

INTERPRETERS
Certification On-Dossier

Application Instructions

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Certification On-Dossier Application Instructions

Before you start:

If you have more than one language combination, you must submit a separate file for each additional language.

This document provides specific instructions and guidelines for your on-dossier certification application. Please read it carefully and follow the instructions to meet the requirements specified herein to complete your application file.

Once you have all your reference and sponsor letters, etc., please go to our website (www.atia.ab.ca) and pay for the on-dossier certification option. You will receive an electronic receipt of your payment and an **Identification Code**. **Please use this identification code in the titles of all documents pertaining to your application.**

The On-Dossier Certification Committee uses a professional evaluation process. All items are assigned a certain value, and an applicant must achieve at least 70 points for a successful certification on-dossier.

I. Prerequisites

Before starting the on-dossier certification application process, you must meet ATIA's experience (hour count) requirements. In order to determine whether you qualify to apply for certification, ensure that you meet **one** of the following criteria:

- **By On-Dossier in a language combination where a CTTIC exam is available:**
 - 400 hours interpreting in legal context (e.g., court, depositions, police interviews) in language combination being applied for + 200 hours general interpreting (e.g., community, conference, medical) in language combination being applied for.
- **By On-Dossier in a language combination where NO CTTIC exam is available.**
 - 150 hours interpreting in legal context (e.g., court, depositions, police interviews) in language combination being applied for + 100 hours general interpreting (e.g., community, conference, medical) in language combination being applied for, of which 20 hours can be court interpreter observation hours at court in any language combination.

To view the current list of languages for which the CTTIC offers interpreter certification exams, please visit the members page on the [ATIA website](#).

If you meet one of the criteria above, you qualify to apply for certification on-dossier.

If documents are not in English or French, you must provide certified translations.

You can find a copy of the hour-count form on our website (www.atia.ab.ca). Please present the spreadsheet that includes all hours in the different categories.

Please complete the hour-count form, and enter all requested information. An incomplete file will be returned to you, which will cause unnecessary delays in your application process.

II. Application Requirements

Once you have determined that you satisfy the prerequisites to apply for certification, you will need to meet ATIA's application requirements for on-dossier certification. Please log into ATIA's website (under "Members") and click on "Certification On-Dossier." You will find the application package, which contains the following files:

1. Interpreter On-Dossier Application Instructions (This document)
2. Interpreter On-Dossier Application Form
3. Interpreter Hour-Count For
4. Appendix A – Contacts Supporting Your Interpretation work
5. Appendix B – Sponsorship Form
6. Appendix C – Reference Letter Form
7. Appendix D – Int-Definitions
8. Appendix E – Eligibility-Language Hours Required
9. Appendix F – Int Evaluation Overview
10. Appendix G – In-Lieu of Sponsor Letter Form (if applicable)
11. Appendix H – Checklist

To complete your application file, you will need the documents listed in Appendix "X".

1. **Interpreter On-Dossier Application form.** Please complete the application form and save it in pdf format.
2. **Hour-Count Form.** Please complete the word-count form and save it in xls format.
3. **Copies of your degree and transcripts, post secondary education,** duly notarized (and translated, if applicable). Please scan these documents and save them in pdf format.
4. **Contacts Supporting Your Work.** Please complete Appendix A and save the document in pdf format.
5. **Copies of invoices.**
6. **Three (3) letters from sponsors.** Please provide one copy of Appendix B to each of your three sponsors and ask him/her to carefully complete the form. The sponsors' letters will be returned **directly** to the Exam Coordinator.

7. **Two (2) letters from references.** Please provide one copy of Appendix C to each of your two references and ask him/her to carefully complete the form. The references' letters will be returned directly to the Exam Coordinator.
8. **Curriculum vitae.** Please save this document in pdf format.

III. Work Variety

Please submit a list of your clients for ATIA to contact.

Please present a list of assignments you have carried out in a wide range of settings:

Court Interpreters: Trials, traffic court, bail hearings, preliminary inquiries, mental health court, family court, lawyers' offices, etc.

Please be aware that the on-dossier process is anonymous and neither your nor your clients' information will be shared with the markers. The Exam Coordinator is the only person who will have access to your contacts and your personal information. She or he will call or e-mail your contacts in Appendix A within a month of receiving your application. Please inform your contacts that ATIA will call or e-mail them to verify that you hired by them. Your contacts must be fluent in English.

Your contacts must attest to the quality *and* subject matter of your assignments. Remember that the purpose of the on-dossier is to evaluate that you have experience interpreting in different settings.

IV. Sponsors and References

You will need three sponsors and two references to complete your application.

Sponsors

A sponsor is a certified member of ATIA or another recognized provincial association of CTTIC (or OTTIAQ) who can formally demonstrate knowing the candidate's professional skills and abilities. You will need three sponsors to submit your application:

- one (1) in the same language combination and designation, and
- two (2) in the same or another language combination or designation.

In Appendix B, you will find the Sponsorship Form. Please provide one copy of this document to each of your sponsors and ask them to complete the form. The form needs to be mailed by the sponsor directly to the Exam Coordinator. ATIA will not accept a sponsor's letter submitted in any other format. If the sponsorship form is not completed properly, your file will be returned to you. Please ensure that all your sponsorship forms are duly completed.

In the event that you cannot find a sponsor in your language combination and designation because there are none, your three sponsors may have different language combinations and designations. If that is the case, you will have to enclose an In-Lieu of Sponsor Letter (Appendix G) to indicate that

there are no interpreters or there are just one or two interpreters in your language combination and designation. The Exam Coordinator will confirm that information with CTTIC and OTTIAQ.

References

A reference is an employer, supervisor, or client who can provide a statement regarding your professionalism, work ethics, and good character. You require two references to submit your application.

The form needs to be mailed by the person writing the referenced directly to the Exam Coordinator directly.

Appendix C includes the Reference Letter. Please provide one copy of this document to each of your two references and ask them to complete the form. ATIA will not accept reference letters submitted in any other format. If the Reference Letter is not completed properly, your file will be returned to you. Please ensure that all your reference letter forms are duly completed.

Please also ensure that the forms are completed in English and that your sponsors and references can communicate fluently in this language.

V. Submission of Application

ATIA will only accept electronic applications. Please do not mail your application file. All mailed applications will be rejected.

To send your on-dossier application, you must name your documents as follows:

1. Application form (two-page document): **Code Application Form.pdf**
(Example: OD2016-01 Application Form.pdf)
2. Hours-count: **Code Wordcount.xls**
(Example: OD2016-01 Wordcount.xls)
3. Contacts (one-page document): **Code Contacts.pdf**
(Example: OD2016-01 Sample Contacts)
4. Sponsors (three-page document): **Code Sponsors.pdf**
(Example: OD2016-01 Sponsors.pdf)
5. References (two-page document): **Code References.pdf**
(Example: OD2016-01 References.pdf)
6. Curriculum Vitae: **Code CV.pdf**
(Example: OD2016-01 CV.pdf)
7. Degrees and transcripts (including translations, if applicable): **Code Degrees.pdf**
(Example: OD2016-01 Degrees.pdf)

Please compile all files in one zip file and do not send individual documents to the Exam Coordinator. All documents that are not properly named following the instructions above will be returned to you.

VI. Skills Assessment

After all documents have been examined, court interpretation candidates will be assessed by an evaluator fluent in both working languages. This skills assessment represents the last part of the certification process.

The evaluation consists of the following:

- General linguistic abilities
- Legal terminology
- Legal terminology definitions
- Consecutive interpreting from English
- Consecutive interpreting into English
- Writing skills in both languages

VII. Results

The general processing time for an application is approximately 4 months. However, the Exam Coordinator will confirm the timeframe since some language combinations may require longer processing times.

If your results are positive, you will receive a letter from the Exam Coordinator inviting you to update your membership status from Associate Interpreter to Certified Interpreter. Please bear in mind that you will have to pay the prorated difference to your new certified membership fee.

If your results are negative, the Exam Coordinator will send you the Examination Committee's Letter of Assessment, which will explain the reasons for its decision and provide you with recommendations.

The on-dossier results are not appealable. There is a waiting period of six months before a candidate can re-apply for certification on-dossier. This waiting time does not apply if you wish to apply for certification by writing the standardized CTTIC exam, provided you are eligible to register for the next certification exam.

VIII. Dishonesty

ATIA is committed to the principle of integrity, which is grounded on the fundamental values of honesty, trust, fairness, respect, and responsibility. If the candidate attempts to present or presents fraudulent information in the application, they will be barred from applying for membership. ATIA therefore expects that all candidates will honour these principles.

IX. Final Considerations

In addition to the standardized certification examination, the on-dossier certification process is a valuable tool to evaluate the suitability of an associate member as an effective interpreter. This certification option may be more suitable for candidates with a formal background in interpretation studies and/or extensive experience in interpretation, as well as for those who prefer an alternative option to an examination.