

Health Care Interpreter New Application Guidance Health Workforce Registry

Must reside in the United States of America

1. Go to this link <https://healthworkforceregistry.oregon.gov>.
2. Click “sign in” or “Sign Up.”

Health Workforce Registry

Applicant Portal

Sign In or Sign Up



Introduction

Oregon Health Authority's Health Workforce Registry Applicant Portal is a platform for applicants to apply, track, and manage certification for Traditional Health Workers (THWs) and credentialing for Health Care Interpreters (HCIs).

You can now create a new or renew your THW and HCI applications using this portal. Additionally, the portal allows you to:

- View and update your account profile
- View your application history, credentials, and certifications
- Download your determination letter

For questions regarding the THW and HCI program, please visit our website at: www.oregon.gov/oha/EI

Need in-person assistance? Please see information below for in-person and virtual options:

-- **THW Drop-in Office Hours:** Every Tuesday from 2:00pm to 3:00pm at 421 SW Oak St. Suite 750, Portland, OR 97204. Please email thw.program@odhsoha.oregon.gov or call 971-673-3353 to schedule a virtual help session or if you have THW questions.

-- **HCI Drop-in Office Hours:** The first Wednesday of the month from noon to 4:00pm at 421 SW Oak St. Suite 750. Portland, OR 97204. You can also have all your HCI questions answered by calling 971-673-3378 or by emailing HCI.program@odhsoha.oregon.gov.

Use the Help & Resources link at the bottom of the page to find more resources, training, link to the public search registry or contact us.

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- If you have already created an account, enter the email address and password you used to set up the account.

Sign in with your email address

Don't have an account? [Sign up now](#)

Email Address (Required)

Password (Required)
 

Remember me?

[Sign in](#)

[Forgot your password?](#)
 [Resend Email Confirmation](#)
 [Forgot your email address?](#)

- If you haven't set up an account yet on the **Health Workforce Registry portal**, here are the [steps on how to create](#) your account before you start processing your application.
- Once you have an account and have signed-in, this is the page that will appear on your screen:



Health Workforce Registry

Applicant Portal

[Sign Out](#) * Test *
Signed in as: Tester Test1

HOME
APPLY -
RENEW -
MY ACCOUNT -

Welcome to the Health Workforce Registry Applicant Portal

Announcement
 Health Care Interpreter Applications can NOW be created and submitted using this portal.

Applicant Activities

- [View Open Applications](#) >
- [View Active Applications](#) >
- [View Application History](#) >
- [View Credentials and Certifications](#) >
- [Create a New Traditional Health Worker Application](#) >
- [Create a New Health Care Interpreter Application](#) >
- [Renew a Traditional Health Worker Certification](#) >
- [Renew a Health Care Interpreter Credential](#) >

Introduction

Oregon Health Authority Health Workforce Registry Applicant Portal is an efficient platform for applicants to apply, track, and manage certification for Traditional Health Workers and credentialing for Health Care interpreters.

You can now create new or renew Traditional Health Worker and Health Care Interpreter applications using this portal.

Both Traditional Health Workers and Health Care Interpreters can view and update their account profile. You can also view your application history, credentials, certifications, and download your determination letter.

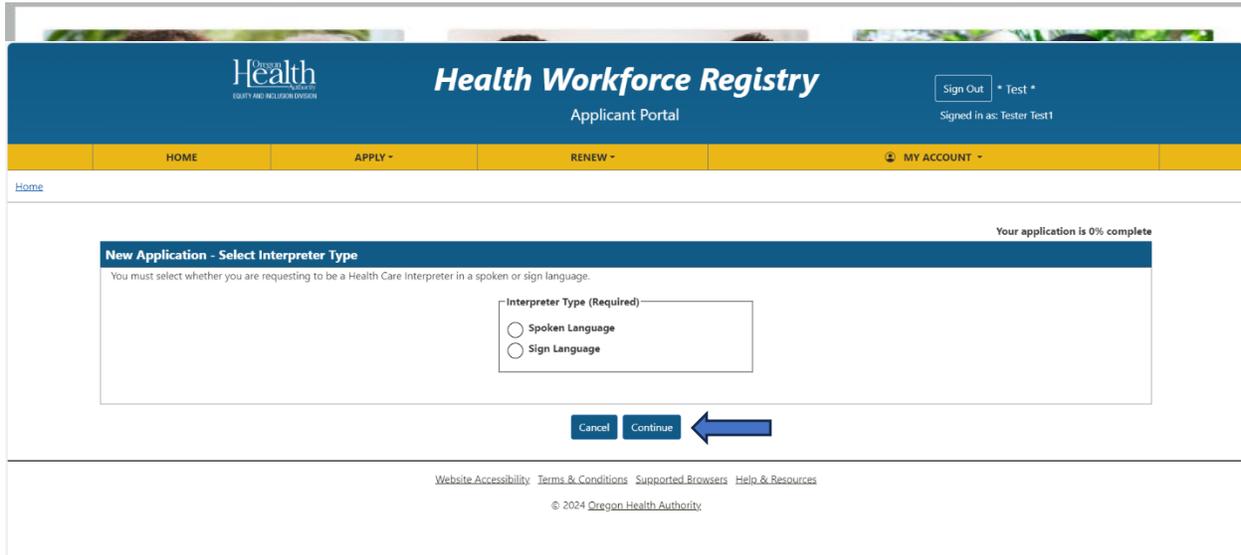
Use the Help & Resources link at the bottom of the page to find more resources, training, link to the public search registry or contact us.

Quick Links

- [Health Care Interpreters \(HCI\) Program](#) >
- [How to become a Traditional Health Worker \(THW\)](#) >
- [Email Health Care Interpreter Program](#) >
- [Email Traditional Health Worker Program](#) >

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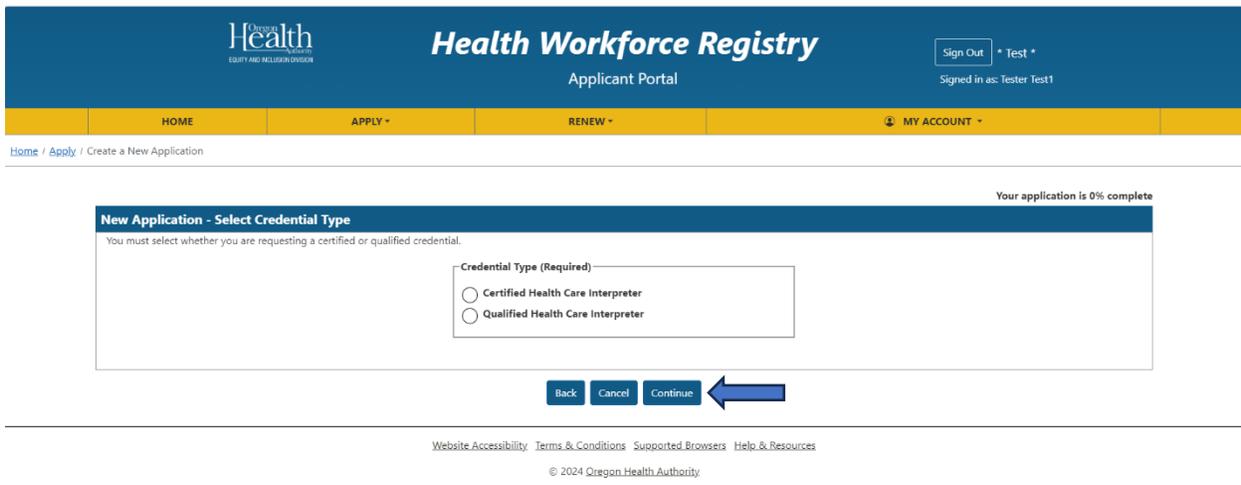
- On the left side of the page, click **“Create a New Health Care Interpreter application”**:



The screenshot shows the 'Health Workforce Registry' Applicant Portal. The header includes the Oregon Health Authority logo, the title 'Health Workforce Registry', and a 'Sign Out * Test *' button. Below the header is a navigation bar with 'HOME', 'APPLY', 'RENEW', and 'MY ACCOUNT' buttons. The main content area is titled 'New Application - Select Interpreter Type' and includes the instruction: 'You must select whether you are requesting to be a Health Care Interpreter in a spoken or sign language.' The form contains a section labeled 'Interpreter Type (Required)' with two radio button options: 'Spoken Language' and 'Sign Language'. Below the form are 'Cancel' and 'Continue' buttons, with a blue arrow pointing to the 'Continue' button. The footer contains links for 'Website Accessibility', 'Terms & Conditions', 'Supported Browsers', and 'Help & Resources', along with the copyright notice '© 2024 Oregon Health Authority'.

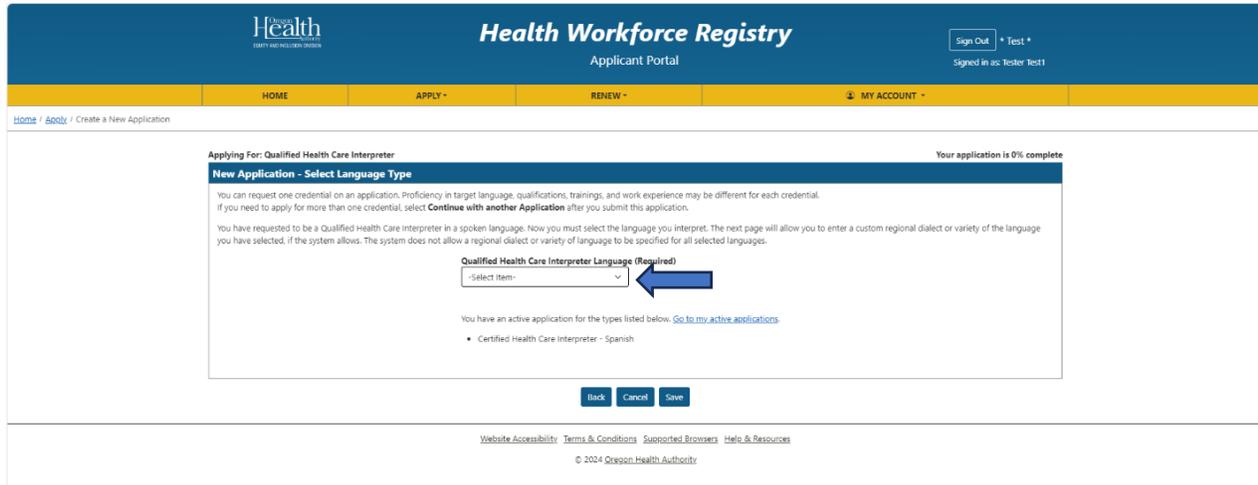
- Select Spoken or Sign Language; click **“Continue.”**

- Select which credential you wish to apply for; **“Continue.”**



The screenshot shows the 'Health Workforce Registry' Applicant Portal at the 'New Application - Select Credential Type' step. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'New Application - Select Credential Type' and includes the instruction: 'You must select whether you are requesting a certified or qualified credential.' The form contains a section labeled 'Credential Type (Required)' with two radio button options: 'Certified Health Care Interpreter' and 'Qualified Health Care Interpreter'. Below the form are 'Back', 'Cancel', and 'Continue' buttons, with a blue arrow pointing to the 'Continue' button. The footer contains the same links and copyright notice as the previous screenshot.

9. Click the **dropdown** and select which language you will interpret. If the language or dialect is not in the dropdown list, select “other” and type the language or dialect. **Click “Save”**



Health Workforce Registry
Applicant Portal

Sign Out * Test *
Signed in as: Tester Test1

HOME APPLY - RENEW - MY ACCOUNT -

Home / Apply / Create a New Application

Applying For: Qualified Health Care Interpreter Your application is 0% complete

New Application - Select Language Type

You can request one credential on an application. Proficiency in target language, qualifications, trainings, and work experience may be different for each credential. If you need to apply for more than one credential, select **Continue with another Application** after you submit this application.

You have requested to be a Qualified Health Care interpreter in a spoken language. Now you must select the language you interpret. The next page will allow you to enter a custom regional dialect or variety of the language you have selected, if the system allows. The system does not allow a regional dialect or variety of language to be specified for all selected languages.

