

Appendix 4

**THE ASSOCIATION OF
TRANSLATORS AND INTERPRETERS OF ONTARIO**

ON-DOSSIER CERTIFICATION PROCEDURE

Adopted by the Annual General Meeting on April 16, 2016

In accordance with certification procedures adopted by the Canadian Translators, Terminologists and Interpreters Council (CTTIC), the Association of Translators and Interpreters of Ontario (ATIO) may grant certification to practising professionals after a favourable evaluation of their professional dossier. While applying the criteria described herein, the Recognition and Certification Committee shall exercise some degree of discretion so as to take into account the particular nature of each candidate's experience and professional accomplishments.

1. Requirements for All Candidates for Certification

- 1.01 Only candidates for certification in good standing with the Association may apply for on-dossier certification.
- 1.02 Candidates must be sponsored by three certified members of the Association, or in special cases, by certified members of another provincial association with membership in CTTIC who belong to the same professional category and have the same language combination as the candidate. Information from sponsors shall include the number of years sponsors have known the candidates and the sponsors' knowledge of the candidates' professional activities. Exceptions can be made under special circumstances and will be assessed on a case by case basis.
- 1.03 Applicants must provide all information and documentation as required on the appropriate application form, such as samples of substantial and varied pieces of the candidate's work, certified as such by letters from clients, employers, supervisors or by any other means that will provide assurance to the committee that the candidate is indeed the author of the work offered for evaluation. All documents must be originals or certified copies. Documents will be returned to the candidate once the evaluation procedure is completed.

The application may also contain documents such as testimonials, letters of reference, and statements from clients or employers that might assist the Committee in its work.

The application must be accompanied by a curriculum vitae detailing such things as courses of study, experience, positions held, publications, awards, etc. Candidates must also provide the name of three references (different from the sponsors) whom the committee may contact for additional information on any aspect of the candidate's career.

- 1.04 Candidates who have successfully passed a professional proficiency evaluation may submit proof thereof with information as to the nature of the assessment, its role in the overall process, the level of achievement, etc. Evidence of such an evaluation may exempt a candidate from some or all of the requirements described herein as may be determined by the Committee.
- 1.05 Candidates who receive a favourable evaluation of their dossiers must sign and agree to be bound by the Association's Code of Ethics.

2. Additional Requirements for Candidates for Certification in Translation only

- 2.01 To be eligible for the on-dossier certification procedure in translation, candidates must
- (a) hold a university degree in translation that is recognized by the Association and have the equivalent of two years of full-time experience in each language combination for which the applicant is applying,
- or
- (b) have the equivalent of five years of full-time experience in translation in each language combination for which the applicant is applying.
- 2.02 This full-time experience must be attested to by recent letters of reference from employers, or clients if the applicant works as independent/freelance translator. The letters must be signed originals and must clearly establish that the applicants have been practising their profession for the requisite number of years in an autonomous manner, without the need for supervision.

3. Additional Requirements for Candidates for Certification in Conference Interpreting only

- 3.01 To be eligible for the on-dossier certification procedure in conference interpreting, candidates must
- (a) hold a university degree in conference interpreting that is recognized by the Association or have successfully completed a university or post-graduate program in conference interpreting recognized by the Association, and must be able to substantiate 250 days in a two year period as a conference interpreter, at least 200 days in each active language [A, B] they are requesting and at least 60 days from each passive language [C] they are requesting,
- or

- (b) be able to substantiate 450 days within a five year period as a conference interpreter, at least 350 days in each active language [A, B] they are requesting and at least 125 days from each passive language [C] they are requesting.
- 3.02 This full-time experience must be attested to by recent letters of reference from employers, or clients if the applicant works as freelance conference interpreter. The letters must be signed originals and must clearly establish that the applicants have been practising their profession for the requisite number of years in an autonomous manner, without the need for supervision.

4. Additional Requirements for Candidates for Certification in Court Interpreting only

- 4.01 To be eligible for the on-dossier certification procedure in court interpreting, candidates must
- (a) hold a university degree in court interpreting that is recognized by the Association or have successfully completed a course in court interpreting that is recognized by the Association, and must be able to substantiate 1000 hours of experience in a five-year period in Canada as a court interpreter,
- or
- (b) be accredited as a court interpreter by the Ontario Ministry of the Attorney General and submit proof of 1500 hours of experience in Canada as a court interpreter within a five-year period,
- or
- (c) be able to substantiate 3000 hours of experience as a court interpreter in Canada within a five-year period.
- 4.02 This full-time experience must be attested to by recent letters of reference from employers, or clients if the applicant works as freelance court interpreter. The letters must be signed originals and must clearly establish that the applicants have been practising their profession for the requisite number of years in an autonomous manner, without the need for supervision.

5. Additional Requirements for Candidates for Certification in Community Interpreting only

- 5.01 To be eligible for the on-dossier certification procedure in community interpreting, candidates must:
- (a) hold a university degree in community interpreting that is recognized by the Association or have successfully completed a course in community interpreting

that is recognized by the Association, and must be able to substantiate 1000 hours of experience in a five-year period as a community interpreter,

or

(b) be accredited as a community interpreter by a professional organization that is not a member of CTTIC but is recognized by the Board and submit proof of 1500 hours of experience as a community interpreter within a five-year period,

or

(c) be able to substantiate 3000 hours of experience as a community interpreter within a five-year period.

5.02 This professional experience must be attested to by recent letters of reference from employers, or clients if the applicant works as a freelance community interpreter. The letters must be signed originals and must clearly establish that the applicants have been practising their profession for the requisite number of years in an autonomous manner, without the need for supervision.

6. Additional Requirements for Candidates for Certification in Medical Interpreting only

6.01 To be eligible for the on-dossier certification procedure in medical interpreting, candidates must:

(a) hold a university degree in medical interpreting that is recognized by the Association or have successfully completed a course in medical interpreting that is recognized by the Association, and must be able to substantiate 1000 hours of experience in a five-year period as a medical interpreter,

or

(b) be accredited as a medical interpreter by a professional organization that is not a member of CTTIC but is recognized by the Board and submit proof of 1500 hours of experience as a medical interpreter within a five-year period,

or

(c) be able to substantiate 3000 hours of experience as a medical interpreter within a five-year period.

6.02 This professional experience must be attested to by recent letters of reference from employers, or clients if the applicant works as a freelance medical interpreter. The letters must be signed originals and must clearly establish that the

applicants have been practising their profession for the requisite number of years in an autonomous manner, without the need for supervision.

7. Additional Requirements for Candidates for Certification in Terminology only

7.01 To be eligible for the on-dossier certification procedure in Terminology, candidates must

(a) hold a university degree that is recognized by the Association in terminology, or translation with a specialization in terminology, and have the equivalent of two years of full-time experience in each language combination for which the applicant is applying,

or

(b) have the equivalent of five years of full-time experience in terminology in each language combination for which the applicant is applying.

7.02 This full-time experience must be attested to by recent letters of reference from employers, or clients if the applicants work as independent/freelance terminologists. The letters must be signed originals and must clearly establish that the applicants have been practising their profession for the requisite number of years in an autonomous manner, without the need for supervision.

8. Decision

Candidates who have been denied certification by the Recognition and Certification Committee may submit a new application after a waiting period of two years. In its written decision, the Committee will identify the aspects of the application that were judged to be deficient and that the candidate should attempt to remedy before submitting a new application.

9. Appeals

Unsuccessful candidates may appeal the decision to the Board of Directors.

10. Required Fees

Fees for the on-dossier evaluation are established by the Board from time to time and must accompany each application.