ASSOCIATION OF TRANSLATORS
AND INTERPRETERS OF ONTARIO

ATIO

ASSOCIATION DES TRADUCTEURS ET
INTERPRÈTES DE L'ONTARIO

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

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

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.

- **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/).**
- **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**.

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:

LANGUAGE COMBINATION(S)/PAIRS

A Language:	B Language:	C Language:

You must complete this form for each new language pair.

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

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

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

All *applications* must include the following:
- ☐ Signed and completed application form.
- ☐ Your curriculum vitae.
- ☐ A copy of a valid photo ID issued by a Canadian institution.

(CHOOSE ONE) **Submit the following supporting documents according to the criteria under which you are applying:**

1. Hold a Canadian bachelor's degree, master's degree, or doctorate in conference interpreting.
   - ☐ A copy of your Canadian degree.
   - ☐ A copy of your transcripts indicating completed courses and grades.

2. Hold a foreign bachelor's degree, master's degree, or doctorate in conference interpreting.
   - ☐ A copy of your foreign degree.
   - ☐ A copy of your transcripts indicating completed courses and grades.
   - ☐ A copy of your **complete** WES or ICAS evaluation.

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.
   - ☐ Letters of reference from two or more clients indicating number of days of conference interpreting experience in your active [A, B] and passive [C] languages.

IMPORTANT, MUST-READ INFORMATION

- *Disclaimer: There is no certification exam for conference interpreters. Candidates must apply for certification by on-dossier.*
- 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.
- The contents of your application package must be written in either English or French. Documents written in anyother language will need to be translated into either English or French by an ATIO-Certified Translator (**https://atio.on.ca/directory/**).
- 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:**

Please submit this form and all supporting documents to: application@atio.on.ca