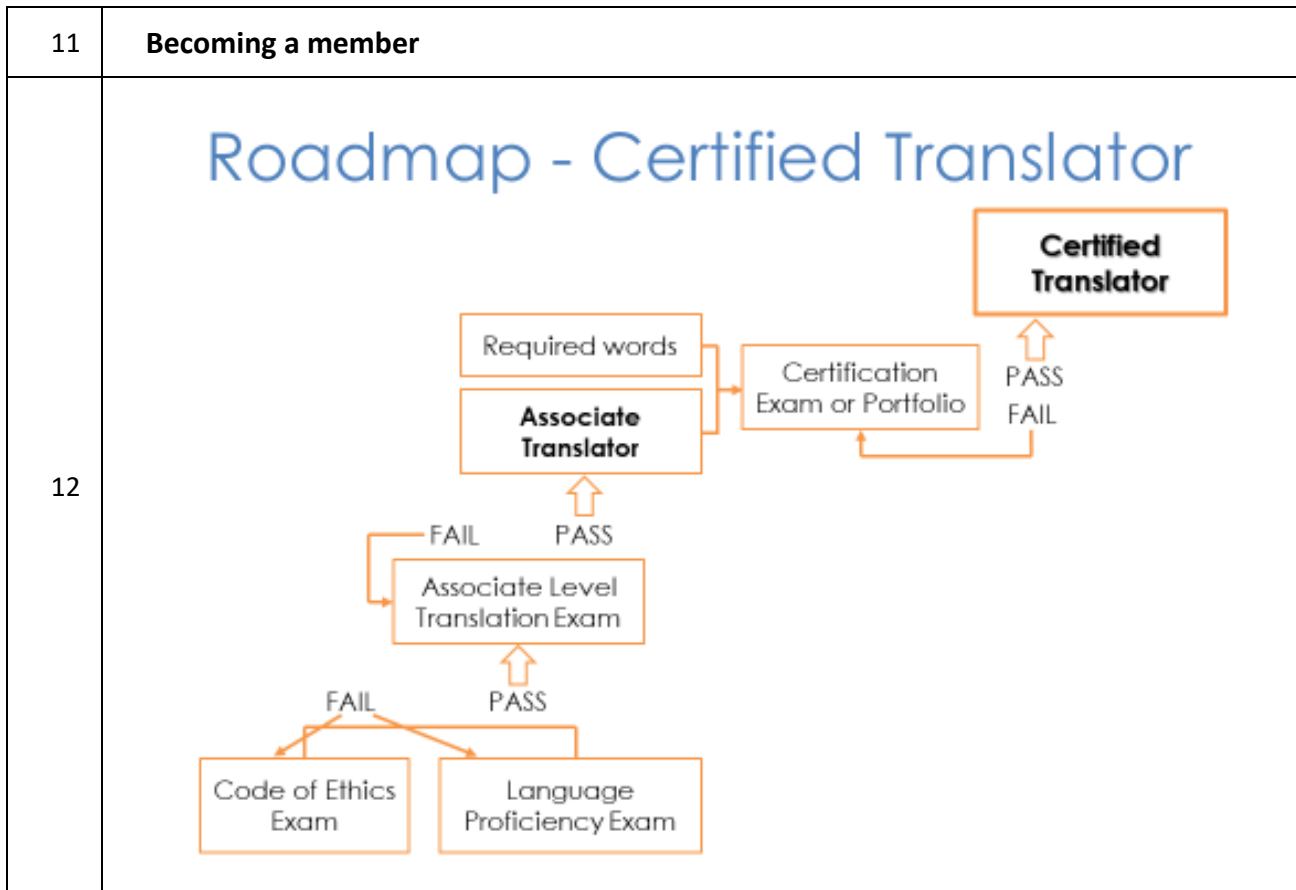


1	Association of Translators and Interpreters of Alberta Information Package
2	Outline <ul style="list-style-type: none"> • About ATIA • Our categories • Becoming a member • Our exams • Events, professional development
3	About Us About ATIA ATIA is the only association that certifies translators, and interpreters in Alberta. ATIA protects the interest of the community and the private sector through high standards and certification procedures. Our members are bound by a Code of Ethics, which ensures quality and guarantees confidentiality.
4	Our Mission ATIA is committed to providing the community and the private sector with professional translators and interpreters of the highest skills, ensuring that our clients' interests are protected by ATIA's Code of Ethics, high standards and strict certification procedures.
5	Our Categories Membership <ul style="list-style-type: none"> • Translator • Conference Interpreter • Community Interpreter • Court Interpreter • Medical Interpreter
6	Translator A professional who translates written materials from one language into another while maintaining the style and meaning of the original work. Skills: <ul style="list-style-type: none"> • Excellent writer • Wide range of general knowledge • Good researcher • Mastery of target language Work setting: <ul style="list-style-type: none"> • Freelancer • Government: federal and provincial agencies • Translation agencies • Private companies

