



ATINS Frequently Asked Questions

- Question: **Do I need to be certified to work as a translator?**
Answer: No. It is not necessary to be certified to work as a translator. However, many translators seek to obtain certification and its many benefits as they advance their careers.
- Question: **What are the benefits of joining ATINS?**
Answer: By joining ATINS, you become part of a network of language professionals and colleagues who enjoy the following benefits:
- The opportunity to earn a CTTIC certification in translation and/or interpreting. CTTIC is the Canadian chapter of the *Fédération internationale des traducteurs*;
 - Expansion of your client base through certification, entry on our online directory, networking, skills development, and much more;
 - Professional development opportunities, including workshops on topics ranging from grammar, terminology and style, to running a translation business;
 - Updates on developments in the language services industry and job opportunities with organizations such as the Federal Translation Bureau and the United Nations;
 - Networking and social events to share experiences, practices and ideas with fellow language professionals;
 - Certified members can purchase professional liability insurance through the association
 - The association's website and its directory are promoted to help potential clients find a professional translator or interpreter to meet their needs; and
 - Members join a diverse network of professionals from all over the world and help advance and develop the local language industry.
- The association does not provide work. Its purpose is to promote its members and the profession.
- Question: **What are the benefits of Certification?**
Answer: ATINS is a member of the Council of Translators, Terminologists & Interpreters of Canada (CTTIC), our national chapter of the *Fédération Internationale des Traducteurs* (FIT). This internationally recognized certification assures clients, colleagues and other stakeholders that you have demonstrated a high standard of quality and professionalism in your work. It also opens doors to new job opportunities for which certification is a pre-requisite.
- Question: **Can I write the CTTIC exam without being a member of ATINS?**
Answer: No. ATINS is the certifying body and all potential candidates for certification must first join ATINS as candidates for certification.
- Question: **How do I join ATINS?**
Answer: You will find the requirements and application form [here](#).



Question: **I'm already a member of ATINS, how do I register for the CTTIC exam?**

Answer: You will find the requirements and application form [here](#).

Question: **Can I become certified without taking the CTTIC exam?**

Answer: Yes. Candidates for certification may apply for On-Dossier Certification. This requires three years of full-time experience and the submission of a package of documentation, including ten translations of at least 500 words each. Please note that translations of official documents (driver's licenses, diplomas, birth certificates) are not accepted. You will find the requirements and application form [here](#).

Question: **Once I pass the exam, does that mean I'm certified?**

Answer: Besides passing the exam, candidates must also become a certified member in good standing of ATINS or another member association of CTTIC. They will receive a certificate and a membership card indicating they are certified.

Question: **What counts as a year of full-time experience?**

Answer: For translators working between the official languages, one year is considered to be 110,000 words. Applicants translating to or from Spanish require 80,000 words, while those working in other languages require 30,000 words.

Question: **Once I become certified, how should I refer to my new title?**

Answer: Members by Affiliation are entitled to use the following on their business cards and in their promotional materials: "Member of the Canadian Translators, Terminologists and Interpreters Council (by Affiliation)", and its abbreviated form: "Member of CTTIC (by Affiliation). They may also use the applicable titles in the following full or abbreviated forms: Certified Translator (C. Tran.), Certified Interpreter (C. Int.), Certified Conference Interpreter (C. Conf. Int.), or Certified Terminologist (C. Term.). All titles should be followed by the word Canada in parentheses. Eg: Certified Translator (Canada)

In a jurisdiction where the use of such titles is protected by law, certified professionals must include the acronym of the province's association from which they hold their certified status inside the parentheses before the word "Canada." Eg. Certified Translator (ATINS Canada). They may not use the expression "Certified by CTTIC", or "Certified Member of CTTIC" or any similar wording suggesting that CTTIC is the certifying body.

Question: **I'm certified. How do I certify a translation?**

Answer: There is no single standard: preferred methods of certification vary from client to client. Some translators prepare a separate signed affidavit. Some use special letterhead with an affidavit in the footer. Others use a stamp, or a combination of these. ATINS offers a standardized stamp to certified members for \$40. You may order one [here](#).

Association des traducteurs et interprètes de la
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Association of Translators and Interpreters of
Nova Scotia

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Question: **I am currently living outside of Nova Scotia, can I remain a member of ATINS?**

Answer: Yes, if you continue to pay your membership dues.

Question: **I live outside Canada, can I become a member of ATINS?**

Answer: No, we can only accept individuals who are living in Canada.

Question: **I am a certified member of another provincial association, member of CTTIC. Can I transfer my membership to ATINS and remain a certified member?**

Answer: Yes, all CTTIC provincial associations have signed mutual recognition agreements that allow certified members to remain certified when moving from one province to another. You will need to submit a letter from your association attesting that you are a certified member in good standing.

Question: **If I become a candidate for certification, what happens if after 5 years I have not become a certified member?**

Answer: Your membership in ATINS will expire. The goal of our organization is for all members to become certified translators and interpreters.

Question: **What does my membership cover?**

Answer: Your membership fee covers listing in our directory and admission to certain professional development workshops (typically two per year, in Halifax), as well as many other benefits of membership, such as invitation to networking events with colleagues, file examination for CTTIC exam applications, involvement in the development of the local languages industry, etc.