

## 2018 Certification Exam Registration Form

As a Candidate for Certification in good standing, ATIO members have five years to obtain their certification. The yearly certification exam is controlled by the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and administered by ATIO in Ontario.

The certification exam is held in Ottawa and Toronto on May 12, 2018. The examination is intended for experienced translators and interpreters who wish to have their competence recognized by their peers. It does not seek to identify aptitude or potential, but rather to attest to a candidate's professional skills.

- **Candidates in translation** will translate one compulsory general text of approximately 200 words, and another text that is a choice between two somewhat specialized texts of about 200 words each. This is an open book examination: dictionaries and reference works are permitted, but may not be exchanged with other candidates.
- The written component of the **court interpreter certification exam** consists of a written translation of a text plus a translation of legal vocabulary; a legal knowledge test; and an ethics component. \*
- The written component of the **community interpretation certification exam** consists of three sections covering professional practice, ethics and a written translation of a text into English. \*
- The written component of the **medical interpretation certification exam** will cover professional practice, ethics and a written translation of a text and medical terminology. \*
- \* Dictionaries and reference works are not permitted for the interpretation exams. Candidates who pass the written examination of their interpretation exam will be invited to undergo the oral component of the examination the following year.

All technological aids are strictly prohibited for all exams, except for those required on valid medical grounds, as pre-approved by the ATIO secretariat.

**The certification exam costs \$265.55 (13% tax included) per language combination. For example, French to English is one language combination, while English to French is another. Taxes subject to change based on province of residence. Candidates who wish to write two certification exams will be charged \$531.10 (13% tax included)**

It may take more than six weeks for candidates to receive their exam results. We thank you in advance for your patience and understanding. Each exam is marked by two experienced certified translators who after marking each anonymous exam independently, consult each other to determine the final mark and produce a Characterization Sheet if applicable. Candidates are contacted by email with their results. Candidates who's score is below the passing mark of 70% may appeal per the instructions outlined in their result letter.

Please visit [our website](http://www.atio.on.ca) to learn more about the certification exam and how to better prepare yourself for the exam. Please contact [info@atio.on.ca](mailto:info@atio.on.ca) for any questions.

**To register for the 2018 CTTIC Certification Exam, you must email or fax us your completed registration form and your signed disclaimer(s) before February 7, 2018**

## 2018 Certification Exam Registration Form

### CANDIDATE INFORMATION

Please complete the sections below to register for the certification exam.  
Please ensure that you have checked [our website](#) to see if your language combination is available.  
**Deadline for ATIO to accept registrations is 11:59 PM EST on February 7, 2018**

Name:		Email:	
Telephone:	Language combination for exam 1: _____ (Type of exam: <input type="checkbox"/> Translation <input type="checkbox"/> Court Interpretation <input type="checkbox"/> Community Interpretation <input type="checkbox"/> Medical Interpretation)		
Choose your exam location:  <input type="checkbox"/> Ottawa <input type="checkbox"/> Toronto	Language combination for exam 2 (If applicable): _____ (Type of exam: <input type="checkbox"/> Translation <input type="checkbox"/> Court Interpretation <input type="checkbox"/> Community Interpretation <input type="checkbox"/> Medical Interpretation)		

### PAYMENT INFORMATION

Please complete this section to pay for your certification exam.  
The exam costs \$265.55 per language combination as indicated on page 1.  
Your receipt will be sent by email.

Payment type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque / Money Order (enclosed)		
Name on Credit Card:		Credit Card Number:
Expiry Date:	CVC Number:	Signature:

### IMPORTANT INFORMATION

- Return your completed registration form and signed disclaimer to [info@atio.on.ca](mailto:info@atio.on.ca) or by fax to 613-241-4098.
- You will be notified by email confirming the exact time and location of your certification exam(s) and other details approximately one week after the registration deadline has passed.

