



The MANDATORY INFORMATION SESSION will begin at 10:00 am Eastern



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MANDATORY INFORMATION SESSION



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Pre-Meeting Administration

Please keep yourself muted.
There will be an optional Question-and-Answer segment after the presentation.

Only those who attend the full hour of the presentation will receive the Information and Registration Package.



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Who needs to attend the whole session?
Who does not need to stay?



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Pre-Meeting Administration

Who needs to attend this session? This session is for

1. Qualified individuals who would like to join ATIO.
2. Existing ATIO Candidates for Certification and ATIO Members who would like to apply to add another language combination/pair and/or another profession to their professional qualifications.



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Pre-Meeting Administration

Who needs to attend this session? This session is for

1. ATIO Candidates for Certification who intend to apply for certification by on-dossier.
2. Certified Members of CTTIC Member Societies who would like to join ATIO by Affiliation or transfer their membership to ATIO.
3. Students who completed their degree program and are ready to apply to become a candidate for certification.



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Pre-Meeting Administration

Who needs to attend this session:

- You reside in Quebec, and you are certified by OTTIAQ.

You are welcome email ATIO Staff at info@atio.on.ca before you start the ATIO admission process if you have additional questions.

Because OTTIAQ is the certifying body in Quebec governed by the laws of Quebec, ATIO must respect the jurisdiction of our fellow associations.



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Pre-Meeting Administration

Who does not need to attend this session:

- You saw an invitation to the Mandatory Information Session and are here because it said "mandatory."
- You are an ATIO certified member or ATIO candidate for certification who is curious about the new exams and updated admission process, but don't intend to apply.
- You are planning to write the CTTIC Certification exam; attending this session is **not** required.
- If you cannot stay for the entire one-hour presentation, you must attend a future information session.
- If you live in Ontario and don't have your permanent resident status or citizenship yet, you must sign up for a future information session once you have it. If you expect to receive your PR status or citizenship within six months, feel free to stay.



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Pre-Meeting Administration

Who does not need to attend this session:

ATIO does not accept applications from associates or candidates who belong to other CTTIC Member Societies under Affiliation policies.

Associates are encouraged to become certified at their home association before applying to join ATIO as a certified member by affiliation.



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Pre-Meeting Administration

Who does not need to attend this session:

- You live outside of Canada.
- You do not have the education and/or experience in the professional category for which you intend to join ATIO.
 - You may be able to meet our admission requirements and be unable to meet our certification requirements. Review both carefully before proceeding.

You reside in Quebec, and you are not certified by OTTIAQ.

You are welcome email ATIO Staff at info@atio.on.ca.

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ATIO
ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF ONTARIO
ASSOCIATION DES TRADUCTEURS ET INTERPRÈTES DE L'ONTARIO

If you fall into the "do not need to be here" group, we thank you for your interest in this session, and we hope that you enjoy the rest of your weekend.

For everyone who must be here, let's continue!



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Participants must stay until the end of the presentation. *Staying for the Q&A is optional.*

Only those who stay to the end will receive the Information and Registration Package.

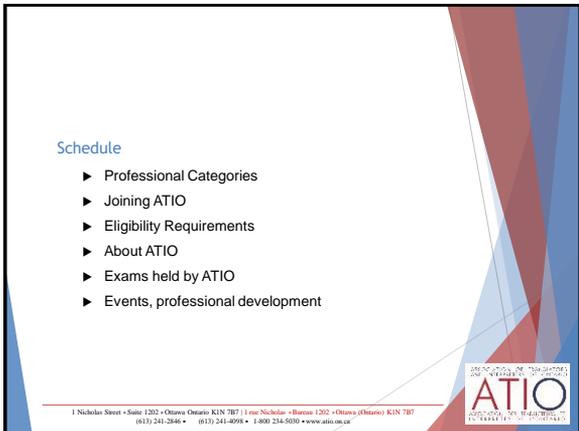


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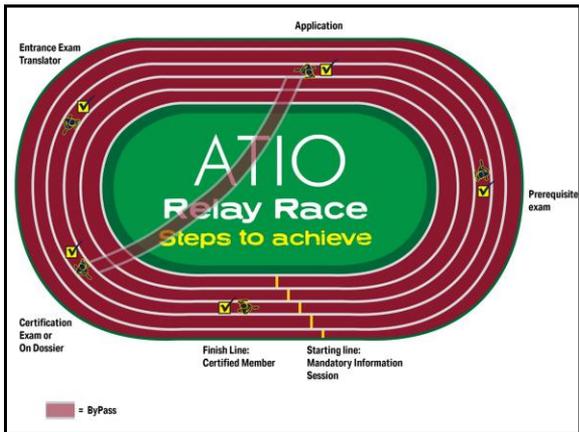
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PROFESSIONAL CATEGORIES

There are six categories

Which of them are you interested in?



