

Associate Examination Procedure for Interpreters Spring 2019 Examinations

Read this information carefully.

Mandatory Information Session for Examination Registrants

January 19, 2019 in Edmonton, 10:00 a.m. to noon

January 26, 2019 in Calgary, 10:00 a.m. to noon

This information session is for ALL **examination registrants**. All candidates **MUST** attend (in person, no one else can come for you) in order to be allowed to write the examination. At this time ATIA's Bylaws and Code of Ethics will be reviewed, language professions will be discussed, and the examination procedure will be described in detail.

Candidates who do not attend an information session will **NOT** be allowed to write the examination and will receive a refund (less \$25 administration fee). Candidates receiving a refund may register for future exams.

Associate-level Examination

There are two steps to becoming an associate Interpreter (court, or community, or medical) with ATIA.

Step 1: Code of Ethics Examination

March 9, 2019, 10:00 a.m. to 11:00 a.m., in Calgary and Edmonton

COST: \$60

- Multiple-choice, scenario-based questions

Step 2: Application Review

COST: \$155

- This must be completed **within one year** of passing the Code of Ethics Examination.
- The Application forms are on ATIA's website. They outline the pre-requisite education and experience. **Review these prior to registering for the Code of Ethics examination.**

After passing the Code of Ethics examination and submitting a complete Application Review which will be verified you will be offered membership in ATIA. Annual Membership Dues: \$160.

Payment and Refunds

- After attending the information session, a candidate may obtain a refund (less \$25 administration fee) if he/she decides not to write the exam. The Examination Coordinator must be informed of the decision by e-mail **within two weeks** of the Information Session; **after that time no refund** will be issued.

- Examinations: Refunds (less a \$25 administration fee) will only be given to those candidates who miss the examination due to medical reasons, provided a doctor's note is submitted to the examinations coordinator at least 24 hours prior to, or within two weeks following the exam. Refunds will not be given for any other reason. Alternate arrangements to write the exam cannot be made.
- Registration Fees cannot be applied to other ATIA events or examinations and cannot be carried forward to future examinations.

Registration

Deadline: January 7, 2019

All registrations **must** be completed through ATIA's website.

If you are paying by cheque (or e-transfer), you must complete the on-line registration form and pay the fee before the deadline. Late registrations will not be accepted under any circumstances.

Cheques or money orders **payable to ATIA** for \$60 can be mailed to:

ATIA Exam Coordinator
PO Box 546 Main Post Office
Edmonton AB T5J 2K8

E-transfers can be sent to admin@atia.ab.ca with the password ATIAexams.

Registration for the Information Session and Examination will be confirmed by e-mail. The confirmation will include the location information. If you do not receive a confirmation e-mail, please contact the Examination Coordinator.

Contact the **Examinations Coordinator** by e-mail at admin@atia.ab.ca or by leaving a message at 780-434-8384 (Edmonton and area), 1-888-434-2842 toll free.