*I have read and understand the information regarding the certification exam presented on this form and on the [ATIO's website](#). I have completed the present form as indicated.*

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

# IMPORTANT!

## DISCLAIMER FORM FOR THE CTTIC STANDARD CERTIFICATION EXAMINATION IN TRANSLATION

### Information regarding the marking of the CTTIC exam

Your provincial association will send your exam paper to CTTIC after ensuring that the only identifying mark is your exam number. CTTIC and the markers will only know you as “candidate xyz”. Feel free to ask your provincial association for clarification or additional details. If you accept CTTIC’s conditions, please sign this sheet and return it to your association.

- Each exam is marked by two experienced certified translators who, after marking each paper independently, consult each other in order to produce the final marked paper.
- All marked papers are returned to CTTIC, which sends the results to the respective associations along with the characterization sheets (for unsuccessful candidates). Each association then writes a letter to their own candidates to inform them of their exam results. Candidates are reminded that their marked papers **WILL NOT BE** returned to them. CTTIC is a certification body, not a teaching institution, and the CTTIC exam is only a tool used to assess candidates’ knowledge and skills. **However, candidates who have failed may ask to VIEW their exam paper in order to decide whether to appeal. The viewing location will be determined by their provincial association.**

I, the undersigned \_\_\_\_\_  
(Surname and given names in full)

residing at \_\_\_\_\_  
(complete address including municipality and postal code)

have read and understood the above information. I confirm that I registered for the translation exam in the following combination(s):

1- \_\_\_\_\_

2- \_\_\_\_\_

\_\_\_\_\_  
Date  
*Revised November 2017*

\_\_\_\_\_  
Candidate’s signature

## IMPORTANT!

### DISCLAIMER FORM FOR THE CTTIC STANDARD CERTIFICATION EXAMINATION IN COURT INTERPRETATION, COMMUNITY INTERPRETATION AND MEDICAL INTERPRETATION

I, the undersigned \_\_\_\_\_

\_\_\_\_\_  
(Surname and given names in full)

residing at  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(complete address including municipality and postal code)

hereby acknowledge the fact that the source text(s) and any target language text(s) that I submit for the CTTIC Standard Certification Examination in Court, Community and Medical interpretation become the exclusive property of the CTTIC Examination Committee and will not be returned to me under any circumstances.

I further agree not to reveal the contents of the examination or discuss it with anyone. Violation of this confidentiality agreement may be grounds for forfeiture of my membership status and my Certification.

Signature: \_\_\_\_\_  
(Candidate's signature signifies acceptance  
of the rules stated above.)

Date: \_\_\_\_\_

## IMPORTANT!

### FORMULAIRE DE RENONCIATION DANS LE CADRE DE L'EXAMEN D'AGRÈMENT UNIFORMISÉ EN INTERPRÉTATION JUDICIAIRE, INTERPRÉTATION COMMUNAUTAIRE ET INTERPRÉTATION MÉDICALE DU CTTIC

Je soussigné(e), \_\_\_\_\_

\_\_\_\_\_  
(Nom et prénoms au complet)

demeurant à  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Adresse au complet, incluant le nom de la localité et le code postal)

reconnais avoir pris connaissance du fait que le(s) texte(s) de départ et que le(s) texte(s) d'arrivée que je soumettrai dans le cadre de l'examen d'agrément uniformisé en interprétation judiciaire, communautaire et médicale du CTTIC deviendront la propriété exclusive du Comité des examens du CTTIC et qu'ils ne me seront en aucun cas rendus.

De plus, je m'engage à ne révéler à personne le contenu de l'examen, ni à en discuter avec qui que ce soit. Le fait de violer cette clause de confidentialité pourrait donner lieu à une perte de mon agrément et de mon statut de membre.

Signature : \_\_\_\_\_  
(La signature du candidat tient lieu  
d'acceptation des règlements  
énoncés ci-dessus.)

Date : \_\_\_\_\_