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PROFESSIONAL CATEGORIES

- ▶ Translator
- ▶ Conference Interpreter
- ▶ Court Interpreter
- ▶ Community Interpreter
- ▶ Medical Interpreter
- ▶ Terminologist

<https://atio.on.ca/about/categories/>



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PROFESSIONAL CATEGORIES

Differentiating the form of communication.

- ▶ Translators
 - ▶ Translators work with the written word.
- ▶ Interpreters
 - ▶ Interpreters work with the spoken word.
- ▶ Terminologists
 - ▶ Terminologists work with terms.

▶ Translation and Interpretation demand different skills.

▶ ATIO requires education, accreditation, and experience that are unique to each professional category.



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PROFESSIONAL CATEGORIES

Translator

- ▶ Translators are professional communicators who use the written word to bring cultures and people together. With their in-depth knowledge of language, their extensive training and their specialized resources, they convey the essence of a message in another language, focusing on the author's priorities: precision (for technical or legal documents), impact (for promotional or business writing), special terminology (for internal communications), etc.
- ▶ Work Setting:
 - ▶ Freelancer
 - ▶ Government: federal and provincial agencies
 - ▶ Translation agencies
 - ▶ Private companies



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PROFESSIONAL CATEGORIES

Conference Interpreters

- ▶ Conference interpreters orally restate a message received in one language in another language during speeches, meetings, conferences and debates, remaining true to the original content. They usually interpret from one or two foreign languages into their mother tongue (known as their A language). They may be called upon to interpret into their first foreign language (known as their B language) from their mother tongue but never into their second foreign language (known as their C language).
- ▶ In addition to possessing all-round knowledge, conference interpreters are usually given the necessary time to prepare vocabulary and glossaries for the meetings they will work at. The vast majority of their work will be in the simultaneous mode.



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PROFESSIONAL CATEGORIES

Conference Interpreters

- ▶ Conference interpreters orally restate a message received in one language

Court Interpreters

- ▶ Court interpreters are specialists in oral communication who play a critical role in the administration of justice, by enabling people with limited knowledge of languages spoken at court, tribunals and legal preparatory meetings to participate in the proceedings. Court interpreters are required to provide accurate and impartial interpretation that is faithful to the original message.
- ▶ Court interpreters must have a strong grasp of legal terminology and the legal process, and could be asked to interpret in preliminary hearings, depositions, arraignments, trials, legal meetings, etc. They are required to work in both simultaneous and consecutive modes.
- ▶ Court interpretation is a demanding intellectual exercise, whose practitioners require extensive training and a finely-honed ethical sense in addition to a thorough knowledge of the languages involved.



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PROFESSIONAL CATEGORIES

- Conference Interpreters**
 - Conference interpreters orally restate a message received in one language in a second language.
- Court Interpreters**
 - Court interpreters are specialists in oral communication who play a critical role in the legal process.
- Community Interpreters**
 - Community interpreters provide language assistance to people unable to access public services due to language barriers. Community interpreters work in community-based settings and situations such as education, public health and safety, insurance, police, social work, housing and legal issues outside of judicial proceedings. Community interpreters provide consecutive interpretation but are sometimes asked to sight translate forms for their clients.
 - Community interpreters' clients include two main groups:
 - Individuals with limited proficiency in English or French, such as immigrants, refugees, members of First Nations communities, and other marginalized populations whose access to public services is limited by their inability to communicate in one of Canada's official languages; and
 - The professionals who provide services to these individuals, such as social workers, public servants and educators.



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PROFESSIONAL CATEGORIES

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 - The professionals who provide services to these individuals, such as social workers, public servants and educators.
- Medical Interpreters**
 - Medical interpreters work with patients in hospitals, doctors' offices, public health clinics and other medical facilities. They interpret consecutively between patients and medical professionals using their keen listening skills and watching body language to convey messages regarding physical and mental health and concerns. They may be asked to interpret past medical histories, surgical procedures, post-operational care and proper prescription use, and help schedule follow-up appointments.
 - A medical interpreter is sometimes called upon to explain cultural differences. Consequently, medical interpreters should not only possess a wide vocabulary of medical terms but also a broad knowledge of the cultures in which their professional languages are spoken. Medical interpreters are privy to patients' personal information and must be unbiased, objective and maintain confidentiality at all times. Some information conveyed to patients may be emotionally charged and medical interpreters must remain calm under stress so as to impart such information impartially and accurately. Medical interpreters may also be involved at end-of-life conversations but must undergo specific training in order to prepare mentally for such events.
 - At times, medical interpreters may be required to sight translate consent documents or help patients fill in forms prior to consultations with medical professionals.



