

## MISSION STATEMENT

As the leading Spanish language interpreter training school, offering unique onsite programs, we promise to uphold our four pillars of education, which are:

- I. Excellence in training, by providing our students with only qualified and certified instructors who are passionate about teaching and sharing their knowledge as consummate professionals in their field.
- II. Continually adopting the most advanced technology to our training programs to enhance our students' experience and offer convenient access to online lectures and language laboratory through our exclusive <sup>2</sup>LIT<sup>®</sup> platform. This technology eliminates any training barriers that may occur.
- III. Always offering the most affordable tuition with an array of free services and support to keep our new and continuing students well informed, focused and engaged in their studies.
- IV. Training our students to be passionate about learning more and graduate as responsible, ethical and professional interpreters who will represent this school in their chosen field, with the highest standards of professionalism.

## DESCRIPTION OF FACILITIES

For students' direct access, we have three classrooms, a media room, a student lounge, two study rooms, and one copy room. We use state of the art technology in the delivery of our lectures, such as video screens, language laboratory and access to an online interpreting laboratory. For a map of our facilities, please go to: [www.interpreting.com/our-campus.html](http://www.interpreting.com/our-campus.html)

## BPPE EXEMPT STATUS

The Southern California School of Interpretation is exempt from regulation under the Act, pursuant to California Education Code (CEC) section 94874(f).

## CALIFORNIA JUDICIAL COUNCIL

The Southern California School of Interpretation is approved by the Judicial Council of California as a continuing education provider for certified court interpreters in the state of California. For more information please visit [www.courts.ca.gov](http://www.courts.ca.gov).

## FINANCIAL AID AND STUDENT LOANS

We do not offer any type of financial aid. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## POLICY REGARDING ACCEPTANCE OF CREDITS EARNED AT OTHER INSTITUTIONS

We do not accept any credits earned at other institutions, however, any student who has completed an interpreting program in any other institution qualifies to challenge any course at our school. There is a \$100 fee for challenging any course. To challenge any course, the student has to submit proof of completion of any interpreting program from any other institution. The student will be notified of the scores in writing.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTUTION

The transferability of credits you earn at the Southern California School of Interpretation is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Court Interpreter Certificate or Medical Interpreter Certificate or Professional Interpreter Certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the Court Interpreter Certificate or Medical Interpreter Certificate or Professional Interpreter Certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Southern California School of Interpretation to determine if your Court Interpreter Certificate or Medical Interpreter Certificate or Professional Interpreter Certificate will transfer.

## ADMISSION REQUIREMENTS

Candidates must be fluent in Spanish and English AND must either take an admission test OR attend a 2.5-hours free introductory course. Please visit our school website, [www.interpreting.com](http://www.interpreting.com), to take the admission test or to sign up for the free introductory course.

## SCHOOL POLICIES

Students who copy material, by use of any media, or who are disrespectful to other fellow students and/or school staff, will be placed on probation for six months for the first incident, and will be expelled for any subsequent incident. Students have the right to appeal any decision by requesting a meeting with the Director of Education. Any student grievances should be directed in writing to the Director of Student Services, and you may request a meeting with the Director of Education, if your complaint is not satisfactorily resolved. Students are advised that attendance below 70% of total lecture time will not be sufficient to pass a course.

Due to intensive interpreting practicum included and required to pass each course, any student who leaves the program for more than one year, will be required to register as a new student. The Southern California School of Interpretation does not participate in any type of federal and/or state financial aid programs. Our institution does not provide students with any type of loan to pay for tuition. All of our onsite courses are taught in our campus classrooms, which include an interpreting laboratory for class monitoring and practice.

Class manuals are provided and available for download 24/7 while enrolled. All registered students have access to our online interpreting lab. Student records are kept at our main campus for 5 years.

## REFUND POLICY

Refunds are available until the beginning of the second lecture in a course. Refund requests may be made in writing, by sending an e-mail to [office@interpreting.com](mailto:office@interpreting.com) or by going to the following site: [www.interpreting.com/refunds.html](http://www.interpreting.com/refunds.html)

If written refund is submitted before the beginning of the first lecture, a refund amount of \$495 will be issued (\$100 registration fee is deducted from the tuition paid).

If written refund request is submitted before the beginning of the second lecture, a refund amount of \$450 will be issued \$100 registration fee and \$45 for lecture 1 are deducted from the tuition paid).

The date of the refund will be the date the student submits the written refund request. No Exceptions.