7	<p>Community Interpreter</p> <p>A language professional who enables clients to function within a society that speaks a language that is not their own, and one that they may not fully understand. Community interpreting is a job or role that includes interpreting language for individuals or small groups in a local community.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Consecutive interpreting • Note-taking • Awareness of community structure • Sensitive to cultural differences <p>Work setting:</p> <ul style="list-style-type: none"> • Freelancer • Police forces • Education system • Government institutions • Private clients
8	<p>Court Interpreter</p> <p>Professionals who play an essential role in civil society by enabling people with limited knowledge of the language spoken in legal and other administrative tribunals to participate in the proceedings.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Consecutive interpreting • Simultaneous interpreting • Sight translation • Note-taking • Knowledge of legal terminology • Familiarity with Canadian legal system and court procedures • Sensitive to cultural differences <p>Work setting:</p> <ul style="list-style-type: none"> • Freelancer • Legal settings • Courtrooms • Law offices • Police forces

9	<p>Medical Interpreter</p> <p>Professionals who facilitate communication between patients and their physicians, nurses, lab technicians and other healthcare providers.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Consecutive interpreting • Sight translation • Note-taking • Knowledge of medical terminology • Familiarity with the Canadian health system and related terminology • Awareness of general medical procedures • Sensitive to cultural differences <p>Work setting:</p> <ul style="list-style-type: none"> • Freelancer • Health care settings • Hospitals, clinics, doctors' offices • Rehabilitation centres, nursing homes • Psychiatric hospitals and facilities, substance abuse clinics • Domestic violence programs
10	<p>Conference Interpreter</p> <p>A language professional who conveys the meaning of a speaker's message from one language into another, naturally and fluently, adopting the delivery, tone and convictions of the speaker.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Simultaneous interpreting • Consecutive interpreting • Note-taking • Wide range of general and specialist knowledge <p>Work setting:</p> <ul style="list-style-type: none"> • Freelancer • International institutions • Government • Private companies • Event organizers • Civil societies, NGOs



13	<h2 style="text-align: center;">Roadmap – Interpreter (Community / Court / Medical)</h2> <pre> graph TD CE[Code of Ethics Exam] -- FAIL --> CE CE -- PASS --> AA[Admission Application] AA -- REJECTED --> AA AA -- ADMITTED --> AI[Associate Interpreter] AI --> RH[Required hours] RH --> CEX[Certification Examination] CEX -- FAIL --> CEX CEX -- PASS --> CI[Certified Interpreter] </pre>
14	<p>Associate Members</p> <ul style="list-style-type: none"> • Are “candidates for certification” (Entry-level category prior to certification) • Identify themselves as “Associate Members” of ATIA (cannot identify as being certified) • Work in different settings towards the accumulation of hours or words for certification • Have six years to become certified in their categories • Can be part of committees
15	<p>Certified Members</p> <ul style="list-style-type: none"> • Language professionals who have met all certification requirements • Recognized by the community and government agencies as official language professionals • Eligible for official stamp • Eligible to vote and stand for office
16	<p>Benefits</p> <ul style="list-style-type: none"> • Recognition by municipal, provincial and federal agencies and authorities • Professional development opportunities • Eligible for affordable errors and omissions insurance • Title transferability at federal level for certified members • Multiple designations for one membership fee • On-line directory and electronic referral service

