-person events. (Exceptions can be made for individuals with mobility challenges, but who still reside in this region.)

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 \$20/hr (if employed and receiving a W2), or less than \$25/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 about individual situations.**

Before you apply - *are you eligible?*

To be eligible for our program, you must:

5. Have at least a High School Diploma/GED

This level of education is required for employment as a medical interpreter, and like the 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, though this is not necessary to apply.

The diploma can be an international equivalent.

Before you apply - *are you eligible?*

To be eligible for our program, you must:

6. 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:

7. Available to attend ALL classes

Classes usually start in mid-January and continue through end of May.

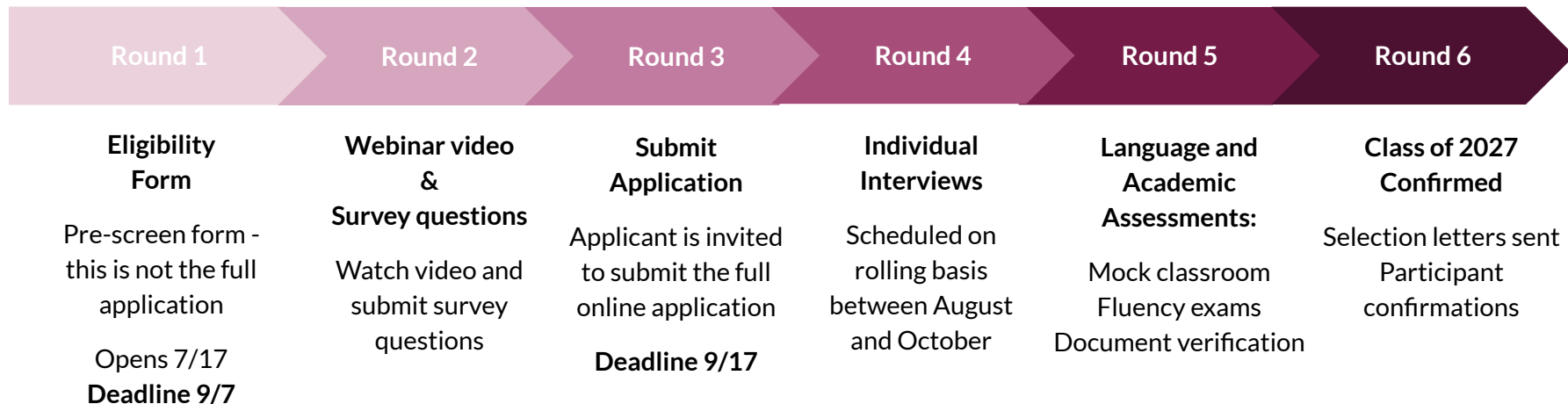
Evening Classes:

Three nights per week from 6 pm-9 pm

Our Selection Process

We move applicants through each round on a rolling basis, and try to provide status updates as soon as possible.

Applicants must pass all six rounds in order to be invited to join the Language Access Fellowship program.



Application Deadlines

Our application **will open on July 17th** and **close on September 14th**.