Qualified Health Care Interpreter Language (Required)
-Select Item-

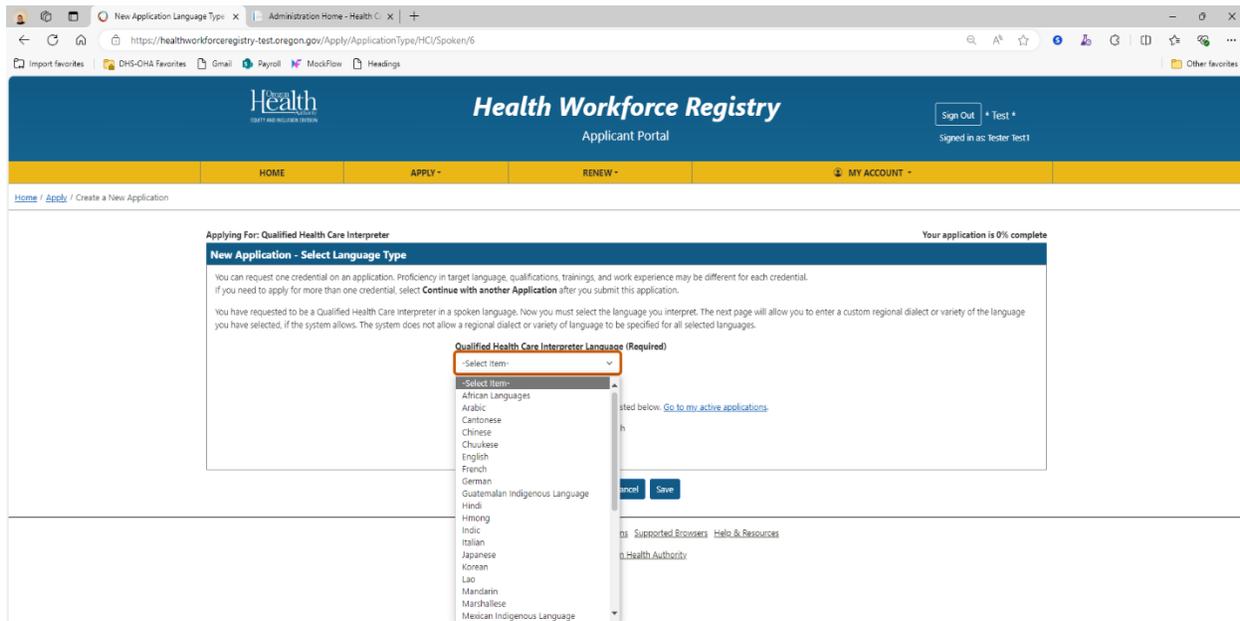
You have an active application for the types listed below. [Go to my active applications](#)

- Certified Health Care Interpreter - Spanish

Back Cancel Save

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Health Workforce Registry
Applicant Portal

Sign Out * Test *
Signed in as: Tester Test1

HOME APPLY - RENEW - MY ACCOUNT -

Home / Apply / Create a New Application

Applying For: Qualified Health Care Interpreter Your application is 0% complete

New Application - Select Language Type

You can request one credential on an application. Proficiency in target language, qualifications, trainings, and work experience may be different for each credential. If you need to apply for more than one credential, select **Continue with another Application** after you submit this application.

You have requested to be a Qualified Health Care interpreter in a spoken language. Now you must select the language you interpret. The next page will allow you to enter a custom regional dialect or variety of the language you have selected, if the system allows. The system does not allow a regional dialect or variety of language to be specified for all selected languages.

Qualified Health Care Interpreter Language (Required)
-Select Item-

- Select Item-
- African Languages
- Arabic
- Cantonese
- Chinese
- Chuukese
- English
- French
- German
- Guatemalan Indigenous Language
- Hindi
- Himong
- Indic
- Italian
- Japanese
- Korean
- Lao
- Mandarin
- Marshallese
- Mexican Indigenous Language

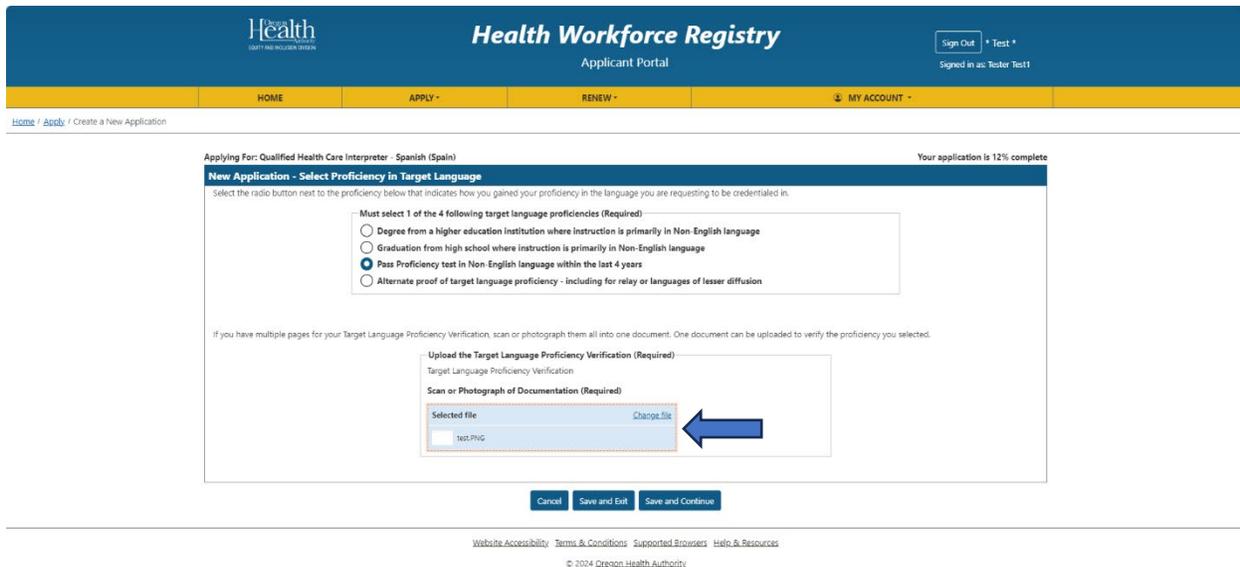
You have an active application for the types listed below. [Go to my active applications](#)

Cancel Save

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10. Select the radio button that indicates how you gained your language proficiency in the non-English language and upload the proficiency document. If the language or dialect does not have proficiency testing available, **select “[Alternate proof of target language proficiency](#)”**. Upload the completed form. **“Save and Continue.”**



Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 12% complete

New Application - Select Proficiency in Target Language

Select the radio button next to the proficiency below that indicates how you gained your proficiency in the language you are requesting to be credentialed in.

