



CHESAPEAKE COLLEGE

MEMORANDUM

To: Persons Interested in Community Interpreting

From: Dr. Lorelly Solano, The Community Interpreter® International Licensed Instructor,
Talbot Language and Cultural Competence Project Coordinator

Date: August 24, 2018

Subject: The Community Interpreter® International: Eastern Shore, 44-Hour Training

Chesapeake College will offer the 44-Hour Community Interpreter® International training from September 20 - December 10, 2018 in the Kent Humanities building, room, H-113, Chesapeake College, Wye Mills, Maryland, from 6:00 to 8:00 pm, on Monday and Thursday evenings. Following the training, a 90-minute final exam is scheduled on Saturday, December 15, 2018 at 10:00 am in the Kent Humanities building, room, H-113. This effort will advance the vision of ensuring that the Limited English Proficient members of our community will have access to trusted, professionally trained interpreters, and culturally competent services across all agencies. To obtain a certificate as an interpreter, participants must demonstrate an adequate proficiency level in their non-native language, pass a final assessment, and attend the whole program. Non-bilingual candidates (and all other participants who decline to take the Language Proficiency Test) could opt for a Certificate of Completion but would not be recognized as interpreters.

To attend this program, applicants must complete the registration process before September 20, 2018, which includes: 1) Completing the Chesapeake College's Open Enrollment Registration Form, 2) Providing a method of non-refundable payment in the form of a check, credit/debit card, or money order in the amount of \$755.00 made payable to Chesapeake College, 3) Completing a Sponsorship Billing Authorization Form, if an organization is sponsoring and paying for an employee to attend the training. The mentioned forms are enclosed.

Upon confirmation of acceptance to the training program, bilingual applicants will receive information about the language proficiency requirement, which is fulfilled through a test imparted by a third party (included in the course fee). Exemption from the Language Proficiency Test is possible if a participant holds a four-year undergraduate degree or a graduate degree from an accredited university where the participant's non-native language was the language of instruction. Two-year associate degrees do not meet the exemption requirement. If interested in waving this requirement, please submit proof of eligibility.

Please note that this training is limited to a maximum of 20 participants and space will be filled on a first-come, first-registered basis. Should your application be received once space has been filled, your payment will be returned to you. Please mail your completed registration forms to:

Chesapeake College
Business Office
PO Box 8
Wye Mills, MD 21679

If payment is made by credit card or debit card, information may be faxed to: 410-827-5852.

For general questions about the training, please contact Dr. Lorelly Solano at lsolano@chesapeake.edu. For questions regarding the completion of the registration process, please contact Ms. Lois Thomas at lthomas@chesapeake.edu, or call 410-827-5810.

Enclosures:

- Chesapeake College's Open Enrollment Registration Form
- Sponsorship Billing Authorization Form (to be used by organizations if they wish to be billed directly).

Chesapeake College

Division of Continuing Education and Workforce Training - 410-827-5850

Open Enrollment Registration Form

(All information must be completed to process registration.)

Name: (Print) _____
Last First Middle

Home Address: _____
Street P.O. Box

City or Town _____ State _____ Zip Code _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____ E-mail Address: _____

*Social Security #: _____ *Date of Birth: (month/day/year) _____
*(Date of Birth is required by the College to ensure the integrity of student records and to meet federal government reporting requirements.) **Online Registration is now available for non-credit students. A student's Date of Birth AND Social Security number will have to be on file to be able to Register online. Include both your Date of Birth and Social Security number on this registration form to be able to take advantage of ONLINE Registration in the future.*

Have you previously been a student at Chesapeake College (credit or non credit): Yes No

Senior Citizen: (60 or older) Yes No Gender: Male Female

Ethnicity: Part 1: Hispanic or Latino origin Yes (HIS) No (NHIS).

Part 2: If you are not Hispanic or Latino, please select one or more of the following:

Race: American Indian or Alaska Native (AN) Asian (AS) Black or African American (BL)
 Native Hawaiian or other Pacific Islander (HP) White (WH)

I certify that I am a legal resident of _____ County, MD.

Student's Signature _____ **Date** _____

Method of Payment: Check Credit Card Money Order Purchase Order
 Sponsorship Billing Deferred Payment Plan

In order to process this registration, payment must accompany the completed registration form. If payment is made by credit card or debit card, information may be faxed to: 410-827-5852.

MAKE CHECKS PAYABLE TO CHESAPEAKE COLLEGE (Do Not Mail Cash!)

Charge my tuition to: (Check One) VISA Master Card American Express Discover Card

Card Number: _____ Expiration Date: _____ CID#: _____
*Note: CID# is the last three digits in the signature box on the back of your credit card.

Cardholder's Name: _____

Authorized Cardholder's Signature: _____

NO WRITTEN CONFIRMATION OF REGISTRATION WILL BE MAILED. You should attend your selected class at the time listed in the schedule of classes. For more information, call the Division of Continuing Education at 410-827-5850.

COMPLETE COURSE INFORMATION BELOW:

Dept./Number Section	Title & Start Date	Tuition	Fees	Total

\$5 Reg. fee per course _____

Total Amount Due _____

Note: Caroline, Dorchester, Kent, Queen Anne's and Talbot county residents are in Chesapeake College's service area.

Refer to the schedule of classes for appropriate fees. Senior Citizens must pay CES, AFCand FTW, tuition and fees.

Mail registration form with payment to: Chesapeake College, Business Office, P.O. Box 8, Wye Mills, MD 21679.

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02/16



Chesapeake College
Sponsorship Billing Authorization Form
Business Office, P.O. Box 8, Wye Mills, MD 21679

Please present this form at the time of registration, or fax to the Business Office at 410-827-5852, prior to registering.

We authorize Chesapeake College to bill our company for the student(s) listed below and the appropriate charges for the following term (circle or check one) Fall Winter Spring Summer _____
Year. We will assume responsibility for (circle or check appropriate choice) tuition and fees OR
 tuition, fees, and books.

Student Name (Please print)

Student Social Security Number or ID Number

Course Titles and Section Numbers:

CEX 810 9A The Community Interpreter International Training

Please send the bill to the following:

Company Name

Authorized Individual (Please Print Name)

Email Address (provide **only** if you prefer to receive invoices electronically instead of by mail)

Mailing Address (Required):

Street Address/P.O. Box

City or Town

State

Zip

Phone:

Federal ID #

Signature of Authorized Individual (Required)

Date

If this bill remains unpaid at the end of the semester, the charges will revert back to the student's account and he/she will be held accountable. The student will not receive grades or transcripts and will not be allowed to register until the account is paid in full.

Please note: Students may apply for and/or receive Financial Aid from other sources. Under the Federal Right to Privacy Act, Chesapeake College cannot disclose any student information without the written consent (on a separate form) of the student.

Student Signature (Required)

Date

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