# Southern California School of INTERPRETATION

10012 Norwalk Blvd, Santa Fe Springs, CA 90670  
(800) 625-6222 - [www.interpreting.com](http://www.interpreting.com)



**We specialize in training fully bilingual (Spanish/ English) individuals to become Court, Medical and Professional Interpreters**

**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.**

## MEDICAL INTERPRETER PROGRAM

This 9-month program will provide you with the medical terminology and interpreting skills to work as a Medical Interpreter.

### (Pay Per Course)

#### First quarter:

◆ Non-Refundable Registration Fee	\$100.00
◆ Introduction to Medical Interpretation I (33 hours)	\$495.00
◆ Student Tuition Recovery Fund Fee	\$0.00

#### Second quarter:

◆ Introduction to Medical Interpretation II (33 hours)	\$595.00
◆ Student Tuition Recovery Fund Fee	\$0.00

#### Third and final quarter:

◆ Sight Translation for Medical Interpreters (33 hours)	\$595.00
◆ Student Tuition Recovery Fund Fee	\$0.00

◆ For Certificate of Completion (99 hours of instruction)	<b><u>\$1,785.00</u></b>
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**There is no other fee charged for a Certificate of Completion. We do not charge for any material since it is downloaded from your course website.**

### Introduction to Medical Interpretation I

Pre-requisite: All students who take this course must have a high school diploma or GED and pass our Admission Test. General medical vocabulary is presented in Spanish and English. Sight translation of typical forms used in hospitals, such as MRI screening, refusal to permit blood transfusion, and discharge instructions are discussed in this course. Colloquialisms and slangs are also presented in this course. Consecutive techniques leading to a maximum length of 40 terms per segment are introduced. Techniques for the simultaneous mode of interpreting leading to a maximum speed of 130 words per minute are also part of this course. This course consists of 33 hours of instruction, four quizzes, one midterm, and one final examination. It also includes 24/7 access to our Online Laboratory.

### Introduction to Medical Interpretation II

Pre-requisite: Successful completion of the Introduction to Medical Interpretation I course with a grade of 70% or better. This course is a continuation of the *Introduction to Medical Interpretation I* course. This course includes specialized medical vocabulary presented in Spanish and English. Colloquialisms and idiomatic expressions are also part of this course. Consecutive techniques leading to a maximum length of 60 terms per segment are introduced. Techniques for the simultaneous mode of interpreting leading to a maximum speed of 150 words per minute are also introduced. This course consists of 33 hours of instruction, three quizzes, one midterm, and one final examination. It also includes 24/7 access to our Online Laboratory.

### Sight Translation for Medical Interpreters

Pre-requisites: Successful completion of the Introduction to Medical Interpretation I course with a grade of 70% or better. Sight translation techniques, such as localization/normalization, and re-structural changes in the transfers are presented in this course. This course consists of 33 hours of instruction, one midterm, and one final examination. It also includes 24/7 access to our Online Laboratory.

## COURT INTERPRETER PROGRAM

This 9-month program will provide you with the court terminology and interpreting skills to work as a court Interpreter.

### (Pay Per Course)

#### First quarter:

◆ Non-Refundable Registration Fee	\$100.00
◆ Interpreting Criminal Proceedings I (33 hours)	\$495.00
◆ Student Tuition Recovery Fund Fee	\$0.00

#### Second quarter:

◆ Interpreting Criminal Proceedings II (33 hours)	\$595.00
◆ Sight Translation for Court Interpreters (33 hours)	\$595.00
◆ Student Tuition Recovery Fund Fee	\$0.00

#### Third and final quarter:

◆ Advanced Criminal Proceedings II (33 hours)	\$595.00
◆ Student Tuition Recovery Fund Fee	\$0.00

◆ For Certificate of Completion (132 hours of instruction)	<b><u>\$2,380.00</u></b>
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**There is no other fee charged for a Certificate of Completion. We do not charge for any material since it is downloaded from your course website.**

### Interpreting Criminal Proceedings I

Pre-requisite: All students who take this course must have a high school diploma or GED and pass our Admission Test. This course introduces the general criminal terminology in Spanish and English used in criminal court. Typical proceedings such as, arraignments, pre-trial hearings, preliminary hearings, and trials are also introduced. Consecutive techniques leading to a maximum of 40 terms per segment are presented during this course. Simultaneous techniques leading to a maximum of 140 words per minute are introduced. This course consists of 33 hours of instruction, five quizzes, one midterm, and one final exam. It also includes 24/7 access to our Online Laboratory.

