



Member of the Canadian Translators, Terminologists and Interpreters Council (CTTIC)

# APPLICATION FORM COURT INTERPRETING

Court interpreters convey spoken messages from one language into another in court and administrative settings such as examinations, depositions, public proceedings or immigration and refugee cases.

## ADMISSION CRITERIA

**To apply in court interpreting, you must either:**

Hold a Canadian BA, MA or PhD in court interpreting or a foreign BA, MA or PhD in court 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) post-secondary course in court interpreting;

**OR**

Be accredited as a court interpreter by the Ontario Ministry of the Attorney General and submit proof of 300 hours of experience as a court interpreter;

**OR**

Substantiate 600 hours of experience as a court interpreter in Canada;

**OR**

Be a candidate for certification in court 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 court 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

Language:	Language:
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## Non-refundable application fee: \$90 plus tax (according to the tax rate in your province of residence)

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 form.**

- A copy of your relevant university diploma, post-secondary diploma or accreditation, as per the admission criteria (if applicable)
- Your reference letter(s) substantiating your court 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/](http://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: