



APPLICATION FORM CONFERENCE INTERPRETING

Conference interpreters convey spoken messages from one language into another at conventions, training sessions, board and committee meetings, annual meetings, press conferences, etc.

ADMISSION CRITERIA

To apply in conference interpreting, you must either:

Hold a Canadian BA, MA or PhD in conference interpreting or a foreign BA, MA or PhD in conference interpreting evaluated by World Education Services (WES) or the International Credential Assessment Service of Canada (ICAS), or have successfully completed a Canadian or WES-evaluated (or ICAS-evaluated) postgraduate program in conference interpreting;

OR

Substantiate 100 days of experience as a conference interpreter, at least 50 days in each active language [A, B] for which you are applying and at least 30 days from each passive language [C] for which you are applying;

OR

Be a candidate for certification in conference interpreting in good standing of a member association of the CTTIC or OTTIAQ, in which case you must provide an official letter attesting that you are indeed a member in good standing with your association.

Your conference interpreting experience must be from within the last five years and must be attested to by at least one reference letter from an employer or client.

CONTACT INFORMATION

Full legal name:		Preferred name:	
Native language:	Title: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Telephone:	
Mailing address:		Email:	
City:	Province:	Postal code:	
Preferred language of correspondence: EN <input type="checkbox"/> FR <input type="checkbox"/>			

Are you already a member of ATIO? Yes No
Members of ATIO are not required to pay the application fee.

LANGUAGE COMBINATION(S)

A language:	B language:	C language:
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Non-refundable application fee: \$90 plus tax (according to the tax rate in your province of residence)

Applications will only be reviewed upon receipt of the application fee.

Applications paid by credit card must be submitted electronically via the ATIO website at <https://atio.on.ca/membership/application/>.

Applications paid with a cheque must be submitted via regular mail to:

1 Nicholas Street, Suite 1202, Ottawa, Ontario, K1N 7B7

(Please do not submit your application using both methods.)

PAYMENT INFORMATION

Payment type: Visa MasterCard Cheque (payable to ATIO)

The ATIO office will call you at the number you provided to process your payment if using a credit card.

IMPORTANT, MUST-READ INFORMATION

The following supporting documents must accompany this signed and dated application.

- A copy of your relevant university diploma, as per the admission criteria (if applicable)
- Your reference letter(s) substantiating your conference interpreting experience for the language combination(s) you are applying for, as per the admission criteria (if applicable)
- A copy of your official letter attesting that you are indeed a member in good standing with a professional association under CTTIC, as per the admission criteria (if applicable)
- Your curriculum vitae
- Your application fee

You will be contacted by email informing you whether your application is accepted or rejected. Applications will be rejected and destroyed as per our administrative procedure if they do not meet the requirements. To reapply, you must submit another application and pay the application fee again.

Reference letters and the rest of your application must be written in either English or French. Documents written in any other language will need to be translated into either English or French by an ATIO-Certified Translator (<https://atio.on.ca/directory/>).

Foreign academic credentials must be evaluated by World Education Services (www.wes.org/ca/) or the International Credential Assessment Service of Canada (<http://www.icascanada.ca/>).

Non-required admission documents will not be consulted, conserved or returned to applicants. These documents will be destroyed as per our administrative procedure.

SIGNATURE

- I have read and understand all instructions on this form as well as on the ATIO website.
- I have completed this form as indicated.
- I have included the required documents.
- I authorize the verification of the information provided on this form and in the attached documents.

Applicant's signature:

Date: