



APPLICATION INFORMATION

Spring 2026, Remote Synchronous (online, live)

Bridging the Gap is a 40-hour professional development program that prepares bilingual individuals to work as medical interpreters. It is used to train novice and experienced medical interpreters, and it is accepted by both accredited national certifying bodies, the Certification Commission for Healthcare Interpreters (CCHI) and the National Board of Certification for Medical Interpreters (NBCMI). Additionally, Horizon Language Services provides language coaching effectively achieving 46 hours of training. No interpreting experience is required in order to take the class.

This course offering by Horizon Language Services covers:

- **Basic interpreting skills.** Roles, ethics, conduit and clarifier interpreting, managing the flow of the session.
- **Codes of ethics.** Codes of ethics and decision-making for interpreters in health care.
- **Integrated medical terminology, anatomy, and physiology.** Introduction to common terms, procedures, and specialties relating to human physiology and health.
- **Information on health care systems.** Introduction to the health care systems and types of healthcare providers.
- **Culture in interpreting.** Self-awareness, basic characteristics of specific cultures, traditional health care in specific communities, culture brokering.
- **Communication skills for advocacy.** Listening skills, communication styles, how doctors think, appropriate advocacy.
- **Professional development.** Effective communication, professional conduct, self-care, resources for professional growth.
- **Language coaching.** Interactive, guided interpreting exercises.

About the Class

Total tuition: \$775-\$1,000.00 (see deadlines and additional details on page 4)

Includes non-refundable \$100 registration fee, course textbook, bilingual medical glossary if available in your target language (if not available participants will receive an English-English glossary), the *Guide to Common Medications*, and a signed Certificate of Successful Completion, if applicable.

Training dates/times: Saturdays, February 7th, 2026 through March 28th, 2026;

PST: 8:00 a.m. - 3:00 p.m.

MST: 9:00 a.m. to 4:00 p.m.

CST: 10:00 a.m. to 5:00 p.m.

EST: 11:00 a.m. to 6:00 p.m.

Students must attend all hours of the training. Students will get at least three breaks.



February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Location:

Video conferencing platform: Google Meet (no Google account required).

Additionally, due to the remote nature of this class, students will have access to some materials through a designated website (more details provided in class).

Admission Requirements

Minimum age and education

Participants must be 18 or older and have a high school degree or the equivalent. Proof of high school graduation or GED, etc. is required.

Proof of language proficiency

Participants must be bilingual in English and at least one other language, and proof of proficiency in both languages is required to enroll in the class. Proof of proficiency can be **copies of any one of the following documents:**

- High school diploma or equivalent, or university/college degree from a school using the assessed language(s).
- State or federal court interpreter certification.
- Oral language exam results with scores equivalent to ACTFL Advanced Mid-level or ILR Level 2.
- ASL: College transcripts with at least 24 hours of credits in ASL, or degree in ASL.

If an applicant does not have any prior proof of language proficiency, an assessment must be completed before admission into the program. Registration and scheduling is facilitated by HLS:

- For all spoken languages, a speaking and listening assessment will be completed for a fee of \$85, per assessment. It will be administered by ALTA Language Services over video communication, on a weekday at a time that is convenient for the applicant. Once scheduled, the applicant will receive instructions to complete the assessment, which is approximately 20-25 minutes long. The maximum possible score is 12; a 9 or higher is required for admission.



- For American Sign Language, scheduling and scoring of the test can take up to six (6) weeks, thus any ASL speaking candidate applicant must begin the application early and be ready to take the test no later than seven weeks prior to the beginning of class.

Bridging the Gap Registration & Enrollment Procedure

Please submit your application form and documents one of two ways:

1. By filling out this [form](#), OR
2. By emailing pages 8 & 9 of this application packet to contact@horizonlanguageservices.com

Include all required documents with your application:

- ☐ Completed application form
- ☐ Copy of high school diploma, GED certificate, or university/college degree;
- ☐ Proof of language proficiency (if available)
- ☐ Any form of identification with a U.S. address (e.g. driver's license)

Submit your deposit:

Submit \$100 non-refundable deposit using the following QR code or link:

<https://link.waveapps.com/eh4qw6-gqcam3>

For other payment options please select the appropriate checkbox within your application form and you will receive an invoice with additional payment information.



The need for a language assessment will be determined upon receipt of the deposit and all other required documentation.

- Assessment of a spoken language will incur a separate \$85 fee and it will be scheduled upon receipt of fee payment.
- Candidates requiring ASL assessment will receive further instruction once the need has been determined.

Application status update, admission, and enrollment:

Once we have received proof of language proficiency or proficiency assessment results, you will receive notification to the email address provided about the status of your application. You will also receive an email if you did not pass the language proficiency assessment.

Confirm your attendance and pay the corresponding remaining tuition balance.



Deadlines

All deadlines must be met as outlined in order to qualify for the lowest possible rate. Your enrollment is not guaranteed until all requirements are fulfilled, registration completed and tuition submitted.

Admissions may close early if capacity is reached. Subscribe to the website for the latest updates.

Early Bird Admission

- Application and \$100 deposit are due by **Friday, November 14th**.
- If a language proficiency assessment is needed, it must be completed by **Wednesday, November 28th**.
- Tuition: Payment must be made, or started within three (2) weeks from acceptance.
 - Four payments of \$175 (total: \$700); or
 - One payment of \$675.

Standard Admission

- Application and \$100 deposit are due by **Friday, December 12th**.
- If a language proficiency assessment is needed, it must be completed by **Wednesday, December 19th**.
- Tuition: Payment must be made, or started within two (2) weeks from acceptance.
 - Four payments of \$200 (total: \$800) to be started within one (1) week from acceptance; or
 - One payment of \$775. within two (weeks) from acceptance.

Late Admission

- Any application and \$100 deposit submitted on **Saturday, December 13th, or later**, will fall under *Late Admission*.
- Language limitations may apply during the late admission period due to material availability, and must be pre-approved. Availability may also be posted on the website.
- If a language proficiency assessment is needed it must be completed promptly.
- Limited slots will be available and they will be awarded on a first come, first served basis.
- Tuition:
 - Two payments of \$450 (total: \$900); or
 - One payment of \$875

*More than one language pair

The fees listed are for a single language pair: English + another language. Candidates wishing to become medical interpreters in more than one language beside English will require an additional fee of \$100 per additional language.

Students will only be able to train and receive language coaching and materials for those languages for which they have provided acceptable proof of language proficiency.



Language Coaching

In addition to the 40-hour BTG curriculum, the training by HLS includes time reserved for interactive, in-class, practice opportunities. Whenever possible, HLS also engages experienced language coaches for each attendee's specific language. Submitting the application sooner than later increases the odds that a coach will be available and applicants will be notified before completing registration.

Assessments Through TestInvite

Some class assessments are administered through a secure online testing platform called TestInvite. These assessments are specific to this class and are separate from any language proficiency evaluations you may have completed with other organizations as part of the admissions process.

HLS may share limited information—such as your name and email address—with TestInvite solely for the purpose of setting up and managing your participation in these assessments.

By completing your application and enrolling in the program, you are providing implicit consent for HLS to share and process the necessary information as described above.

Certificates of Successful Completion

A Pre-Test and a Final Test will be given to measure participants' improvement before and after the training. **Digital certificates of successful completion will be awarded to participants who score 70% or better on the Final Test.** Participants will be notified via email about their test results within one month of completing the course. Certificates will be emailed within two months after the training.

Participants who do not pass the Final Test are permitted one retake within a 3-month period. If a participant does not pass the Final Test after the permitted re-take, CCHCP will not issue a certificate of successful completion.

