

ASSOCIATION OF TRANSLATORS  
AND INTERPRETERS OF ONTARIO



ASSOCIATION DES TRADUCTEURS ET  
INTERPRÈTES DE L'ONTARIO

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

## APPLICATION FORM AFFILIATE/TRANSFER

Use this form if you are a member of another CTTIC society or OTTIAQ and would like to either join ATIO as an affiliate or transfer to ATIO.

### ADMISSION CRITERIA

**You are a Certified Member of a CTTIC member society or of OTTIAQ.**

**\*NOTE: You must successfully pass the ATIO Code of Ethics exam before completing this form. You must also meet the requirements under Appendix 3, Article 8 of the ATIO by-laws (see *Are you Eligible* document and the end of this form).**

You must be in good standing at your home association at the time of submitting your complete application package to ATIO. Applications must list all language combinations but must be submitted separately for different professions.

Please select the type of application you are submitting:

Transfer to ATIO. I am leaving my home association.

Join ATIO as an Affiliate. I am staying at my home association.

### CONTACT INFORMATION

First and Last Name:		Preferred Name:	
Native language:	Title: Mr. Ms. Mrs.	Telephone:	
Mailing address:		Email:	
City:	Province:	Postal code:	
Preferred language of correspondence: EN FR		Date of Birth:	

**Association:** CTINB ATINS ATIO ATIM ATIS ATIA STIBC OTTIAQ

### LANGUAGE COMBINATION AND PROFESSION

One language combination or pair per submission

Translator Interpreter: Conference Court Community Medical Terminologist

**Language Combination/Pair**

All that apply:

*You must complete this form for each professional category.*

## Non-refundable application fee: \$130.00 plus tax

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

Applications must be submitted electronically to [application@atio.on.ca](mailto:application@atio.on.ca)

### 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.

### SUPPORTING DOCUMENTS

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

This application form. For multiple professions, a new form is required for each, even if submitted simultaneously.

The application fee. **We will request the following documentation from your home Association:**

A copy of your official letter attesting that you are a member in good standing with a professional association under CTTIC or with OTTIAQ.

A signed and complete copy of Appendix A and Appendix B of the Mutual Recognition Agreement for each language combination/pair and profession.

### IMPORTANT, MUST-READ INFORMATION

**Upon receipt of a signed copy of the ATIO Code of Ethics and payment of Annual Dues, accepted Certified Members will receive the following:**

1. An ATIO Certificate Number.
  - a. If a member is certified in more than one profession, they will receive a unique number for each certification relative to that profession.
2. An ATIO Certificate.
3. An ATIO membership card.
4. The ability to purchase an ATIO self-inking stamp or embossing seal (when available).
5. The right to vote during ATIO General Meetings.

**Affiliates pay reduced ATIO Annual Dues when ATIO is **not** the home association.**

- a. Affiliation status must be proven annually at the time of renewal. Affiliates must be in good standing for the renewal year at their home association before renewing at ATIO.
- b. *If there is an overlap (i.e. 2021-2022 and 2022-2023), either is acceptable.*
- c. *Proof must be received in the form of an attestation letter or receipt, or membership card plus receipt.*

### 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:**

**Please submit this form and all supporting documents to: [application@atio.on.ca](mailto:application@atio.on.ca)**



## Are You Eligible to Join ATIO?

### General Admission Criteria Applicable to All Applicants

- Either French or English shall be included in every language combination.
- All applicants must be Canadian citizens or have permanent resident status.
- Applicants must be living in Ontario at the time of application. *Only certified members of CTTIC Member Societies are eligible for membership under the reciprocity agreement.*
- Applicants must apply separately for each particular language combination except applicants in conference interpreting.
- Foreign academic credentials must be evaluated by *World Education Services* <https://www.wes.org/ca/> or the *International Credential Assessment Service of Canada* <https://www.icascanada.ca/home.aspx>
- Your professional experience must be from within the last five years and must be attested to by a recent letter of reference from an employer or from two or more clients (each providing a letter) if you work as an independent/freelance translator or interpreter.

***Any documents not already in English or French must be translated by an ATIO Certified Translator.***

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## TRANSLATION

You are eligible to apply in translation if you meet any of the following criteria:

1. Hold a Canadian bachelor's degree, master's degree, or doctorate in translation.

**OR**

2. Hold a foreign bachelor's degree, master's degree, or doctorate in translation.

**OR**

3. Hold a bachelor's degree, a master's degree, or a doctorate in any domain, awarded by a Canadian or foreign institution plus two years of **full-time\*** translation experience in the language combination for which you are applying.

**OR**

4. Have the equivalent of four years of **full-time\*** translation experience in the language combination for which you are applying.

**\* Full Time Experience is considered approximately more than 100,000 words per year or at least 30 hours per week.**

- **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/>).**
- **If your application is accepted, you will be invited to write the Translation Entrance Exam. You must pass this Entrance Exam to join the Association.**
- **Volunteer experience is NOT acceptable.**

## CONFERENCE INTERPRETATION

**You are eligible to apply in conference interpreting if you meet any of the following criteria:**

1. Hold a Canadian bachelor's degree, a master's degree or a doctorate in conference interpreting or have successfully completed a Canadian postgraduate program in conference interpreting.

**OR**

2. Hold a foreign bachelor's degree, a master's degree or a doctorate in conference interpreting or have successfully completed a foreign postgraduate program in conference interpreting evaluated by World Education Services (WES) or the International Credential Assessment Service of Canada (ICAS).

