Appendix D

Definitions

**Application File.** The set of documents to be submitted electronically as part as your application process. Your application file consists of the documents specified in Section VI of the Application Instructions, Submission of Application.

**Application Package.** A set of documents available in the Members section of ATIA’s website (www.atia.ab.ca) that is intended to guide you through the on-dossier certification application process. This is not to be confused with the “application file.”

**Degree.** A university or college degree in Interpretation (or related degrees), such as a college diploma, a bachelor’s degree, a master’s degree, or a doctoral degree. If your degree is not from Canada, you must have it validated by the International Qualification Assessment System (IQAS). When applying, request the “basic” type of assessment. Please visit [IQAS](http://work.alberta.ca/Immigration/assessment-for-employment-education-or-licensure.html) for further information. We highly recommend using the services of a Certified Translator to translate your documents that you submit to IQAS. ATIA will not accept non-certified translations (unless there are no certified translators in Canada for your other working language). You may use the same translations submitted to IQAS for your application for certification on-dossier. In the event that your degree is written in a language for which there is no certified translator in Canada, the translation can be done by an associate member. If you cannot find an associate member in your language combination in Canada, you will have to contact the Exam Coordinator to provide you with alternative options.

**Designation.** Types of membership of ATIA. Designations are Certified Translator, Certified Conference Interpreter, Certified Court Interpreter, Certified Medical Interpreter, Certified Community Interpreter, and Certified Terminologist.

**Exam Coordinator.** The person in charge of processing your on-dossier application. The Exam Coordinator will ensure that your application is assessed in the strictest anonymity and will keep all your clients’ information confidential. The Exam Coordinator will be your contact person during your application process. The Exam Coordinator holds an administrative position and is not able to provide information, guidance, comments, or an opinion on the quality of your samples.

**Notarized copy.** A copy of a document authenticated by a notary public or a commissioner of oaths duly authorized in Alberta.

**Reference.** A former or current employer, supervisor, or client who can provide a statement of your professionalism, work ethics, and good character.

**Related degree.** Related degrees are university (BA, MA, PhD) or college degrees in Linguistics, Language Studies, Literature, Comparative Literature *with a component of two languages, where one of the two languages must be English or French*.

**Sponsor.** A certified member of ATIA or another recognized provincial member association of CTTIC (or OTTIAQ), who can formally attest to the candidate’s professional skills and abilities.

**Transcripts.** Transcripts supporting your degree in interpretation or related degrees. If your degree is not from Canada, you must have your transcripts validated by the International Qualification Assessment System (IQAS) or through another government-recognized agency. When applying, request the “basic” type of assessment. Please visit [IQAS](http://work.alberta.ca/Immigration/assessment-for-employment-education-or-licensure.html) for further information. We highly recommend using the services of a Certified Translator to translate your documents that you submit to IQAS. ATIA will not accept non-certified translations (unless there are no certified translators in Canada for your other working language) You may use the same translations submitted to IQAS for your application for certification on-dossier. In the event that your degree is written in a language for which there is no certified translator in Canada, the translation can be done by an associate member. If you cannot find an associate member in your language combination in Canada, you will have to contact the Exam Coordinator to provide you with alternative options.