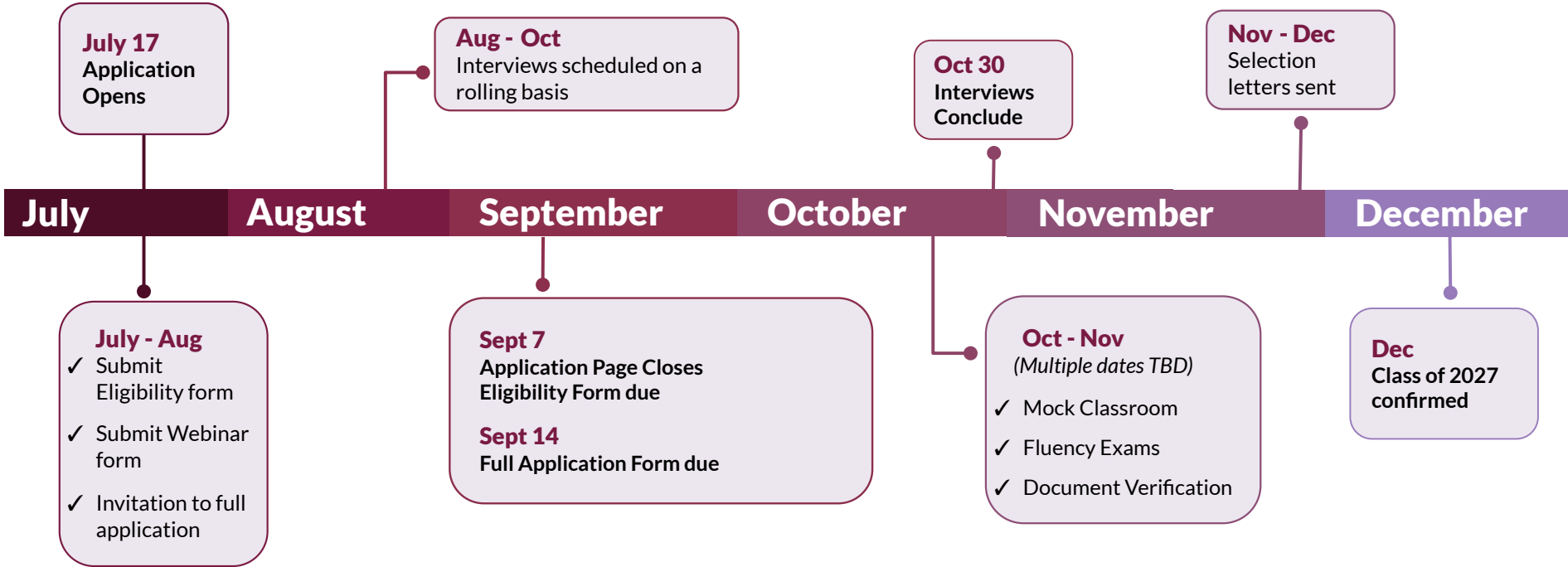
Keep in mind that applicants may only be invited to submit the full application ***after***:

- Filling out the eligibility form
- Watching the webinar
- Submitting **thorough** webinar survey responses

The deadline for the eligibility form is **September 7th**.

The application process will take a few months, and we will communicate with each candidate whether or not they are moving forward to the next round. We will send out final decisions and acceptance letters by the end of November.

Application Timeline & Deadlines



Online Application

Before you start 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

We highly recommend that you look through the whole application page on the website (helpful tips, step by step) before beginning your application.

<https://found-in-translation.org/application-page/>

Essay

Write your essay separately.

The essay question is very important. It is your chance to tell us about yourself as an individual - **the best responses are AT LEAST 7-8 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:

We want to learn about you!

Please tell us about your:

- Background
- Future aspirations/goals

What led you to apply for this program?

Why is this a good time for you to pursue this program?



AI Use During the Application Essay

Please complete your application essay without using AI tools (such as ChatGPT or other AI writing assistants).

Why?

- The essay helps us get to know **your voice, experiences, and goals**.
- It allows us to better understand your English writing skills and how we can support you throughout the program.
- During the Medical Interpreter Training Program, **AI is not permitted for assignments or assessments**, so we encourage applicants to begin practicing these skills now.

Our advice:

- Write in your own words.
- Don't worry about being perfect—we value authenticity over perfection.
- We want to hear **your story**, not AI's.

Online Application 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** the information we require.
- 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.
- Be precise with the languages you speak (ex. *Cantonese* not Chinese, *Luo* not African dialect) and mention ALL languages, **INCLUDING ENGLISH.**
- **Apply on a computer with strong internet connection.** Our application is not mobile-friendly and weak internet may lead to submission errors.
- If at any stage you do not receive communications from us in a week or two, please reach out to us. We value communication with our applicants.

Final Decisions

Our selection process is based on:

- Economic Need and economic impact the medical interpreting career will make in your household.
- Language Skills (written and oral in both English and another language)
- Other factors we believe will lead to success in our program and in the medical interpreting profession, such as motivation.
- Academic Preparedness
- Ability to commit their time during the program

Final Decisions

Our ideal candidates are:

- Professional
- Passionate
- Motivated
- Thoughtful
- Warm
- Driven
- Resourceful
- Resilient



Questions?

If you have questions, please direct them our way.

Please email us at apply@found-in-translation.org