17	<p>ATIA Examinations</p> <p><i>Pre-Requisite Examinations:</i></p> <ul style="list-style-type: none"> • Code of Ethics • English Proficiency <p><i>Examinations:</i></p> <ul style="list-style-type: none"> • Associate-Level Translation • Certified-Level Translation (CTTIC) • Certified-Level Interpreting for Community, Court, and Medical (CTTIC)
18	<p>Code of Ethics</p> <p>What Is It About</p> <ul style="list-style-type: none"> • Multiple-choice and written questions • Time: 1 hour <p>Reference Material</p> <ul style="list-style-type: none"> • ATIA’s Code of Ethics (Have a copy with you for the online exam) <p>How to Prepare</p> <ul style="list-style-type: none"> • Familiarize yourself with the Code of Ethics • Analyze sample cases and consider other situations that may violate ATIA’s Code of Ethics • Attend Code of Ethics Exam Preparation Webinar organized by ATIA <p>Marking & Results</p> <ul style="list-style-type: none"> • Passing mark: 70% • Results will be received in two to three weeks (by e-mail) • Exam cannot be appealed
19	<p>English Proficiency: Editing Exam</p> <p>What Is It About?</p> <ul style="list-style-type: none"> • Designed for candidates translating from any language into English • Exam tests the candidate’s writing/editing skills in English • Grammar/spelling correction in paragraphs and sentences • Sections: sentence re-writing, multiple choice (about 40 questions in total) • Time: 90 minutes <p>Practice Material</p> <ul style="list-style-type: none"> • 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 Editing Exam Preparation Webinars organized by ATIA <p>Marking & Results</p> <ul style="list-style-type: none"> • Passing mark is 70% • Results will be returned in two to three weeks (by e-mail) • Exam cannot be appealed

<p>20</p>	<p>English Proficiency: Reading-Comprehension Exam</p> <p>What Is It About?</p> <ul style="list-style-type: none"> • Designed for candidates translating from English into any language • Exam tests the candidate’s reading-comprehension in English • Multiple choice questions related to short reading selections (approximately 40 questions) • Time: 60 minutes <p>Practice Material</p> <ul style="list-style-type: none"> • Practice with GMAT Tests (Reading Comprehension section) • Practice GRE (Graduate Record Examination) and GMAT tests (Sentence Correction section) • Attend the Reading Comprehension Examination Preparation webinars organized by ATIA <p>Marking & Results</p> <ul style="list-style-type: none"> • Passing mark is 70% • Results will be returned in two to three weeks (by e-mail) • Exam cannot be appealed
<p>21 & 22</p>	<p>Associate-Level Translation Exam</p> <p><i>You may register to write this examination AFTER you pass the pre-requisite examinations.</i></p> <p>What Is It About?</p> <ul style="list-style-type: none"> • Candidates will translate a text of general nature of approximately 200 words • Time: 2 hours <p>Reference Material</p> <ul style="list-style-type: none"> • Paper-based dictionaries, style guides, as well as grammar and other references <p>How to Prepare</p> <ul style="list-style-type: none"> • Practice translations of a variety of texts • 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 • Sign up for ATIA’s tutorial program <p>Marking & Results</p> <ul style="list-style-type: none"> • Semantics (translation shall keep meaning of the 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 are allowed and encouraged to add points for excellence • Passing mark is 70% • Results will be received in eight to ten weeks • Exams can be appealed

23	<p>Certification Translation Exam</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must be an Associate Translator of ATIA in good standing • Prove experience through word count (2 options): <ul style="list-style-type: none"> ○ Degree in translation plus 100,000 (official languages) words or 30,000 (non-official) words, OR ○ No degree in translation: 400,000 (official languages) words or 120,000 (non-official) words <p>When</p> <ul style="list-style-type: none"> • Offered twice a year (spring/fall) • Information and forms are provided when you become an Associate Member
24	<p>Certification Examination: Interpreters (two parts)</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must be an Associate Interpreter of ATIA in good standing • Proof of interpreting hours <p>When – To be announced by CTTIC/ATIA</p> <ul style="list-style-type: none"> • The first part is written (online). Involve translation of a text, profession-specific terms, and ethics. • The second part is oral. Held after passing the (online) written examination. • Information and forms are provided when you become an Associate Member.
25	<p>Webinars and other training opportunities</p> <ul style="list-style-type: none"> • Sign up for Tutorial program • Sign up for one-on-one Tutoring sessions <p>Details can be found at this link Training/Tutoring</p>
26	<p>ATIA Schedule of Exams, Webinars and Seminars</p> <ul style="list-style-type: none"> • Registration dates and details for Exams and Webinars will be posted on our website at this link: Events/Exams • Sign up to receive emails of exam and event dates, registration, and details. Subscribe at this link: Subscribe
27	<p>ATIA Fees</p> <p>Fee summary for admissions, certification and annual membership dues are posted on our website at this link: Fees</p>