

## CTTIC Certification Exam vs On-dossier Certification

### A brief glimpse into ATIO's two certification methods

- During the application process, you must declare the method by which you intend to become certified (CTTIC Certification Exam or apply for certification by on-dossier).
- Either certification method is only available to those who are candidates for certification in good standing.
- **CTTIC provides Certification Exams for specific professions and language combinations. Review the chart to determine the certification path you can or must take. For some, certification by on-dossier is the only option.**

CTTIC Certification Exam		On-dossier Certification
<b>TRANSLATORS</b>		
<ul style="list-style-type: none"> <li>• Language combinations are listed on the <a href="#">ATIO Website</a>.</li> <li>• If your language is not listed; or if your language combination includes French, with the exception of English to French and French to English combinations, please contact us before registering.</li> <li>• You must be a Candidate for Certification in Translation in the language combination you are registering for.</li> </ul>	If your language combination is not listed→	* You must complete the on-dossier certification process *
<b>COURT INTERPRETERS</b>		
<ul style="list-style-type: none"> <li>• Language pairs are listed on the ATIO Website.</li> <li>• The languages listed can only be paired with English.</li> <li>• You must be a Candidate for Certification in Court Interpreting in the language pair you are registering for.</li> </ul>	If your language combination is not listed→	* You must complete the on-dossier certification process *
<b>COMMUNITY AND MEDICAL INTERPRETERS</b>		
<ul style="list-style-type: none"> <li>• Language pairs are listed on the ATIO Website.</li> <li>• The languages listed can only be paired with English.</li> <li>• You must be a Candidate for Certification in Community Interpreting or Medical Interpreting in the language pair you are registering for.</li> </ul>	If your language combination is not listed→	* You must complete the on-dossier certification process *
<b>TERMINOLOGISTS AND CONFERENCE INTERPRETERS</b>		
There are no certification exams for Conference Interpreters and Terminologists.	If your language combination is not listed→	* You must complete the on-dossier certification process *

## WHAT IS THE DIFFERENCE BETWEEN CERTIFICATION BY EXAM OR BY ON-DOSSIER?

### What are the main differences between the two certification methods?

CTTIC Certification exam	On-dossier Certification
<p><b>FORMAT:</b> A two-text exam: The first text is a compulsory general text and the second is a specialized text. Both texts are about 200 words.</p>	<p><b>FORMAT:</b> A global and technical assessment of your dossier submission including professional and educational background, sponsors, and reference letters, together with 10 original translation samples (translators only).</p>
<p><b>MARKERS:</b> Your exam will be marked by two markers who are certified translators from Canada, the United States, and around the world.</p>	<p><b>MARKERS:</b> Your documents will be assessed by the Recognition and Certification Committee. For translators, an external third-party evaluator will also review your translation samples.</p>
<p><b>WHEN?</b> The CTTIC certification exam is held several times each year in person.</p>	<p><b>WHEN?</b> Candidates for certification are welcome to submit their on-dossier application anytime during the 5 years in which they must become certified. Candidates are limited to a maximum of two submissions per language combination within the 5-year period.</p>
<p><b>WHERE?</b> Candidates can choose to write their certification exam in-person in either the handwritten or computerized format in Ottawa or Toronto.</p>	<p><b>WHERE?</b> The on-dossier process is conducted online. All documents must be sent via email.</p>
<p><b>HOW LONG?</b> Exam results take up to 20-weeks, longer during holiday periods.</p>	<p><b>HOW LONG?</b> On-dossier results can take between five months and three years depending on the language combination and profession.</p>

**HOW MUCH DOES CERTIFICATION COST?**  
**What are the costs involved per certification method?**

CTTIC Certification exam	On-Dossier Certification
HST will be added at time of payment. Fees are charged for every registration or submission.	
<b>ONLINE:</b> \$760 per translation exam per combination \$760 per handwritten interpreter exam TBD per oral interpreter exam TBD per combined handwritten/oral interpreter exam (Community/Medical only)	\$800.00 per application submission
<b>IN PERSON:</b> \$725.00 per translation exam per combination. \$725.00 per handwritten interpreter exam	
<b>LANGUAGE PAIR/COMBINATION:</b> The exam fee is charged for each exam registration, regardless of the language combination/pair and profession.	<b>LANGUAGE PAIR/COMBINATION:</b> If you intend to submit more than one application on-dossier, the fee will apply for each submission.

***Note:** Prices may change from year to year, and without notice.*

## FREQUENTLY ASKED QUESTIONS

<p>1. What happens if I fail the CTTIC certification exam?</p> <p>ANSWER: You can re-take the exam when it is next offered.</p>	<p>1. What happens if my on-dossier application is unsuccessful?</p> <p>ANSWER: If your on-dossier application is unsuccessful, you must wait two years from the date the application was submitted before re-submitting another file. You will then have one last attempt to become certified via on-dossier.</p>
<p>2. Can I appeal my exam result?</p> <p>ANSWER: You can appeal your exam result and have the option of viewing of your marked exam before submitting an appeal. It is considered worthwhile to appeal if your mark is between 59% and 69%.</p> <p>Interpreters can appeal the translation portion only; there is no exam viewing.</p>	<p>2. Can I appeal my on-dossier result?</p> <p>ANSWER: You can appeal your on-dossier result. The Board of Directors will review the Recognition and Certification Committee's decision and will come to a final decision. Once the decision is provided, candidates will either be granted certification, or if unsuccessful, they will be invited to submit another application.</p>
<p>3. Is any training offered to help me prepare for the certification exam.</p> <p>ANSWER: CTTIC recommends that candidates have actively translated between 400,000 and 500,000 words to be ready.</p> <p>ATIO offers a Certification Exam Information Webinar which discusses what to expect during the exam, what the markers are looking for, and how candidates can prepare.</p>	<p>3. What types of documents are considered valid translation samples for a translator application? What supporting documents must interpreters provide to prove their experience?</p> <p>ANSWER: For translator submissions, the Committee requires 10 authentic translation samples that are of a different subject matter and field. These must be "running texts," (no bullet points) and must show the candidate's ability to work with both technical and non-technical documents.</p> <p>For interpreter submissions, candidates may submit copies of invoices issued to their clients as proof of experience. Candidates must also include the total number of hours and/or days of experience in a separate document. The Committee is not responsible for making such calculations on the candidate's behalf.</p>

4. Can I use personal reference files and spreadsheets stored on my computer when I write the exam?

ANSWER: Only paper resources are permitted for exams, regardless of the exam profession and the format being used.

4. Who qualifies as a sponsor and what if I am unable to find one?

ANSWER: A certified member of any of the CTTIC member societies or OTTIAQ will be accepted as a sponsor. They must be certified in the same language combination and profession for which you are seeking certification. Candidates will need three sponsors.

If a candidate is unable to find a sponsor for any reason, an explanation in writing, and if possible, copies of the correspondence with the certified individual, must be included in the on-dossier submission.