Must select 1 of the 4 following target language proficiencies (Required)

- Degree from a higher education institution where instruction is primarily in Non-English language
- Graduation from high school where instruction is primarily in Non-English language
- Pass Proficiency test in Non-English language within the last 4 years
- Alternate proof of target language proficiency - including for relay or languages of lesser diffusion

If you have multiple pages for your Target Language Proficiency Verification, scan or photograph them all into one document. One document can be uploaded to verify the proficiency you selected.

Upload the Target Language Proficiency Verification (Required)

Target Language Proficiency Verification

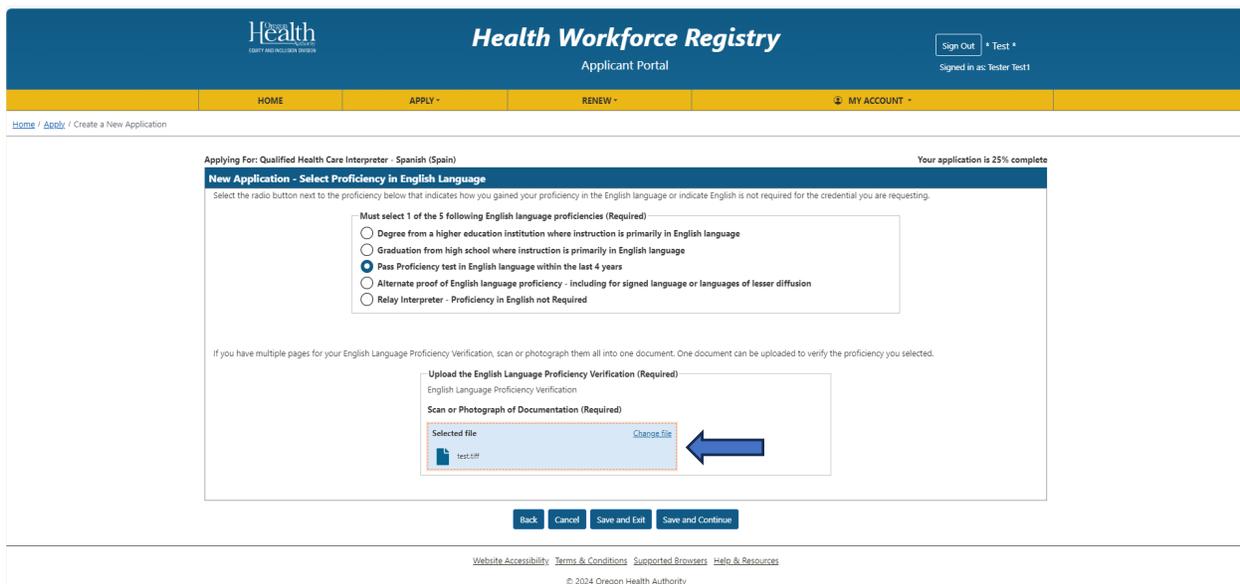
Scan or Photograph of Documentation (Required)

Selected file: test.PNG Change file 

Cancel Save and Exit Save and Continue

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11. Select English language proficiency and upload the document that verifies English proficiency; **“Save and Continue.”**



Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 25% complete

New Application - Select Proficiency in English Language

Select the radio button next to the proficiency below that indicates how you gained your proficiency in the English language or indicate English is not required for the credential you are requesting.

Must select 1 of the 5 following English language proficiencies (Required)

- Degree from a higher education institution where instruction is primarily in English language
- Graduation from high school where instruction is primarily in English language
- Pass Proficiency test in English language within the last 4 years
- Alternate proof of English language proficiency - including for signed language or languages of lesser diffusion
- Relay Interpreter - Proficiency in English not Required

If you have multiple pages for your English Language Proficiency Verification, scan or photograph them all into one document. One document can be uploaded to verify the proficiency you selected.

Upload the English Language Proficiency Verification (Required)

English Language Proficiency Verification

Scan or Photograph of Documentation (Required)

