



## **ATINS Terms and Conditions for Translators Associate Membership (Candidate for Certification)**

### **Terms and Conditions**

- Bachelor's degree in translation
  - Submit a notarized true photocopy of the original diploma.
  - If the degree is from an educational institution outside of Canada, submit an official transcript in English or in French, of all courses completed. Please submit a certified translation of a transcript officially issued in a language other than English or French.

### **OR**

- Two years' experience over the past five years in the language combination for which you are applying. Depending on the language combination, two years' experience is deemed to consist in the translation of:
  - 220,000 words in either of the official languages
  - 160,000 words in Spanish
  - 60,000 words in other languages (Translation of official documents such as birth certificates, driver's licenses, etc. is excluded.)This experience must be attested to by invoices, contracts and/or letters from employers or clients.

- Read and sign the ATINS Code of Ethics
- Have passed a written language proficiency test in English or in French, depending on the language combination in question (optional).
- An entrance exam may be administered to evaluate your translation skills, at the discretion of the Board and the Admissions Committee (optional).

### **OR**

- Be an associate member or candidate for certification in good standing of another CTTIC member association.

### **Fees**

Dossier examination fee: \$100.00

Associate membership fee, once accepted: \$110.00\*

Certified membership fee, once accepted: \$140.00\*

\*Annual fee covers membership from July 1st to June 30 of each year. Members joining between Dec 1st and the date of the ATINS Annual General Meeting in May only need to pay half-price for their membership for the remainder of the year (i.e. \$55.00 for associate membership and \$70.00 for



certified membership).

To pay via etransfer, please send a payment to [certification@atins.org](mailto:certification@atins.org) with the password: ATINS33

To pay via cheque, please send your cheque to the following address:

ATINS  
PO Box 372  
Halifax, NS B3J 2P8

Please note that new membership applications should be submitted at least two months before the registration deadline date of the CTTIC exam.

## Certification

### Terms and Conditions

Become an associate member of ATINS

and

Two years' experience over the past five years in the language combination for which you are applying. Depending on the language combination, two years' experience is deemed to consist in the translation of:

- 220,000 words in either of the official languages
- 160,000 words in Spanish
- 60,000 words in other languages
- attested to by invoices, contracts, and/or letters from employers or clients

and

Passing CTTIC examination

***Note: To register for the certification exam in translation, you must:***

- hold a degree in translation and have at least one year of full-time experience in translation, or***
- have four years of attested full-time experience in translation.***



### **OR (alternative on-dossier procedure)**

- Become an associate member of ATINS

and

- Three years' experience over the past five years in the language combination for which you are applying. Depending on the language combination, three years' experience is deemed to consist in the translation of:
  - 330,000 words in either of the official languages
  - 240,000 words in Spanish
  - 90,000 words in other languages
  - attested to by invoices, contracts, and/or letters from employers or clients

and

- Submission of ten translations of at least 500 words each, which you have not had revised by a third party. The texts must be:
  - substantial, varied and representative of professional experience;
  - official documents (e.g. birth certificates, driver's licences, diplomas, etc.) are not accepted.
  - The source text must be included for each translation submitted.

### **OR: Certification through recognition of certification obtained from another CTTIC member association**

Being a certified member in good standing of another CTTIC member association.