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PROFESSIONAL CATEGORIES

Terminology

- Terminology arises from the need to name objects and actions associated with the various facets of human activity. In Canada, the existence of two official languages combined with the imperatives dictated by political, commercial and cultural exchanges with countries using a diversity of languages, has led many organizations and businesses to use the services of terminologists to standardize the terminology used in their operations and to support the daily work of translators, interpreters and writers.
- A terminologist is a specialist in terminological research, which includes gathering, analyzing and recording information on one or more concepts. As part of ad hoc or thematic research, the terminologist identifies the term designating a concept specific to a field of use or establishes the definition to be associated with a term found in context. This term-concept approach is the model used, sometimes in a single language, but usually in two or more languages based on the terminologist's needs and qualifications.
- In every field of use in which terminologists are well versed, they must establish the relevant vocabulary; provide the equivalents of terms or lists of terms; develop terminological files (case studies); screen recent works to extract established terms as well as newly created terms; draft terminological file entries and contribute to the establishment, enrichment and purging of a terminology bank or file; write articles related to research; participate in the work of linguistic, terminology, neology or standardization committees and prepare unilingual, bilingual or multilingual vocabularies or glossaries, as required.



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Applicant to Certified



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How long will it take to get Certified?

The timing listed below only applies if the applicant is successful at each step of the process.

- For translators and interpreters who can write a certification exam, it can take two years or more to become certified; there are no exams for some languages.
- For translators and interpreters who must become certified by application for certification on-dossier, it can take up to three years.
- It is up to the applicant to review the criteria required if they intend to seek certification by on-dossier. The criteria is included on the ATIO website.



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How much does it cost to get Certified?

Assuming that the applicant is successful at each step of the process, whether the application is for translation or interpretation

- applicants can expect to invest at least \$2000

This amount includes application fees, exam fees, registration fees for the method of certification, and annual dues.

- Amounts will be higher if applicants need to make multiple attempts to pass each step.
- Amounts will be lower for applicants who are already ATIO Professionals who are adding another profession or language combination, or for Affiliates joining ATIO.



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ARE YOU ELIGIBLE?

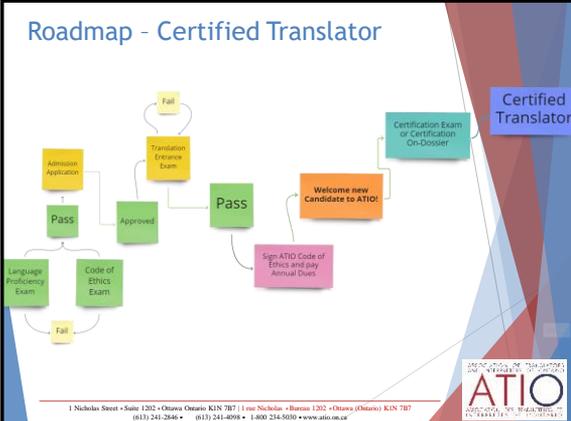
Have you reviewed ATIO's eligibility requirements?
Visit:
<https://atio.on.ca/membership/application/>
 before registering for prerequisite exams

- ▶ Only registrants who pass the required prerequisite exams will be invited to apply.
- ▶ Only applicants who meet ATIO's admission criteria will move to the next step.
- ▶ Exam and application fees are non-refundable.



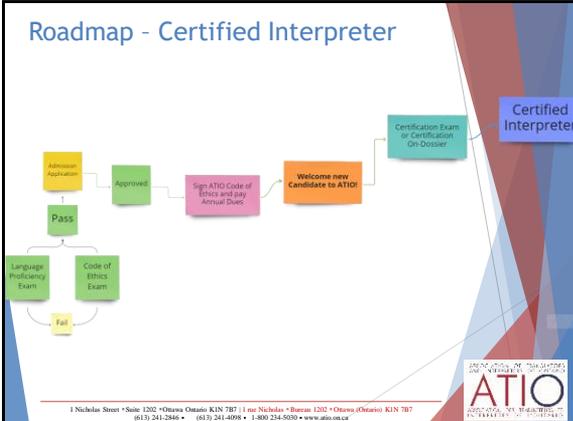
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Roadmap - Certified Translator




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Roadmap - Certified Interpreter




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ARE YOU ELIGIBLE?

The path to certification is separate for each language combination and profession.

Applicants may only submit ONE application and must complete the process...



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ARE YOU ELIGIBLE?

The path to certification is separate for each language combination and profession.

Applicants may only submit ONE application and must complete the process...



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ONE LANGUAGE COMBINATION or Language Pair AND ONE PROFESSION AT A TIME



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Choosing the right language combination

Market concerns should not determine your decision!

FOCUS ON GETTING ADMITTED TO ATIO IN THE LANGUAGE COMBINATION FOR WHICH YOU ARE MOST COMPETENT



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Choosing the right language combination

WHEN REGISTERING FOR THE PREREQUISITE EXAM ASK YOURSELF:

WHAT LANGUAGE IS MY STRONGEST TARGET LANGUAGE?