Students must attend all hours of the training and pass the Final Test to earn a certificate of successful completion. This certificate serves as proof that the holder is a trained medical interpreter, and can be used to meet the proof of training requirement for national certification and other bodies. In order to become a nationally certified medical interpreter, participants who successfully complete the course should take and pass national certification exams through the National Board of Certification for Medical Interpreters (www.certifiedmedicalinterpreters.org) or the Certification Commission for Healthcare Interpreters (www.cchicertification.org). Some states may have their own state certification exams to be a state-certified medical interpreter.

If a physical certificate is needed or if it needs to be reissued due to loss, damage, or any other reason, payment of a fee and shipping will be required in order to process the request.



Refund Policy

HLS reserves the right to cancel or postpone a class that does not meet minimum enrollment. Unless a class is canceled by HLS, the \$100 registration fee is non-refundable. However, if a course applicant becomes unable to attend a class they had registered for, the registration fee can be held for one calendar year from the start date of the original course registered for.

For the remaining tuition, the refund policy is as follows:

Up to 1 week before class starts	100%
1-6 days before class starts	75%
After class starts	25%
<p>Notes:</p> <ul style="list-style-type: none"> Students who have already received the books must return them in like new condition before a refund can be issued. Up to \$150 may be deducted from the refund if the books are not received, or if they are no longer like new. If eBooks were delivered, they cannot be returned and \$150 will be deducted from the refund amount. Instead of a refund, applicants can choose to leave their balance paid to HLS to use for another class starting within 13 months from the start date of the class originally applied for. 	

HLS reserves the right to remove any participant who interferes with or causes disruption in the learning environment. Refunds will not be issued to participants who are removed.

Additional Information

Prior to the beginning of class, all our communication will be primarily by email so please make sure your email address is working and check it regularly, including your Spam folder.

If you have any questions please send an email to contact@horizonlanguageservices.com.

If you have not heard back within a reasonable amount of time, please call 678-421-4021 and leave a voicemail if you get no answer.



**Please retain pages 1-7 for your records.
Do not send them with your completed registration form.
Please submit pages 8-9 together (even if page 9 is non applicable).**

Horizon Language Services looks forward to welcoming you into the program!



APPLICATION FORM

Spring 2026

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Please submit via email (both application pages 8 and 9)
Or fill out the following online form [here](#).

Dates

February 7th, 2026 through March 28th, 2026

Times (per time zone)

8:00 a.m. to 3:00 p.m. PST

9:00 a.m. to 4:00 p.m. MST

10:00 a.m. to 5:00 p.m. CST

11:00 a.m. to 6:00 p.m. EST

Location

Video conferencing platform: Google Meet

First name: _____ Middle name: _____

Last name: _____

Address: _____

City, State and Zip: _____

Primary phone #: _____ Secondary phone #: _____

Email: _____ Primary Language: _____

Second Language: _____ Third Language, if any: _____

Pronouns (he, she, etc.): _____

Who referred you?/Where did you hear about HLS? _____

☐ Check if you have submitted the initial deposit online via link or QR:

Link: <https://link.waveapps.com/eh4qw6-gqcam3>

QR Code:

☐ Check here to receive information for other payment options.



Please note:

- Language assessments are required for applicants without satisfactory proof of proficiency. Applicants will be notified if language assessment will be required upon receipt of application form and non-refundable \$100 deposit. The cost of such assessment is \$85, it is conducted by ALTA Language Services and both payment and scheduling will be facilitated through HLS. If applicable, provide preferred day and time for language proficiency assessment (HLS will attempt to meet your preference but may be subject to availability):

- For payment of tuition remainder you will receive additional information upon completion of previous steps and acceptance into the program.



APPLICATION FORM

Fall 2025

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Please submit via email (both front and back pages).

Only if applicable:

If course fees are paid by someone other than yourself, such as family or a sponsoring organization, please fill out the following section. If not applicable please enter **Myself** for the Name of Payer and leave the rest blank.

Name of Sponsoring Organization: _____

Contact Name at Sponsoring Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____