

A. GRADUATING FROM AN OREGON CAREER SCHOOL

- Have the Licensed Career School Submit an official transcript verifying completion of an approved course of study or studies and passage of the required practical examination(s).
- Complete and submit the required Interpreter Assisted Examination Request Form

B. NON-CREDENTIALLED FROM ANOTHER STATE / COUNTRY

- Complete and submit an application and include:
- Application fee; and
- Documentation of all training, education and work experience. (This documentation will be evaluated in coordination with the Oregon Department of Education and must receive authorization from the superintendent of public instruction).

Please Note: All documentation received at the Health Licensing Agency must be in English. Any non-English documents must be translated with a copy of original documentation attached to the translated document

When you receive verification that your documentation has been reviewed and received authorization from the superintendent of public instruction you will need to:

- Contact an Oregon Licensed Career School (You **must** receive verification prior to contacting a career school)
- Take a skills assessment examination, additional training if necessary and take the required practical examination(s)

When you have completed the requirements at the Oregon Licensed Career School you will need to:

- Have the Licensed Career School submit an official transcript verifying completion of the additional training and passage of the required practical examination(s).
- Complete and submit the required Interpreter Assisted Examination Request Form.

Now that you have submitted your Interpreter request Form.....

When the Health Licensing Agency receives your Interpreter Assisted Examination Request Form you will be sent a letter with the date your examination has been scheduled. The letter will include a list of Interpreter partnering agencies.

When you receive the letter with your scheduled examination date you will need to:

- Contact an Interpreter Partnering agency;
- Schedule and interpreter to assist you at your scheduled examination appointment; and
- Request the interpreter agency submit to the Health Licensing Office and Interpreter Agency Notification Form.

When you appear for your scheduled examination appointment, you will need to:

- Submit the appropriate application;
- Provide Government Issued Photo Identification;
- Provide Social Security Card or Social Security Verification Form;
- Pay the required application, certificate and examination fees; and

Please Note: The name on your identification, Social Security Card and transcript must match in order to sit for the examination.

GENERAL INFORMATION

- The Health Licensing Agency schedule appointments on a first come first serve basis. Appointments can be scheduled out one year in advance and are scheduled on Monday's only.
- You will be contacted by mail if your appointment date is changed based on availability. If your appointment date is changed and you have not notified us in writing that you have changed your address, you will not be allowed to sit for your previously scheduled appointment.
- Candidates taking an interpreter assisted examination will not be given additional examination time
- Each Interpreter Assisted Examination will be monitored with recording devices.