Complete the admission process in that language combination first.

You have a better chance of passing exams in that combination.



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ARE YOU ELIGIBLE?

Before registering for the prerequisite exams, note the following:

- ▶ Applicants must be living in Ontario, Canada at the time of application.
- ▶ Have Canadian Citizenship or permanent resident status.
- ▶ All language combinations must include English or French.
- ▶ All documents not written in English or French must be translated by an ATIO Certified Translator.



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ARE YOU ELIGIBLE?

- ▶ Foreign degrees must be evaluated by WES or ICAS. The evaluation must be included in the application package.
 - ▶ From WES - Course by Course Evaluation
 - ▶ From ICAS - Postsecondary Comprehensive Assessment Report
 - ▶ Assessment Reports should only be sent to you, never to ATIO.
- ▶ ATIO does not accept evaluations obtained for the purpose of Immigration (IRCC).
- ▶ ATIO does not accept degree evaluations from IQAS nor from the University of Toronto. They do not provide sufficient detail.
- ▶ A degree is not required for admission to ATIO if the applicant can meet the experience requirement for their chosen profession(s).



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CRITERIA TO JOIN ATIO

- ▶ Eligibility requirements are unique for each profession.
 - ▶ There are several criteria options for applicants to review and choose which suits them the best.
- ▶ A degree program is not always available for the six professions - in any country.
- ▶ Applicants with degrees in other domains must also provide letters attesting to their experience in their language combination and profession.
- ▶ Applicants without a degree are welcome to apply if they have and can prove the necessary experience in that professional category and language combination/pair.



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CRITERIA TO JOIN ATIO

- ▶ Degrees granted outside of Canada must be evaluated by WES (course-by-course) or ICAS (Postsecondary Comprehensive Assessment Report).
- ▶ Degree evaluations from other assessment providers or the University of Toronto are not accepted.
 - ▶ **Certificates and Diplomas are not equivalent to Degrees and are not accepted.**
 - ▶ **Volunteer experience is not accepted.**
- ▶ IELTS, CELPIP, or TCF are required for Court, Community, and Medical Interpreters whose mother tongue is not English or French. Test results must be no older than 5-years (2019-2024).



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CRITERIA TO JOIN ATIO

- ▶ Experience must be from within the last five years.
- ▶ Experience must be proven with reference letters from employers or clients.
 - ▶ One letter from your employer declaring the profession, language combination(s), and hours per week or word count. *If your 'employer' is an agency, you are considered freelance.*
 - ▶ Two or more letters from clients declaring the profession, language combination(s), and word count, for **translators**.
 - ▶ **Interpreter** reference letters must include the number of hours spent interpreting and the subject matter.
 - ▶ Conference interpreters must prove **days** of experience in each of their A, B, and C languages.

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CRITERIA TO JOIN ATIO

- ▶ Registrants working in languages of lesser diffusion should closely review both ATIO's admission requirements and ATIO's requirements for **Certification by On-Dossier** for their profession before they proceed.
- ▶ Examples include Tamil, Amharic, Tigrinya, etcetera.
- ▶ Some language combinations (i.e. Spanish-French, French-Italian) can only be certified by on-dossier.
- ▶ Some professions can only be certified by on-dossier due to the limited availability of certification examinations.
 - ▶ On-Dossier certification requires extensive experience, education, and accreditations.

<https://atio.on.ca/membership/certification/>

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Only registrants who pass the required prerequisite exams will be invited to apply.

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ARE YOU ELIGIBLE? *Affiliates*

- ▶ Affiliates and Certified Member Transfers are welcome to join ATIO
- ▶ **Definition:** An affiliate is a certified member in good standing with a CTTIC Member Society and staying at their home association.
 - ▶ ATINS, CTINB, ATIM, ATIS, ATIA, STIBC
 - ▶ OTTIAQ
- ▶ **Definition:** Transfer: A certified member in good standing with one of the CTTIC Member Societies who is transferring to and making ATIO their 'home' association. They intend to reside in Ontario.
 - ▶ **Only Affiliates and Transfers may submit applications that include multiple language combinations and/or professions.**
 - ▶ **Only Affiliates/Transfers who pass the Code of Ethics/Bylaws prerequisite exam will be invited to apply.**

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ARE YOU ELIGIBLE? *Affiliates*

- ▶ Affiliates and Certified Member Transfers are welcome to join ATIO
 - ▶ OTTIAQ
- ▶ Residents of Quebec who are Certified Members of OTTIAQ
 - ▶ You were certified prior to 2020 by review on-dossier
 - ▶ You can apply after passing the ATIO Code of Ethics/Bylaws exam
 - ▶ You were certified after 2020 with a degree in translation or interpreting
 - ▶ You are not eligible to join ATIO unless you agree to follow and meet the same admission and certification requirements as all applicants.
 - ▶ You maintain your OTTIAQ membership every year.
 - ▶ You only use the ATIO-granted certification in Ontario.
- ▶ Residents of Quebec who are not Certified Members of OTTIAQ
 - ▶ You are not eligible to join ATIO.