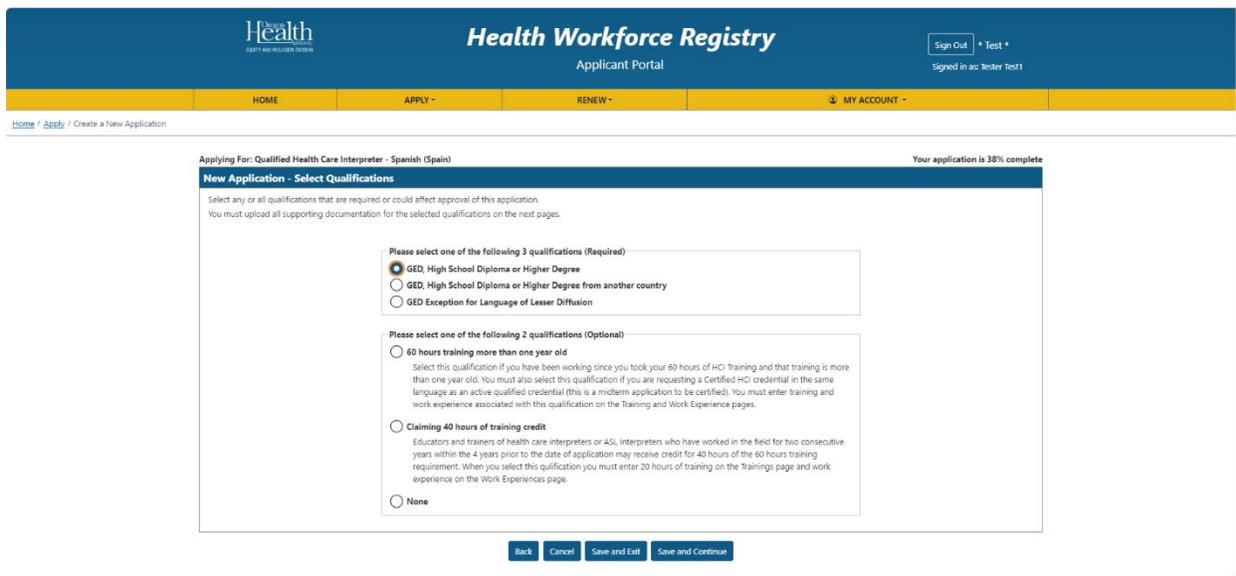
Selected file: test.JPG Change file 

Back Cancel Save and Exit Save and Continue

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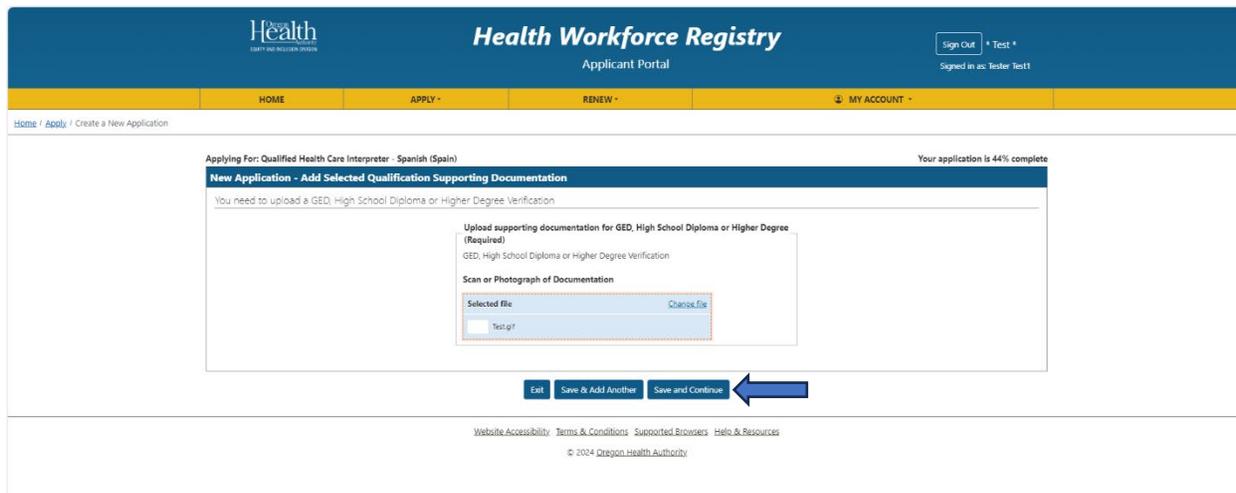
12. Select your education level; click “Save and Continue.”



The screenshot shows the 'New Application - Select Qualifications' page. The user is applying for a 'Qualified Health Care Interpreter - Spanish (Spain)'. The page indicates that the application is 38% complete. The user is required to select one of three qualifications: 'GED, High School Diploma or Higher Degree' (selected), 'GED, High School Diploma or Higher Degree from another country', or 'GED Exception for Language of Lesser Diffusion'. There are also optional qualifications: '60 hours training more than one year old', 'Claiming 40 hours of training credit', and 'None'. At the bottom, there are buttons for 'Back', 'Cancel', 'Save and Exit', and 'Save and Continue'.

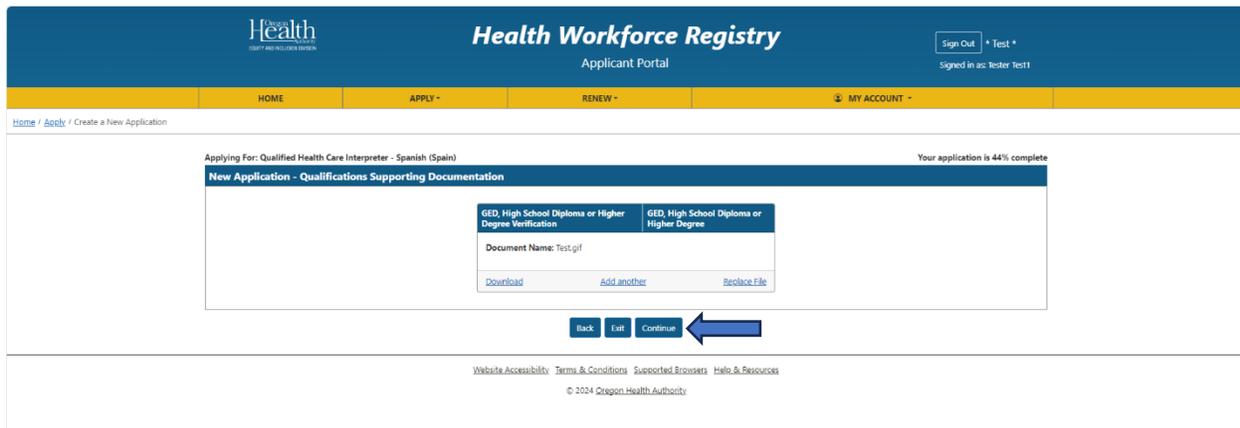


13. Upload proof of education document; click “Save and Continue”:



The screenshot shows the 'New Application - Add Selected Qualification Supporting Documentation' page. The user is required to upload a 'GED, High School Diploma or Higher Degree Verification' document. There is a text input field for the file name, currently containing 'Test.pdf', and a 'Choose File' button. At the bottom, there are buttons for 'Exit', 'Save & Add Another', and 'Save and Continue'. A blue arrow points to the 'Save and Continue' button.

14. Click “Continue” to get to the next page of the training information:



Health Workforce Registry
Applicant Portal

HOME APPLY RENEW MY ACCOUNT

Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 44% complete

New Application - Qualifications Supporting Documentation

GED, High School Diploma or Higher Degree Verification | GED, High School Diploma or Higher Degree

Document Name: Test.gif

Download Add another Replace File

Back Exit Continue

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15. You cannot continue from this page until you enter required training and hours; click “+Add.”



Health Workforce Registry
Applicant Portal

HOME APPLY RENEW MY ACCOUNT

Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 56% complete

New Application - Trainings

Add information for any or all trainings that are required or could affect approval of this application

You must complete the below requirements before continuing:

- Please enter 60 more hours for 60 hours - HCI Approved Training

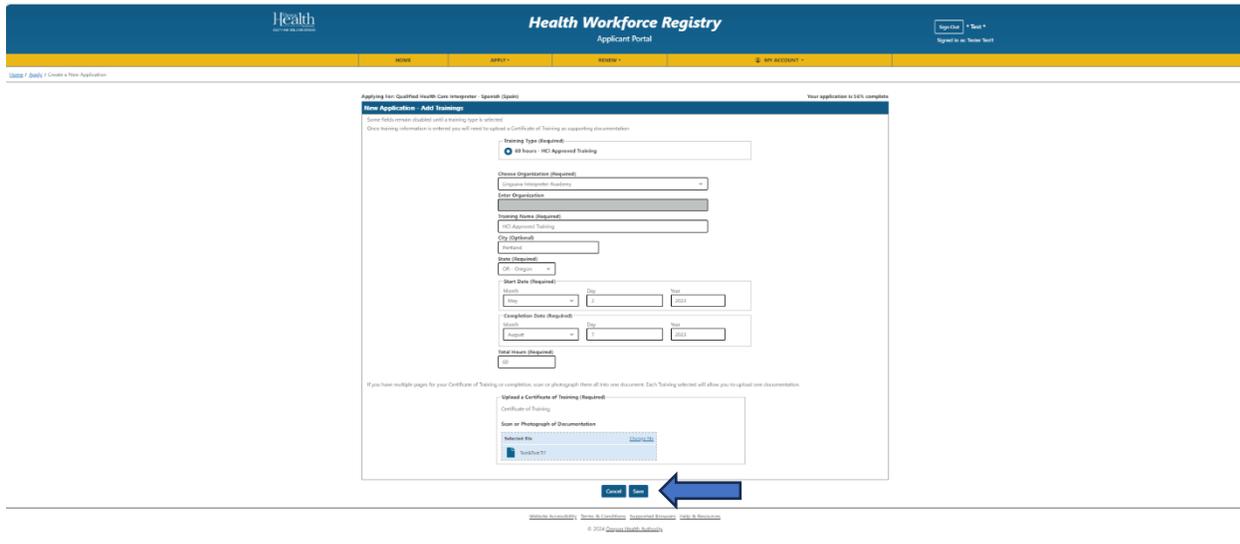
There are no trainings entered.

+ Add

Back Exit Continue

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16. Enter the training information and click **“Save”**.



Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 0% complete

New Application - Add Trainings

Submit this training information once a training type is selected.
Once training information is entered you will need to upload a Certificate of Training or supporting documentation.

Training Type (Required)
 60 hours - HCI Approved Training

Choose Organization (Required)
 Linguava Interpreter Academy

Training Name (Required)
 HCI Approved Training

City (Optional)
 Portland

State (Required)
 OR - Oregon

Start Date (Required)
 Month: May Day: 02 Year: 2023

Completion Date (Required)
 Month: August Day: 07 Year: 2023

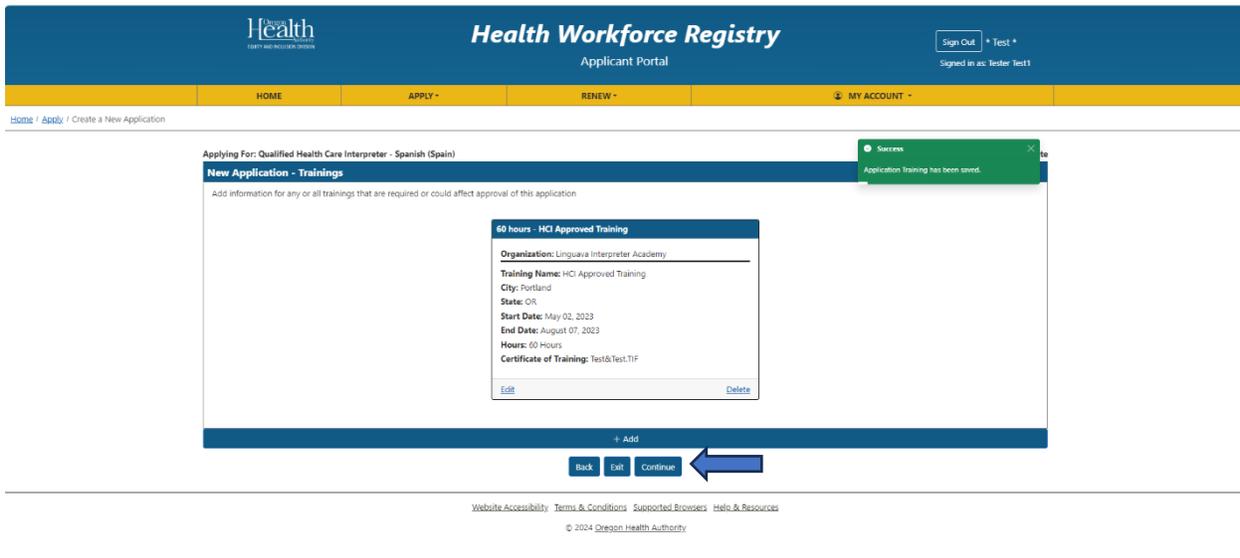
Total Hours (Required)
 60

If you have multiple pages for your Certificate of Training or completion, scan or photograph these all into one document. Each Training selected will allow you to upload one document.

Upload a Certificate of Training (Required)
 Certificate of Training
 Scan or Photograph of Documentation
 Upload File

Save

17. Review the training information you entered and **“Continue.”**



Applying For: Qualified Health Care Interpreter - Spanish (Spain)

New Application - Trainings

Add information for any or all trainings that are required or could affect approval of this application

60 hours - HCI Approved Training

Organization: Linguava Interpreter Academy

Training Name: HCI Approved Training

City: Portland

State: OR

Start Date: May 02, 2023

End Date: August 07, 2023

Hours: (0) Hours

Certificate of Training: Test0Test.TIF

Success
 Application training has been saved.

Continue

18. Optional step: Click **“+Add”** to upload more training documents, if necessary. Then click **“Continue.”**



Health Workforce Registry
Applicant Portal

HOME APPLY RENEW MY ACCOUNT

Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 67% complete

New Application - Additional Supporting Documentation

Add any additional supporting documentation that may affect the approval of this application; this step is optional.

There's no additional supporting documentation uploaded.

+ Add

Back Exit Continue

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19. Review the information you entered carefully. At this point, you can make corrections by clicking the **“Back”** button. After reviewing the information, click **“Continue.”**



Health Workforce Registry
Applicant Portal

HOME APPLY RENEW MY ACCOUNT

Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 78% complete

Review Application - Review Application

Review this application carefully! Once the application is submitted it CANNOT be edited. Please make sure the information below is correct before continuing.