### Interpreting Criminal Proceedings II

Pre-requisite: Successful completion of the *Interpreting Criminal Proceedings I* course with a grade of 70% or better. This is a continuation of the *Interpreting Criminal Proceedings I* course. This course covers all the proceedings available in Criminal Court including the forms used in each proceeding such as misdemeanor plea forms, misdemeanor sentencing forms, probation and sentencing memorandum, and felony plea forms. This course consists of 33 hours of instruction, five quizzes, one midterm, and one final exam. It also includes 24/7 access to our Online Laboratory.

### Sight Translation for Court Interpreters

Pre-requisite: Successful completion of the Interpreting Criminal Proceedings I course with a grade of 70% or better. This course discusses the translation principles of localization/normalization, re-structuring, stability in the transfer and interferences. Techniques to stabilize the transfer and to properly re-structure the rendition into the target language are presented. This course consists of 33 hours of instruction, one midterm, and one final examination. It also includes 24/7 access to our Online Laboratory.

## Advanced Criminal Proceedings II

Pre-requisite: All students who take this course must have a high school diploma or GED and pass our Admission Test. This course emphasizes mock examinations similar to the format and level of difficulty one encounters in the Consortium Examination for Court Interpreters. Every lecture includes practices suitable for the interpreting exam. The practices in the consecutive mode of interpreting include segments that vary between 1 and 90 terms. The practices in the simultaneous mode of interpreting have a speed that varies between 120 and 200 words per minute. Exam taking techniques are discussed in this course. This course includes 33 hours of instruction. It also includes 24/7 access to our Online Laboratory. There is no midterm or final exam.

## PROFESSIONAL INTERPRETER PROGRAM

### (Pay Per Course)

#### First quarter:

◆ Non-refundable Registration Fee	\$100.00
◆ Interpreting Civil Proceedings (33 hours)	\$495.00
◆ Student Tuition Recovery Fund Fee	\$0.00

#### Second quarter:

◆ Interpreting as an Analytical Linguist (33 hours)	\$595.00
◆ Interpreting in Immigration Court (33 hours)	\$595.00
◆ Student Tuition Recovery Fund Fee	\$0.00

#### Third quarter:

◆ Advanced Interpreting Techniques in Civil and Criminal Matters (33 hours)	\$595.00
◆ Student Tuition Recovery Fund Fee	\$0.00

◆ For Certificate of Completion (132 hours of instruction)	<b><u>\$2,380.00</u></b>
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**There is no other fee charged for a Certificate of Completion. We do not charge for any material since it is downloaded from your course website.**

### Interpreting Civil Proceedings

Pre-requisite: All students who take this course must have a high school diploma or GED and pass our Admission Test. This course covers family law proceedings, such as petition for dissolution of marriage actions, custody of minors, visitation rights, domestic violence, restraining orders, civil harassment orders, conservatorship, and emancipation of minors. The protocol for depositions and the instructions to deponents are part of this course. This course consists of 33 hours of instruction, one midterm, one final examination.

### Advanced Interpreting Techniques in Civil and Criminal Matters

Pre-requisite: Successful completion of the Interpreting Civil Proceedings course with a grade of 70% or better. Candidates require Director's approval. This course includes legal terminology and offenses corresponding to federal court. Indictments, superseding indictments, federal plea agreements, racketeering and inside trading. This course consists of 33 hours of instruction, one midterm, one final examination, and it also includes 24/7 access to our Online Laboratory.

## Interpreting as an Analytical Linguist

Pre-requisite: Successful completion of the Interpreting Civil Proceedings course with a grade of 70% or better.

Students will learn code words typically heard by analytical linguists. Protocol in transcribing a tape is also part of this course, which consists of 33 hours of instruction, quizzes, one midterm, and one final examination. It also includes 24/7 access to our Online Laboratory.

### Interpreting in Immigration Court

Pre-requisite: Successful completion of the Interpreting Civil Proceedings course with a grade of 70% or better.

This eleven week course includes immigration terminology, abbreviations and type of forms. Master Calendar Hearings and Individual Merits Hearings are presented during this course using interpreting practices that illustrate the typical cases heard by Immigration Court Judges. Interpreting practices and translation of the corresponding vocabulary are presented for the following immigration proceedings: Removal hearings, contested removal hearings with and without expert witnesses testifying, application for asylum and withholding of removal with voluntary departure requested in the alternative, cancellation of removal for a lawful resident, generic oral decisions and orders of the Immigration Judge, statement of law on eligibility for relief, Life ACT, NACARA, and a variety of master calendar hearings. The EOIR Removal Proceeding Process is thoroughly explained for a better understanding of the immigration process. This course consists of 33 hours of instruction, one midterm, one final examination, and it also includes access to our Online Interpreting Laboratory.

