

CTTIC CERTIFICATION EXAM RESCHEDULING POLICY

Requests to reschedule must be emailed to info@atio.on.ca.

After exam registration:

If a candidate wishes to reschedule their CTTIC Certification exam, they will pay a penalty of 25% of the exam price.

Three weeks before the exam:

- If a candidate reschedules their exam between one and three weeks before their scheduled exam date, they will receive a refund of 50% of the exam fee.
- The candidate must pay in full (100%) for a new exam date.

7 days or less before the exam:

- Reschedule requests received within this period will not be refunded.
- The candidate must pay in full (100%) for a new exam date.

CTTIC CERTIFICATION EXAM CANCELLATION POLICY

Requests to cancel must be emailed to info@atio.on.ca.

After exam registration:

If a candidate wishes to cancel their CTTIC Certification exam, they will pay a penalty of 25% of the exam price.

Three weeks before the exam:

If a candidate cancels their exam between one and three weeks before their scheduled exam date, they will receive a refund of 50% of the exam price.

7 days or less before the exam:

- Cancellation requests received within this period will not be refunded.
- The candidate must pay in full (100%) for a new exam date.

Reference Dates will be displayed on the ATIO website.

Exception

Last Updated: 26-Nov-19

The only exception to the above is if a candidate falls ill on the exam day. In such cases, upon receipt of a doctor's report, ATIO may refund a maximum of 50%.

> 1 Nicholas Street • Suite 1202 • Ottawa Ontario K1N 7B7 1 Rue Nicholas • Bureau 1202 • Ottawa (Ontario) K1N 7B7

(613) 241-2846 • (613) 241-4098 • 1-800 234-5030 • www.atio.on.ca • info@atio.on.ca

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