Association of Translators and Interpreters of Alberta
ATiA
Association des traducteurs et interprètes de l'Alberta

PO BOX 546 MAIN POST OFFICE
EDMONTON AB T5J 2K8
T: 780-434-8384
1-888-434-2842 outside Edmonton

www.atia.ab.ca
admin@atia.ab.ca

Community Interpreters Admission Application Form

Personal Information

Name: _____

Address: _____

City: _____ Postal Code _____ Province _____

Phone number: _____ Cellphone: _____

Language Combination: English and _____

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

Education and Credentials

Mark all that apply:

Institution/Option	Supporting document	Required hours
1. University Degree in Interpreting	University Degree*	10
2. Immigration Refugee Board Exam (IRB)	IRB letter	10
3. Calgary Immigrant Women Association's Interpretation and Translation Program (CIWA) 4. CILISAT or ILSATCertificate	Certificate of completion, CILISAT certificate and CISOC certificate	10
5. Calgary Board of Education's (CBE) CILISAT (Cultural Interpretation Services for our Communities) Exam + CBE training course	CBE certificate and proof of passing CBE's training course	20
6. Cultural Interpretation Services for Our Communities (CISOC) course	CISOC Certificate	30
7. MSIC Interpreter Accreditation Program	MSCI Training Completion Certificate and CILISAT or ILSAT Certificate	30
8. No credentials	N/A	200

*Translated into English by a certfiied translator, if necessary.

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Hours of Experience

I have _____ hours of experience working as an interpreter. You must submit a completed hour log, plus proof of hours.

- invoices submitted to clients
- letters from reputable institutions confirming the hours you have worked for them

Attach all documentation that supports your reported hours of experience.

References

Provide two letters of reference from reliable professional sources (NOT the same letter as required for the proof of hours worked), **and** the contact information requested below:

Reference 1:

Name: _____

Email address: _____ Phone # _____

Reference 2:

Name: _____

Email address: _____ Phone # _____

Code of Ethics

Please check any that applies:

☐ I am a member of ATIA in good standing.

☐ I passed the Code of Ethics for Interpreters examination within the last year. (Enclose ATIA's letter indicating that you passed the Code of Ethics Exam)

Declaration

I declare that the information contained herein is true. I understand that ATIA reserves the right to contact my former employers and/or clients to verify the accuracy of the documentation submitted.

Signature: _____ Date _____

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Checklist

All files and documents MUST submitted electronically. You will be notified of your results in four weeks by e-mail.

Please make sure that you include the following documents:

- ☐ This form, duly completed, signed, and dated
- ☐ A copy of your credentials and/or education documents
- ☐ Hour log excel sheet – completed
- ☐ Proof of hours of experience (invoice, letters, others)
- ☐ Two letters of reference
- ☐ A copy of your Code of Ethics exam passing letter
- ☐ Proof of payment of application fee of $155

Notes

1. If your application is approved, you will be offered Associate Membership with ATIA. The membership year is from September 1 to August 31, and the annual associate membership fee is $160.
2. Once you become an associate member, you have up to six years to become a Certified Community Interpreter. Should you not apply for certification within this period, your name will be struck from the roll and you will no longer be a member of ATIA. For requirements to become a Certified Community Interpreter, please go to our website.
3. Upon becoming an associate member of ATIA, we recommend that you apply for errors and omissions group insurance.