



Student Agreement & Participation Policy

Welcome to the 40-Hour Medical Interpreter Training. This course is designed to equip you with the knowledge, skills, and professional standards required to work as a medical interpreter. To ensure a productive and respectful learning environment, all participants must agree to the following terms:

1. Attendance & Punctuality

- This is a **40-hour course delivered over 5 days**, from **9:00 AM to 5:00 PM (Mountain Time)**.
- Daily schedule includes:
 - One **1-hour lunch break at 12:00 PM**
 - One **15-minute break before lunch**
 - One **15-minute break after lunch**
- Students are **required to be present for the entire duration of each class day**.
- Late arrivals, early departures, or excessive absences may impact successful completion of the course.

2. Camera & Participation Expectations

- Students are expected to have their **cameras on as much as possible** to promote engagement and accountability.
- Active participation is required and includes:
 - Engaging in discussions
 - Participating in practice activities and exercises
- Students must **mute their microphones when not speaking**.
- Unmute only when speaking or when called upon.

3. Learning Environment

- Students agree to contribute to a **positive, respectful, and supportive learning environment**.
- Professional behavior is expected at all times, including:
 - Active listening
 - Respectful communication
 - Avoiding interruptions

4. Student Responsibility

- It is the **student's responsibility to study, review, and prepare** using the materials provided by the instructor.
- Success in the course requires commitment both during and outside of scheduled class time.

5. Final Exam Policy

- Students must pass the final exam to successfully complete the course.
- If a student does not pass the exam:
 - They will be allowed **one additional opportunity to retake the exam**
 - A **retake fee will apply**

6. Refund Policy

- **All payments are non-refundable.**
- No refunds will be issued to students who are dissatisfied with the course.
- No refunds will be issued to students who do not pass the final exam.

7. Acknowledgment

By enrolling in this course, you confirm that you have read, understood, and agree to abide by all policies outlined in this agreement.

Failure to comply with these policies may affect your ability to successfully complete the course.

Instructor:

Miguel Juárez Vidales
National Certified Medical Interpreter

Program:

40-Hour Medical Interpreter Training