Admission Information: General Requirements:

1. Proof of **Oral Proficiency**, which shall be established by **any** of the following:
   - Over 5 years of professional experience, as documented by a CV or veritable work experience. Your employer needs to send us an official letter confirming that you worked for them as a professional for five or more years. Please send letter to Espi Ralston espiralston@gmail.com
   - A Bachelor, Masters, PhD, or any other approved/official degree from an accredited institution of higher education
   - Graduation from high school where the main language is the medium of instruction.
   - Having passed an oral language exam. *Language Exams information are shown in the following pages*, and also on Policy Handbook at: www.memphis.edu/sph/programs/hcicourseinformation.php

   Other countries may have exams which will be reviewed on a case-by-case basis

2. **Education:**
   - A high school diploma or certificate (minimum: high school diploma)
   - Proof of educational attainment (diploma or certificate) must be provided.
   - *Note: Bachelor degree recommended*

3. **Age requirement** –
   - The minimum age required of an individual shall be 18 years of age
   - *Note: 21 years of age recommended*

**Recommended Language Exams to Meet Oral Proficiency**

*For English*, these are the approved exams: Please check if you have already taken any of these exams in the last 6 years.

*OPI (Oral Proficiency Interview) **Required Level:** Advanced-Mid*
TOEFL (Test of English as a Foreign Language): 570+ on paper; 230+ computer version; 90+ on iBT.

ELPT (English Language Proficiency Test): 950+

MELAB (Michigan English Language Assessment Battery): 80+

ECPE (Examination for the Certificate of Proficiency in English): PASS

FCE (First Certificate in English, Level 3): A

CAE (Certificate in Advanced English, Level 4): B

CPE (Certificate of Proficiency in English, Level 5): B

IELTS (International English Language Testing System): 7.0+

ACTFL Oral Exams (American Council on the Teaching of Foreign Languages): Advanced Mid Level (see www.actfl.org)

*The OPI can be taken at the University of Memphis Testing Center. You can take the OPI in English also, if needed.

Please visit www.memphis.edu/testing, for additional information about the OPI.

**For Spanish or another foreign language**

**OPI (Oral Proficiency Interview) Minimum Level Accepted: Advanced Mid.** The OPI is offered by the company Language Testing International. www.languagetesting.com

OPI should be taken at least 2 weeks before the beginning of the course. That will allow the evaluators time to assess your performance and send results.

If taken at the University of Memphis, please follow instructions below. Cost at the U of Memphis: $95

**Testing Center Information:**

**Location:** Testing Center, 3669 Brister Hall, Rooms 111-112, Alumni Drive, Memphis, TN 38152

**Phone:** 901 678 2428  https://www.memphis.edu/testing

- Testing in the Testing Center is by appointment only. Request an appointment to take the Oral Proficiency Interview (OPI) by sending an email to proctortests@memphis.edu or calling 901-678-2428. Specify that you need to take the OPI to enroll in the Health Care Interpreter Course.
- **Ask the Testing Center how to pay for the OPI test, in case there have been changes in the payment method recently.**

- Testing Center testing schedule: Mondays-Fridays 8am-4:00pm.
• Examinees must pay the Oral Proficiency Interview (OPI) fee ($95) before taking the test. The fee is to be paid at the Bursar’s Office or online. The Bursar’s Office is located in the same building (115 Wilder) as the Testing Center.

• Examinees must arrive at the Testing Center in Brister Hall room 112 with receipt from Bursar’s Office or the online payment confirmation receipt showing they have paid the $95 fee. At the Testing Center, the examinees must verify his/her identity by showing a valid government issued photo ID with a picture and signature.

• No personal items will be allowed in the testing room. Secure lockers are provided for the examinee’s convenience.

• Examinees should refer to the Testing Center webpage http://www.memphis.edu/testing to find directions to the campus, campus maps, and instructions for parking.

• Examinees must successfully pass the OPI at least at the Advanced Mid-Level before they can take the class.

• NOTE: The Testing Center at the University of Memphis provides special accommodations for students with special needs.