Applicant Information

State: State Short: TX (502.444.1111) email@exam.com

Credentials Required

Qualified Health Care Interpreter - Spanish (Spain)

Language Proficiency

Target Language Proficiency: Qualified Health Care Interpreter - Spanish (Spain)
Pass Proficiency Test in your target language within the last 4 years.
Target Language Proficiency Verification: 100/100

English Language Proficiency
Pass Proficiency Test in English language within the last 4 years.
English Language Proficiency Verification: 100/100

Qualifications

HS/HS, High School Diploma or Higher Degree

Supporting Documentation:
HS/HS, High School Diploma or Higher Degree Verification: 100/100

Trainings

All Health - HCI Approved Training

Organization: Linguistics International Academy
Training Name: HCI Approved Training
City: Houston, TX
Start Date: May 03, 2023
End Date: August 07, 2023
Hours: 80 hours
Certificate of Training: 100/100/100

Work Experience
There is no Work Experience entered.

Documentation
There is no Documentation.

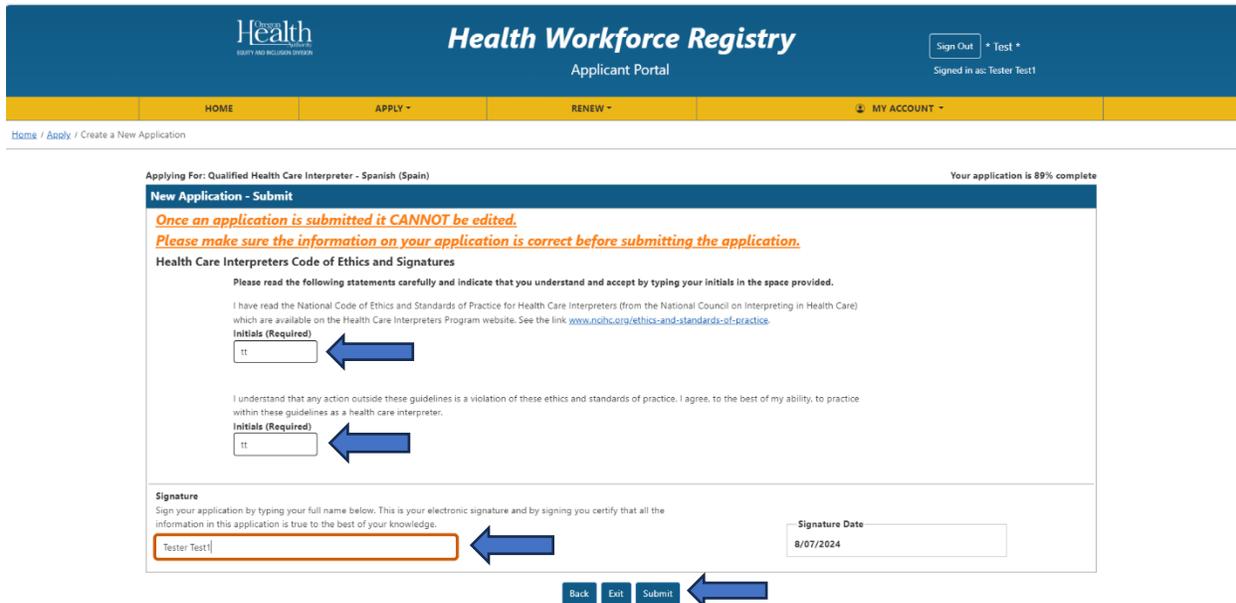
Review

Back Exit Continue

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20. Before submitting your application, enter your **“Initials & Signature”**. Be sure you have reviewed the application carefully before submitting. You **CANNOT** make edits after submitting.



Applying For: Qualified Health Care Interpreter - Spanish (Spain) Your application is 89% complete

New Application - Submit

Once an application is submitted it CANNOT be edited.
Please make sure the information on your application is correct before submitting the application.

Health Care Interpreters Code of Ethics and Signatures

Please read the following statements carefully and indicate that you understand and accept by typing your initials in the space provided.

I have read the National Code of Ethics and Standards of Practice for Health Care Interpreters (from the National Council on Interpreting in Health Care) which are available on the Health Care Interpreters Program website. See the link www.ncihc.org/ethics-and-standards-of-practice

Initials (Required) ←

I understand that any action outside these guidelines is a violation of these ethics and standards of practice. I agree, to the best of my ability, to practice within these guidelines as a health care interpreter.

Initials (Required) ←

Signature

Sign your application by typing your full name below. This is your electronic signature and by signing you certify that all the information in this application is true to the best of your knowledge.

← **Signature Date**
8/07/2024

←

21. The system will ask if you want to start a new application. If you are done, **click “No”**. If you want to add another credential, **click “Yes.”**



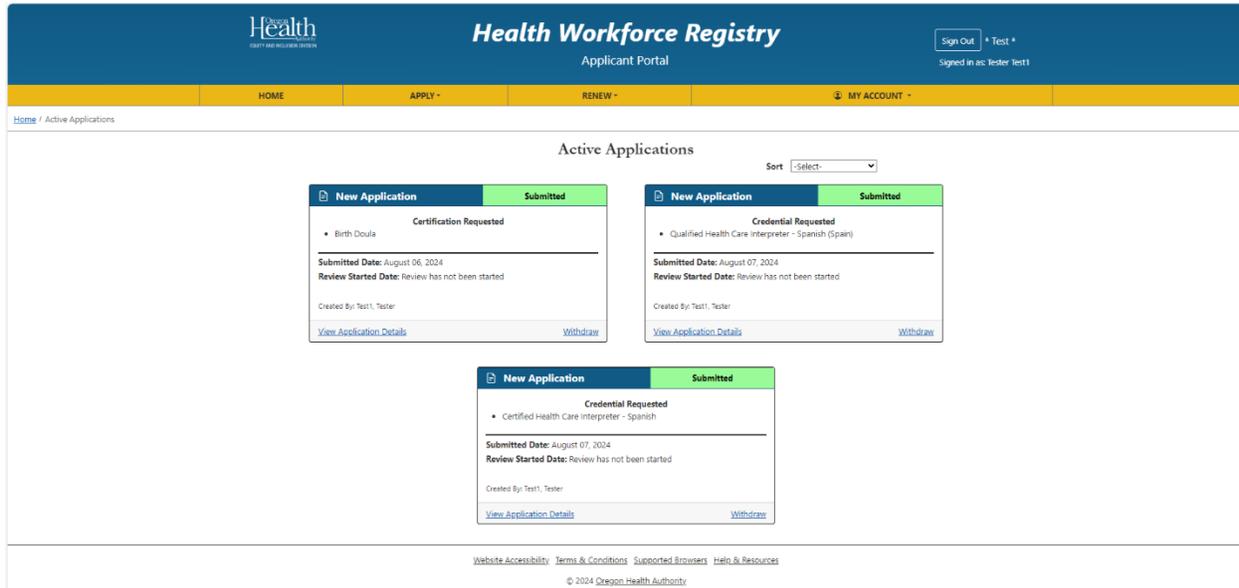
Would you like to start a new application?