ATIO strives to work in accordance with provincial law and alongside our sister associations in Canada.

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WHEN DO THESE REQUIREMENTS APPLY?

After passing the necessary prerequisite exams. Only individuals who pass will be invited to apply, and they must meet ATIO's admission requirements. Applicants must declare if they intend to become certified by Exam or On-Dossier.

- ▶ Applicants in Translation must write the Translation Entrance Exam.
 - ▶ Prerequisite Exam Registrants must pass the exams and have successfully applied before they can write **any** other exams.
- ▶ These steps cannot be skipped; there are no exceptions.

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ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF ONTARIO
ATIO
 ASSOCIATION DES TRADUCTEURS ET INTERPRÈTES DE L'ONTARIO

The ATIO Secretariat

- ▶ A small team of professional administrators
 - ▶ Membership Services Coordinator
 - ▶ Operations & Business Development Coordinator
 - ▶ Exam Coordinator
 - ▶ Office Manager

The Secretariat consists of a small team of dedicated professionals who are eager to assist our members and the public in the best way that we can.

We kindly ask for patience when expecting a reply to inquiries. This allows us enough time to review requests, research appropriate answers, and send an informed response.

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ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF ONTARIO
ATIO
 ASSOCIATION DES TRADUCTEURS ET INTERPRÈTES DE L'ONTARIO

CERTIFIED: A RESERVED TITLE

- ▶ In Canada, professional titles are granted and administered by provincial or territorial authorities. On February 27, 1989, the Province of Ontario assented to *The Association of Translators and Interpreters of Ontario Act*, granting such reserved titles to our members.
- ▶ Only members of our Association who are certified by our Association as a translator, conference interpreter, court interpreter, terminologist, community interpreter or medical interpreter are entitled to use the designation "Certified."
- ▶ We are the professional association for translators, interpreters and terminologists in the province of Ontario, supporting and protecting the collective status, dignity, and integrity of the language professions.
- ▶ ATIO ensures that the public at large is well served. Through its professional standards and certification examination, it guarantees that its members' clients and the public receive superior quality work.
- ▶ ATIO Members are bound by the ATIO Code of Ethics.

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ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF ONTARIO
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 ASSOCIATION DES TRADUCTEURS ET INTERPRÈTES DE L'ONTARIO

OUR MISSION
 The Association of Translators and Interpreters of Ontario (ATIO) promotes the language professions and the value of certification as a means to protect the public interest.

OUR WORK

- Ensure that members exercise high standards of ethical and professional conduct;
- Establish standards of competency and certification examinations and to monitor the quality of the professional services rendered by its members.

CERTIFIED: A RESERVED TITLE

- Only certified members of ATIO are entitled to use the "Certified" designation.
- The Association of Translators and Interpreters of Ontario (ATIO) is the only organization in the province mandated by law to grant the certified title to translators, conference interpreters, court interpreters, community interpreters, medical interpreters and terminologists.

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Candidates for Certification

- ▶ Are professionals seeking certification and are not permitted to call themselves Members of ATIO.
- ▶ Must identify themselves as Candidate for Certification in [profession] (ATIO).
- ▶ Candidates may not attest to the accuracy of their work.
- ▶ Candidates are encouraged to practice and participate in professional development to prepare for certification.
- ▶ They have five years to become certified once they are granted admission to ATIO as a Candidate.
- ▶ Their path to certification in each profession and/or language combination is separate.
 - ▶ Being granted certification in one language combination and/or profession does not equate to being certified in both directions or multiple professions.
- ▶ Are not permitted to acquire or use stamps on their work - no matter what is on the stamp!
- ▶ Are not permitted to use a translator's statement.

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Certified Members

- ▶ Are permitted to call themselves an ATIO Member.
- ▶ They have met all certification requirements.
- ▶ Recognized by institutions and government agencies as language professionals.
- ▶ Translators and Terminologists are eligible to purchase certification stamps and use a translator's statement.
- ▶ Eligible to vote on matters put forth at any general meeting and be elected to the ATIO Board of Directors.
- ▶ Certification is restricted to the language combination and profession for which the title was granted.
- ▶ Recognition by municipal, provincial and federal institutions, corporations, and Ontario-specific organizations.
- ▶ Title portability with other CTIC Member Societies under the 2003 Mutual Recognition Agreement.

