



CTTIC Translation Exam Application Requirements

Candidates wishing to register for the certification exam in translation must submit the following documentation of experience and education:

- A. An up-to-date curriculum vitae, which must contain the name of three references who can attest to translation experience
- B. A photocopy of a university diploma (if applicable); Diplomas issued in a language other than English or French must be accompanied by a certified true translation into English or French. (If ATINS already has this on file from a previous application, then you are not required to submit it again.)
- C. Letters or other documentary evidence (e.g. invoices) attesting to the number of years of professional experience from a current employer, previous employers, or clients

Candidates with a bachelor's degree in translation or equivalent education* must provide documentary evidence of their education. They must also prove that they have one year of full-time experience in translation or the equivalent thereof (e.g. letters from employers, invoices showing number of words translated, actual texts translated, etc.).

Candidates who do not meet the education requirement must prove that they have four years of full-time experience in translation or the equivalent thereof.

The table below shows the word-count equivalent of one year and four years of full-time experience**:

	English/French	Spanish	Other
One Year	100,000 words	60,000 words	35,000 words
Four Year	400,000 words	240,000 words	140,000 words

(Word counts for non-official languages are based on the official language text, e.g. for Russian to English, submit the English word count.)

Please note that translation experience must have been acquired within the five years preceding the certification exam application.

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* For instance, a B.A. in English or French is not considered a related field. A degree in modern languages with a sufficient number of language transfer credits might be considered "equivalent education". If you have any questions, please contact us at: certification@atins.org

** Driver's licenses, birth certificates, marriage certificates and similar documents shall not be counted towards translation experience.