

PROFESSIONAL INTERPRETER

IN EDUCATION CERTIFICATE PROGRAM



ONLINE CONTINUING EDUCATION COURSE FROM THE UNIVERSITY OF GEORGIA

Frequently Asked Questions

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1. For whom is this course designed?

This course is designed for teachers, staff, and administrators of public, private or charter schools and other education institutions, or anyone who works with these individuals; interpreters and translators currently employed in educational institutions; independent interpreters; interpreters with other credentials; and individuals seeking employment or certification in educational and interpreting organizations.

2. Are there any prerequisites for enrolling in this course?

You must be fluent in both English and a second language to complete the certificate requirements.

3. How long does it take to complete this course?

This is an 8-week course, with live online class sessions every Wednesday. In those 8 weeks, you will complete 30 hours of study, which includes reading assignments, videos, discussions, and quizzes in addition to the one-hour weekly live classes.

4. How do I access the weekly live sessions?

The weekly live sessions are accessed through the Online Rooms on the navigation menu at the top of every eLearning Commons page. Click on the Online Rooms link at the top of the page, then select the Live Chat for date and time.



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Center for Continuing
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How to Contact Us:

Phone: +1-706-542-3537 or
800-811-6640 (toll free in the USA)

Email: questions@georgiacenter.uga.edu

5. What if I am unable to participate in a live class session?

The weekly live sessions are recorded and archived for later viewing. Click on the Online Rooms link at the top of the page, and then select the menu icon in the top left. Select the Recordings tab and click on the recorded session you were unable to attend.

6. What are the course requirements for Professional Interpreter in Education Certificate Program?

To complete this course, and earn University of Georgia Continuing Education Units (CEUs) you must:

- Complete the online learning content for each module,
- Submit each module's discussion questions and written assignments and receive a passing mark,
- Pass each end-of-module quiz with a 70% or better,
- Participate in each weekly 1-hour live class session, and
- Fill out the end-of-course evaluation.

7. What is the cancellation/refund policy for this course?

The Georgia Center will issue a refund less a \$75 cancellation fee for course cancellation requests received before 5:00 p.m. on the fifth business day prior to the beginning of a course. Business days are Monday through Friday, excluding holidays.

To cancel your enrollment, please send an email to: student@georgiacenter.uga.edu.

No refunds can be issued if you cancel within four business days of the course start date or at any time after a course begins. Once you access the online course, you are no longer eligible for a refund.

Course Cancellation by the Georgia Center: Should the Georgia Center find it necessary to cancel the course for any reason, we will attempt to notify the participants at least 24 hours in advance via phone and/or e-mail. In the event that the course is cancelled by the Georgia Center, a 100% refund will be processed for each registrant.

8. What is the preferred browser to be used for the optimal online course experience?

A modern browser adhering to web standards is recommended for optimal viewing. If possible, please use a robust browser such as Chrome, Firefox, or Safari.

9. Whom should I contact for assistance with the course?

If you have questions, please contact the Georgia Center for Continuing Education at 706-542-3537 (Monday - Friday 8am-5pm US EST.) or email your request to questions@georgiacenter.uga.edu. We will respond to your inquiry as soon as possible.



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