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Benefits (All ATIO Professionals)

- ▶ Inclusion in the Online directory
- ▶ Opt-in to receive job postings
- ▶ Special member-only rates with some service providers and software systems
- ▶ ATIO Professionals are eligible for a special rate for Errors and Omissions Insurance

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Examinations

ATIO Exam Coordinator
 Marie Douville and Roxanne Barre

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Examinations

What exams are available

- ▶ Prerequisite Exams (four times / year)
 - ▶ Code of Ethics / Bylaws
 - ▶ Language Proficiency
- ▶ Translation Entrance Exams (In-person or Online) (four times / year)
- ▶ Certification Practice Exams (four times / year)
 - ▶ No-Strings-Attached
 - ▶ Intended as part of preparing for the Certification Exam
 - ▶ Non-members must write this handwritten exam in-person only
- ▶ Certification Exams (CTTIC) (at least once / year)
 - ▶ Translation
 - ▶ Court, Community and Medical Interpreting
 - ▶ Comprised of written and oral components

Available language combinations/pairs, dates and formats are set by CTTIC

There are no certification exams for Conference Interpreters and Terminologists. They must follow another path to certification.

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Exam FAQ

- ▶ Fees must be paid for every exam registration before the registration deadline.
- ▶ Should you require an accommodation for a medical condition, medical evidence should be submitted along with registration. (Additional time or equipment must be clear)
- ▶ Reschedule and cancellation policies are in effect as soon as a registration is complete.
- ▶ Only hard-copy resources are permitted for exams.
 - ▶ No electronic resources are permitted for any exam.
- ▶ Exam fees will not be refunded, no matter the outcome.
- ▶ Exam results take up to 12-weeks.
 - ▶ ATIO staff are not in contact with markers.
 - ▶ Registrants are asked to mark their calendar and only contact ATIO staff after 3-months have elapsed since their exam date.
- ▶ ATIO cannot guarantee that results of any kind will be delivered before other registration deadlines.

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In-Person Exams

- ▶ Entrance Exams, Certification Practice Exams, and CTTIC Certification Exams are available in-person.
- ▶ Exams are hosted in both Ottawa and Toronto.
- ▶ Two weeks before their exam, registrants will receive location details, exam rules, and a list of what to bring.
- ▶ Registrants are responsible for being prepared. No additional time will be given.

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Online Exams

- ▶ The secure Mettl | Mercer platform is used for most online exams.
- ▶ Registrants will be invited to a technical session and mock test one week before prerequisite and entrance exams.
 - ▶ The mock test is only offered once. It is provided for registrants to experience the Mettl platform and deal with any technological issues prior to exam day. The content is an example only.
 - ▶ Registrants should use the same computer for both the mock test and their actual test.
- ▶ It is important that registrants perform the system check and prepare their workspace according to the detailed information provided.
- ▶ A microphone, speakers, and webcam are required for all online exams.
- ▶ Grammarly, Antidote, predictive text, and spelling and grammar checking tools are not permitted for any online exam.
- ▶ Registrants are responsible for being prepared. No additional time will be given.

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Online Exams

Exam Day Timing

- ▶ This information applies to both prerequisite exams and entrance exams. Registrants must manage their schedule accordingly.
- ▶ Registrants will receive one or more emails two-days before the scheduled exam day.
- ▶ Registrants will receive specific information regarding their REPORT-IN TIME which precedes their exam(s).
- ▶ Online exams do not start AT the exam time - Registrants need to sign in 30 to 45 minutes earlier.
- ▶ Registrants will have between 60-minutes and 120-minutes to complete the exam. This is determined by which exam is being written.

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Prerequisite Exams

1. Passing mark is 70% for language proficiency and 75% for Code of Ethics/Bylaws tests.
2. There are no appeals.
3. Exam fees are not refundable.
4. Registrants can retake failed exams next time they are offered.
5. Pass results are valid for two years.
6. Registrants who pass both prerequisite exams **must** become a candidate for certification within 24 months; if they fail to do so, they must restart the process from the beginning.
7. If all admission steps are successful within two years, Code of Ethics exam results are good indefinitely, do not expire, and the test does not need to be repeated unless required by the Secretariat.

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Prerequisite Exams

What if no Translation Entrance Exam is available for my language combination?

- ▶ Applicants must pass all three prerequisite exams before they can apply.
- ▶ ATIO Staff will contact you if we are unable to certify your language combination.

What if my language combination does not include English?

- ▶ Applicants working in language combinations that include French plus a foreign language must pass the French Code of Ethics/Bylaws Exam before they can apply.
- ▶ ATIO does not certify combinations that exclude English and French.

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Code of Ethics/Bylaws

Registrants whose language combination includes French will write the Code of Ethics exam in French.

What is it About

- ▶ Multiple-choice and long answer questions
- ▶ Duration: 1 hour

Reference Material

- ▶ ATIO's Bylaws and Code of Ethics
- ▶ Registrants are responsible for having an unmarked hardcopy on exam day.

