

Hello

Thank you for reaching out and for your interest in contracting with Kentucky Refugee Ministries (KRM)

We are hiring interpreters and translators living in United States for our 3 offices in Kentucky (Lexington, Louisville, and Covington).

Kentucky Refugee Ministries (KRM) Language Services requirements for all interpreters and/or translator new contractors.

1.- Updated **Resume** in PDF format.

- 1.1.- If you already have a resume, email it to [aenright@kyrm.org](mailto:aenright@kyrm.org)
- 1.2.- If you need to create a resume ([Top 10 Resume Builders](#)) .

2.- Professional **interpreter training certificate** from one of the followings:

- 1. TCI (The Community Interpreter)
- 2. TMI (The Medical Interpreter)
- 3. BTG (Bridging the Gap)
- 4. CMIT (Core Medical Interpreter Training)
- 5. MITS (Medical Interpreter Training School)

2.1.- If you already have an interpreter training certificate, email it to [aenright@kyrm.org](mailto:aenright@kyrm.org)

2.2.- If you need to get an interpreter training certificate:

The interpreter training must be a minimum of 40-hours but can be as many as 120-hours.

The cost is between \$600.00 and \$1,000.00 depending on the training hours and the company that is teaching it.

I (Alma Enright) teach TCI and TMI 40-hours training for \$600.00. The trainings are 9 days live online, only one day for the final exam is in-person.

Use this link <https://www.eventbrite.com/o/alma-enright-32582833373?aff=ebeseadeeplink> to check available dates, times and to register if you are paying in full.

If you cannot afford it in one payment, I'm setting up 3 payment plans of 6, 3 or 2 payments (depending on when you want/can take the training).

To register with the payment plan, please fill out this online form:

<https://forms.gle/1jr1tuRcvaEjGHtp6>

Once you and I agree on the payment plan and the date that you are taking the training, I can register you on my end without

using the link above because the webpage has only the option to pay in full.

For the payment plans, you can pay using [PayPal](#) [CashApp](#) [Venmo](#) [Zelle](#)

3.- **Language Fluency** Assessment or Language Proficiency Test (LPT) in English and at least one other language that you interpret in.

3.1.- If you already have a language assessment in English and in one other language, email them to [aenright@kyrm.org](mailto:aenright@kyrm.org)

3.2.- If you need to get a language assessment.

The assessment cost is between \$60.00 and \$70.00 per language depending on the languages that they want to use for interpretation.

If you registered for the training, the language assessment is included. One in English and one in another language.

If you need only help with the language assessment, I can help scheduling them after I receive the payment.

Email me to give you the total cost for your languages. You can pay using [PayPal](#) [CashApp](#) [Venmo](#) [Zelle](#)

4.- National **background check** not older than 24 months

4.1.- If you already have a background check from within the past 2 years, email it to [aenright@kyrm.org](mailto:aenright@kyrm.org)

4.2.- If you need to get a background check. Choose one the options below:

a.-Sterling Direct for \$25.00

<https://workforce.sterlingdirect.com/InvitationCodePage?InvitationCode=3EC71BE082F646-B7A0DE46>

b.- Administration Office of the Court (AOC) CourtNet is a way to check your criminal history (based on court records) for \$25.00. or call them (502) 573-1682 for more information <http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>

c.- Kentucky State Police offers a Background Check (criminal history – any arrests) for \$25.00 as well. Choose the “Employment” option and submit by mail a check and a stamped return envelope (for you to receive your report). You can also submit it in Frankfort, KY– you’ll get it immediately if you go to their office or request it by phone (502) 227-8700.

[http://www.kentuckystatepolice.org/background\\_check\\_forms.htm](http://www.kentuckystatepolice.org/background_check_forms.htm)

Next hiring date is (date of the next orientation), but before that date, you need to fill out this form: ( please include your full name)

<https://forms.qlc/yrpXaKQtEcumb85T9>

and schedule a zoom interview using this link: (please choose only one slot)

(I have a different link each month)

Interviews are only (each month change the dates).

If you are not able to complete these requirements, you cannot interpret for us (KRM).

If you have questions, please email me or text me. I normally don't answer the phone because I'm interpreting, but as soon as I can, I will reply to you.