**OR**

3. 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.

**\* Your conference interpreting experience must be from within the last five years and must be attested to by letters of reference from employers or clients.**

- **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/>).**

***Disclaimer: There is no certification exam for conference interpreters.  
Candidates must apply for certification by [on-dossier](#).***

## COURT INTERPRETATION

**You are eligible to apply in court interpreting if you meet any of the following criteria:**

If English or French is not your mother tongue, you must demonstrate the achievement on the [International English Language Testing System \(IELTS\)](#) of a level of fluency of at least 7 or the equivalent ([Canadian English Language Proficiency Index Program \(CELPIP\)](#) score of 9 or higher is also acceptable) or level C1 on the [Test de connaissance du français \(TCF\)](#) or the equivalent.

### **AND EITHER**

1. Hold a bachelor's degree, master's degree, or doctorate in court interpreting.

### **OR**

2. Have successfully completed the Language Interpreter Training Program (LITP) or the Graduate Diploma in General Interpreting (GDGI) at Glendon College plus have 300 hours of court interpreting experience in Canada.

### **OR**

3. Be accredited as a court interpreter by the Ontario Ministry of the Attorney General and submit proof of 300 hours of court interpreting experience in Canada.

### **OR**

4. Substantiate 600 hours of experience as a court interpreter in Canada.
- **Language Interpreter Training Program certificate from Niagara College, Seneca College, Mohawk College, Humber College, St. Clair College, or Conestoga.**
  - **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/>).**
  - **Your court interpreting experience must be from within the last five years and must be attested to by letters of reference and/or invoices from employers or clients.**

## COMMUNITY INTERPRETATION

**You are eligible to apply in community interpreting if you meet any of the following criteria:**

If English or French is not your mother tongue, you must demonstrate the achievement on the [International English Language Testing System \(IELTS\)](#) of a level of fluency of at least 7 or the equivalent ([Canadian English Language Proficiency Index Program \(CELP\)](#) score of 9 or higher is also acceptable) or level C1 on the [Test de connaissance du français \(TCF\)](#) or the equivalent.

### AND EITHER

1. Hold a bachelor's degree, master's degree, or doctorate in community interpreting or post-secondary program in interpreting.

### OR

2. Hold a bachelor's degree, master's degree, or doctorate in any domain plus 300 hours of community interpreting experience in Canada in the language combination for which you are applying.

### OR

3. Have successfully completed the Language Interpreter Training Program (LITP) or the Graduate Diploma in General Interpreting at Glendon College (GDGI) plus 300 hours of community interpreting experience in Canada in the language combination for which you are applying.

### OR

4. Be accredited as a community interpreter by a Canadian certifying body for community interpreters (CILISAT or ILSAT accreditation) plus submit proof of 300 hours of experience as a community interpreter in the language combination for which you are applying.

### OR

5. Substantiate 600 hours of experience as a community interpreter in Canada in the language combination for which you are applying.
  - **Language Interpreter Training Program certificate from Niagara College, Seneca College, Mohawk College, Humber College, St. Clair College, or Conestoga.**
  - **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/>).**
  - **Your community interpreting experience must be from within the last five years and must be attested to by letters of reference or invoices from employers or clients.**

## MEDICAL INTERPRETATION

**You are eligible to apply in medical interpreting if you meet any of the following criteria:**

If English or French is not your mother tongue, you must demonstrate the achievement on the [International English Language Testing System \(IELTS\)](#) of a level of fluency of at least 7 or the equivalent ([Canadian English Language Proficiency Index Program \(CELPIP\)](#) score of 9 or higher is also acceptable) or level C1 on the [Test de connaissance du français \(TCF\)](#) or the equivalent.

### **AND EITHER**

1. Hold a bachelor's degree, master's degree, or doctorate in medical interpreting or post-secondary program in interpreting.

### **OR**

2. Have successfully completed a bachelor's degree, master's degree, or doctorate or post-secondary program in health sciences or have been licensed by a health institution plus have 300 hours of medical interpreting experience in Canada.

### **OR**

3. Have successfully completed the Language Interpreter Training Program (LITP) or the Graduate Diploma in General Interpreting (GDGI) at Glendon College plus have 300 hours of medical interpreting experience in Canada.

### **OR**

4. Be accredited as a medical interpreter by a certifying body recognized by the Association and submit proof of 300 hours of experience as a medical interpreter.

### **OR**

5. Substantiate 600 hours of experience as a medical interpreter in Canada.

- **Language Interpreter Training Program certificate from Niagara College, Seneca College, Mohawk College, Humber College, St. Clair College, or Conestoga.**
- **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/>).**
- **Your medical interpreting experience must be from within the last five years and must be attested to by Letters of reference or invoices from employers or clients.**

***CILISAT/ILSAT is not eligible for this category.***



## TERMINOLOGY

You are eligible to apply in terminology if you meet any of the following criteria:

1. Hold a bachelor's degree, master's degree, or doctorate in terminology or translation, with a specialization in terminology.

**OR**

2. Substantiate two years of full-time experience as a terminologist.
  - **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/>).**
  - **Your experience in terminology must be from within the last five years and must be attested to by a recent letter of reference from an employer or from each of two clients if the applicant works as an independent/freelance terminologist.**

***Disclaimer: There is no certification exam for terminologists.  
Candidates must apply for certification by on-dossier.***