How to prepare

- ▶ Familiarize yourself with the Bylaws and Code of Ethics
- ▶ Analyze sample cases and consider other situations that may violate ATIO's Code of Ethics
- ▶ Attend the Code of Ethics Exam Preparation Webinar

Marking and Results

- ▶ Passing mark: 75%
- ▶ Results will be sent by email within 12-weeks
- ▶ There is no appeal.

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Language Proficiency: Editing Exam

What is it About

- ▶ Designed for registrants translating from any language into English
- ▶ Tests the registrant's writing/editing skills in English
- ▶ Grammar/spelling correction in paragraphs and sentences
- ▶ Sections: sentence re-writing, multiple choice (about 20 questions total)
- ▶ Duration: 90-minutes

Reference Material

- ▶ None

How to prepare

- ▶ Review English Style and Grammar books (The Canadian Style, English Grammar and Usage)
- ▶ Practice GRE (Graduate Record Examination) and GMAT tests (GMAT Verbal - Sentence Correction section)
- ▶ Attend the English Grammar and Punctuation for Language Professionals webinar organized by ATIA

Marking and Results

- ▶ Passing mark: 70%
- ▶ Results will be sent by email within 12-weeks
- ▶ There is no appeal.

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English Proficiency: Reading-Comprehension Exam

What is it About

- ▶ Designed for registrants translating from English into any language
- ▶ Exam tests the registrant's reading-comprehension in English
- ▶ Multiple choice questions related to short reading selections (approximately 20 questions total)
- ▶ Duration: 60-minutes

Reference Material

- ▶ None

How to prepare

- ▶ GMAT tests (Reading Comprehension section)
- ▶ Practice GRE (Graduate Record Examination) and GMAT tests (Sentence Correction section)
- ▶ Attend the Reading Comprehension Examination Preparation webinar organized by ATIA

Marking and Results

- ▶ Passing mark: 70%
- ▶ Results will be sent by email within 12-weeks
- ▶ There is no appeal.

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English Proficiency: Reading-Comprehension for Interpreters Exam

What is it About

- ▶ Designed for interpretation exam applicants
- ▶ Exam tests the registrant's reading-comprehension in English
- ▶ Multiple choice questions related to short reading selections (approximately 20 questions total)
- ▶ Duration: 60-minutes

Reference Material

- ▶ None

How to prepare

- ▶ Practice with GMAT tests (Reading Comprehension section)
- ▶ Practice GRE (Graduate Record Examination) and GMAT tests (Sentence Correction section)
- ▶ Attend the Reading Comprehension Examination Preparation webinar organized by ATIA

Marking and Results

- ▶ Passing mark: 70%
- ▶ Results will be sent by email within 12-weeks
- ▶ There is no appeal.

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Translation Entrance Exam

*Applicants in **translation** must pass the translation entrance exam in order to be considered an ATIO Candidate for Certification in Translation.*

Applicants in interpretation must pass a multi-part certification exam. Rest assured-Everyone must write multiple exams as part of the path to certification.

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Translation Entrance Exam

- ▶ Prerequisite Exam registrants are not eligible to register for the entrance exam until they are invited to do so.
- ▶ They must submit an application package for approval after they pass both prerequisite exams. These steps cannot be skipped; there are no exceptions.
- ▶ ATIO Staff cannot accelerate, reorder, or exempt any applicant's submission so that they may meet a registration deadline.

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Translation Entrance Exam

- ▶ Applicants who must write the translation entrance exam must attempt it within 12-months of receiving approval of their application.
- ▶ Applicants are given four opportunities to write the entrance exam within a 12-month period.
- ▶ Applications are not valid indefinitely.
- ▶ Applications will expire:
 - ▶ If no attempt is made within 12 months.
 - ▶ OR If the applicant fails to pay their invoice for ATIO Annual Dues within 30-days.

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Translation Entrance Exam

Applicants in translation must pass the entrance exam in order to be considered a Candidate for Certification in Translation of ATIO.

It is an assessment of an approved applicant in translation's language and translation skills to test if they are qualified to write the Canadian Translators, Terminologists and Interpreters Council (CTIC) Translation Certification Exam.

What is it About

- ▶ Applicants will translate a text of approximately 200 words
- ▶ Duration: 2-hours

Reference Material

- ▶ Paper dictionaries, style guides, grammar and other reference materials.
 - ▶ Comment sheets from previously written exams are not permitted.