### Information about this Catalog

This catalog is updated at the beginning of each year. Next update will be on January 1, 2017.

Any party interested in accessing this catalog may do so by going to the following link: <http://www.interpreting.com/schoolcatalog.pdf> Or by requesting a copy by calling us at (800) 625-6222.

### Where are Class Sessions held?

All the classes are held at our campus located at 10012 Norwalk Blvd, Santa Fe Springs, CA 90670.

### Financial Disclosures

The Southern California School of Interpretation does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Section 1101 et seq.)

### Library and any other Learning Resources

The Southern California School of Interpretation does not have a library on campus. We provide all the learning resources, such as consecutive and simultaneous audio practices, sight translations for practice and practices for the quizzes, in your course website in the Online Interpreting Laboratory Section of the course website. After registering for a course, you will receive an e-mail with the login credentials to access your course website. Students must go to the following link: [http://www.interpreting.com/student\\_login.html](http://www.interpreting.com/student_login.html)

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### Carlos Calvo

Mr. Carlos Calvo has a background in journalism and communications. He is also a Certified Court Interpreter in the state of California. He has been a court and medical instructor for SCSI since 2001. To underscore his professional background, he is the only instructor who has taught at all of our former on-site locations in San Diego, Corona, Fresno, and Las Vegas, Nevada between 1995 and 2007. Mr. Carlos Calvo is also the first online examiner for our court and medical interpreter programs, launched in 2006. With his knowledge, dedication and guidance, Mr. Calvo has been instrumental in helping our online students in the U.S. and worldwide earn their interpreter certification. Mr. Calvo is currently based out of Las Vegas, and serves the Nevada Courts as a court interpreter. He is often invited as a guest instructor and lecturer at our main campus in Santa Fe Springs, California.

### Free Student Services

The following student services are offered to all our students free of charge: orientation, free introductory class, access to our online interpreting laboratory, mock examinations, admission test, free course for the written court interpreting examination, and parking.

### Student Transcripts

The Southern California School of Interpretation permanently retain student transcripts and certificates. You may request a copy of your transcript or certificate of completion by sending a written request to Southern California School of Interpretation, Student Services, 10012 Norwalk Blvd, Santa Fe Springs, CA. 90670.

### Distance Learning

The Southern California School of Interpretation offers distance learning through its affiliate SCSI Media. The online programs are identical to the programs offered onsite. Students are evaluated in real time, two times per course. Student receive feedback immediately after completing the over-the-phone assessments. Students also are required to complete two written examinations. The examinations are graded by the instructor and returned to the student within 10 working days.

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## Policies and Procedure for the Award of Credit for Prior Experiential Learning

The Southern California School of Interpretation does not award credit for prior experiential learning.

### Leave of Absence Policies

A student may be absent from any program offered at the Southern California School of Interpretation for up to one year. If a student wishes to come back to complete a program and the student has been absent for over one year, the student will have to begin the program again and no credit shall be given to that student for the course(s) already taken in the program.

### Placement Services

The Southern California School of Interpretation does not have a placement service or center. We do open our doors to any interpreting agency who wants to interview our students at school.

### Faculty and Their Qualifications

#### Néstor Wagner

Mr. Wagner is the Founder and Director of Education of the Southern California School of Interpretation in Santa Fe Springs, California. In business since 1993, he specializes in training state and federal Spanish language court interpreters as well as immigration court, medical, and administrative hearings interpreters. Mr. Wagner earned his Master's degree in Aeronautics and Astronautics in 1990 from the University of Washington and is also a Certified Court and Medical Interpreter in the state of California. Mr. Wagner has earned a solid reputation among the Spanish language interpreter profession and community. He is the training leader who fully adopts and implements the latest technology as a trademark feature of both his onsite and online training programs.

#### Juan Carlos Morales

Mr. Morales is a Certified State and Federal Court Interpreter. Mr. Morales is a former student of our first medical interpreter class of 1993. He has been teaching both the Court and Medical Interpreter programs since 2002. He is the instructor with the most seniority at SCSI. He is also the President and CEO of All Star Interpreter Service, Inc. Mr. Morales is a staff interpreter for the Los Angeles County Superior Court, a former business consultant, a bilingual instructor for medical firms and a Fortune 500 firm. He is also a conference interpreter for the national and international markets, and simulcast interpreter for KVEA, Telemundo. He is the first instructor from the Southern California School of Interpretation to earn the certification from the National Board of Certification for Medical Interpreters, based in Washington, D.C. and the certification for healthcare interpreters issued by the Certification Commission for Healthcare Interpreters (CCHI)