←

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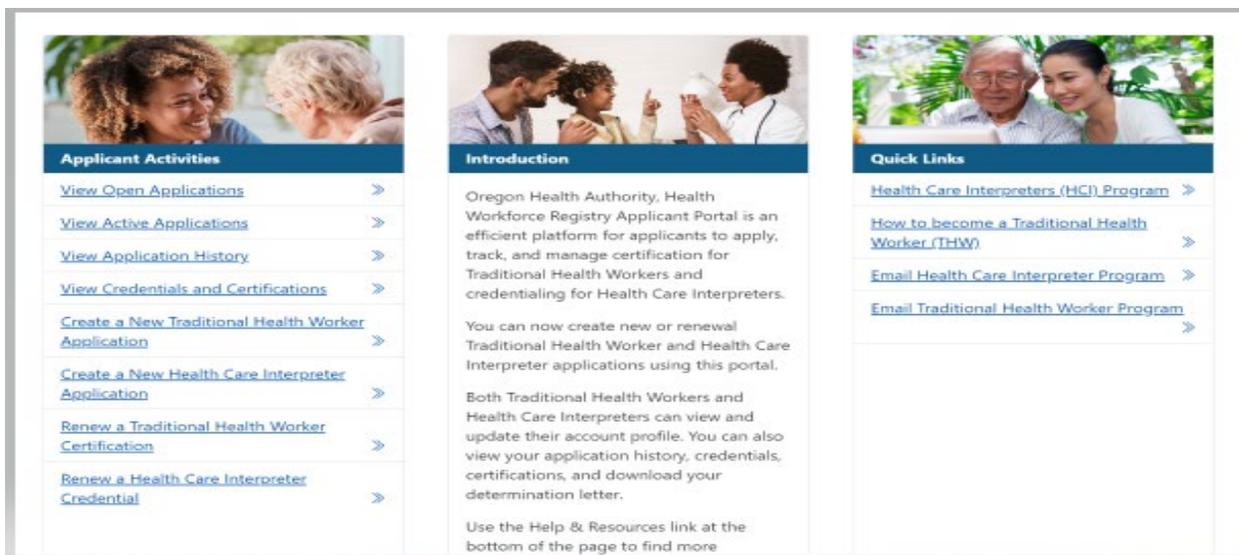
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22. If you clicked “No” then you will see this page.



The screenshot shows the 'Active Applications' page in the Oregon Health Authority's Health Workforce Registry Applicant Portal. The page features a blue header with the Oregon Health Authority logo, the title 'Health Workforce Registry Applicant Portal', and a 'Sign Out' button. Below the header is a yellow navigation bar with links for HOME, APPLY, RENEW, and MY ACCOUNT. The main content area displays three application cards, each with a 'New Application' and 'Submitted' status. The first card is for 'Certification Requested' for 'Birth Doula', submitted on August 06, 2024. The second card is for 'Credential Requested' for 'Qualified Health Care Interpreter - Spanish (span)', submitted on August 07, 2024. The third card is for 'Credential Requested' for 'Certified Health Care Interpreter - Spanish', submitted on August 07, 2024. Each card includes a 'View Application Details' link and a 'Withdraw' button. At the bottom of the page, there are links for Website Accessibility, Terms & Conditions, Supported Browsers, and Help & Resources, along with a copyright notice for 2024 Oregon Health Authority.

23. If you clicked “Yes”, the system will take you back to the beginning of the process for the new credential that you wish to add.



The screenshot displays three sections of the Applicant Portal: 'Applicant Activities', 'Introduction', and 'Quick Links'. The 'Applicant Activities' section on the left contains a list of links with right-pointing chevrons: View Open Applications, View Active Applications, View Application History, View Credentials and Certifications, Create a New Traditional Health Worker Application, Create a New Health Care Interpreter Application, Renew a Traditional Health Worker Certification, and Renew a Health Care Interpreter Credential. The 'Introduction' section in the middle provides an overview of the portal's purpose and instructions for creating or renewing applications, as well as information about viewing application history and downloading determination letters. The 'Quick Links' section on the right features links to the Health Care Interpreters (HCI) Program, How to become a Traditional Health Worker (THW), Email Health Care Interpreter Program, and Email Traditional Health Worker Program, each with a right-pointing chevron.

24. OHA staff will review your application. OHA has up to 60-days to review your application. If your application is incomplete, you will receive an email with details of what is missing. If your application is complete, you will receive your determination letter by email. Please check your email and spam.
25. If you have started an application but have not completed it or received an email from us, click the **“View Open Application”** option.



The screenshot displays the Oregon Health Authority Health Workforce Registry Applicant Portal interface, organized into three main columns:

- Applicant Activities:** A list of actions with blue chevron arrows pointing right. A blue arrow points to the first item, "View Open Applications".
 - [View Open Applications](#)
 - [View Active Applications](#)
 - [View Application History](#)
 - [View Credentials and Certifications](#)
 - [Create a New Traditional Health Worker Application](#)
 - [Create a New Health Care Interpreter Application](#)
 - [Renew a Traditional Health Worker Certification](#)
 - [Renew a Health Care Interpreter Credential](#)
- Introduction:** A text block providing an overview of the portal's purpose and user capabilities.

Oregon Health Authority, Health Workforce Registry Applicant Portal is an efficient platform for applicants to apply, track, and manage certification for Traditional Health Workers and credentialing for Health Care Interpreters.

You can now create new or renewal Traditional Health Worker and Health Care Interpreter applications using this portal.

Both Traditional Health Workers and Health Care Interpreters can view and update their account profile. You can also view your application history, credentials, certifications, and download your determination letter.

Use the Help & Resources link at the bottom of the page to find more
- Quick Links:** A list of direct links to specific programs and resources.
 - [Health Care Interpreters \(HCI\) Program](#)
 - [How to become a Traditional Health Worker \(THW\)](#)
 - [Email Health Care Interpreter Program](#)
 - [Email Traditional Health Worker Program](#)