

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 TERMINOLOGY

A terminologist is a specialist in terminological research, which includes gathering, analyzing, and recording information on one or more concepts.

### ADMISSION CRITERIA

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.

### 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

One Combination per Application

|                  |                  |
|------------------|------------------|
| Source language: | Target language: |
|------------------|------------------|

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

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

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

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.

### 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 bachelor's degree, master's degree, or doctorate in terminology or translation, with a specialization in terminology.
  - A copy of your degree in terminology or translation.
  - A copy of your transcripts indicating courses completed.
2. Substantiate two years of full-time experience as a terminologist.
  - Letters of reference from at least one employer or two or more clients (if freelance) indicating two years of full-time experience as a terminologist.

### IMPORTANT, MUST-READ INFORMATION

- 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 any other 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.
- Approved applicants in translation are required to write ATIO's Translation Entrance Exam (if applicable).

### SIGNATURE

- I have read and understood 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@info.on.ca](mailto:application@info.on.ca)**