How to prepare

- ▶ Practice translating a variety of texts, both subject matter and length
- ▶ Edit your translations carefully and critically
- ▶ Have a second person with excellent language skills read your target texts
- ▶ Read regularly in your source and target languages
- ▶ Attend the "Introduction to Translation" webinars organized by ATIA

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Translation Entrance Exam

Marking and Results

- ▶ Semantics (translation shall keep meaning of original text)
- ▶ Syntax (translation shall follow common and consistent usage of spelling, grammar and punctuation)
- ▶ Style (translation shall be free of clumsiness, incoherence, ambiguity, awkwardness, verbosity)
- ▶ Translation shall not provide word choices or blanks
- ▶ Markers will provide comment sheets for exams that receive marks of less than 80%
- ▶ Passing mark: 70%
- ▶ Results will be sent by email within 12-weeks
- ▶ Exams can be appealed
 - ▶ Passing the entrance exam does not make the applicant certified.

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Certification Exam - Translators and Interpreters

- ▶ The certification exam is controlled by the Canadian Translators, Terminologists and Interpreters Council (CTTIC) and administered by ATIO in Ontario.
- ▶ **Only** Candidates for Certification in good standing with ATIO are eligible to register for this exam.
- ▶ The examination is intended for experienced translators and interpreters who wish to have their competence recognized by their peers. It does not seek to identify aptitude or potential, but rather to attest to a candidate's professional skills.
- ▶ A candidate who can produce a translation that is faithful and idiomatic and requires little or no revision is deemed capable of practicing independently.
- ▶ There are no certification exams for Conference Interpreters and Terminologists.
- ▶ Available language combinations for each profession are listed on the ATIO website.

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Certification Exam - Translation

Pre-requisites:

- ▶ Must be a candidate for certification in good standing for the current year

What is it about?

- ▶ Completed in formats and locations and dictated by CTTIC.
- ▶ Translate one compulsory general text of approximately 200 words, and another text that is a choice between two somewhat specialized texts of about 200 words each.
- ▶ Time: 3 hours
- ▶ Candidates may attempt the exam once every 12-months per language combination.

Reference Material

- ▶ Paper-based dictionaries, style guides, grammar and other reference materials.
 - ▶ *Comment sheets from previously written exams are not permitted.*
- ▶ No electronic dictionaries, CAT tools, etc are permitted.

Marking and Results

- ▶ Passing mark: 70%
- ▶ Results will be sent by email within 12-weeks
- ▶ Exams can be appealed

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Certification Exam - Interpreters Court, Community, Medical

Pre-requisites:

- ▶ Must be a candidate for certification in good standing for the current year

What is it about?

- ▶ Two components: Written and Oral
- ▶ Written component: In-person.
- ▶ Oral component: Candidates must pass the oral component within three years of passing the written component.
- ▶ Community and Medical Interpreters have the option to complete both components online in a single session. *To be confirmed with CTTIC at the time of registration.*
 - ▶ Must pass an Interpreter's Professional Practice and Ethics exam.
- ▶ Time: 3 hours overall
- ▶ Candidates may attempt the exam once every 12-months per language pair.
- ▶ Limited number of languages available (see ATIO website).

Reference Material

- ▶ None

Marking and Results

- ▶ Passing mark: 70%
- ▶ Results will be sent by email within 12-weeks
- ▶ Exams cannot be appealed

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Webinars and Professional Development

ATIO has partnered with ATIA to offer the following webinars:

- ▶ ATIO Bylaws and Code of Ethics Exam Preparation Webinar (Recorded)
 - Registrants will have access to the recording and materials for one week prior to their exam date.

Webinars offered by ATIA

- ▶ Grammar, Editing Exam Preparation Webinar
- ▶ Reading Comprehension Webinar
- ▶ Introduction to Translation Webinar Series

Details can be found on www.atio.ab.ca/events

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ATIO Exam Schedule - 2025

2025: Prerequisite Exams

- ▶ Two spring dates
- ▶ Two fall dates
 - Bylaws and Code of Ethics Exam
 - Language Proficiency Exams

2025: Translation Entrance Exams

- ▶ Two spring dates
- ▶ Two fall dates

2025: CTTIC Certification Exams

- ▶ To be determined

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And finally...

Thank you for staying to the end of the presentation!

Please carefully review the rest of the materials provided in the Information and Registration Package

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So, what is included in the Information and Registration Package?

1. Registration Forms - Separate for Translators or Interpreters.
2. Exam Fee Payment Instructions
3. Sample Code of Ethics test
4. Sample Grammar & Editing and Reading Comprehension Tests
5. Are you Eligible? ATIO's Admission Criteria
6. Webinars, Resources and Exam Fees
7. Certification Exam versus On-Dossier - choose your path
8. A copy of this presentation

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You need to...

Read all the documents provided.
Complete the Prerequisite Exam Registration Form

ATIO Staff will review your form and, if accepted, will provide instructions to make your payment according to the exam(s) for which you are registering.

The Q&A Segment is Optional
Thank you for spending your morning with ATIO!

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Thank you for staying!
Do you have questions?

Q&A

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FOR MORE INFORMATION

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