Appendix C

Reference Letter

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| Candidate’s Name: |  |

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| **Instructions**Please fill out this form to support the on-dossier certification application of the candidate. This form will help the evaluation committee to assess the candidate’s professional abilities, professionalism, and ethics. We thank you in advance for your valuable information and feedback. Please return the completed form to the **Exam Coordinator** in .pdf, .jpg or .doc format (email below). |

**About the Reference**

|  |  |
| --- | --- |
| Your Name: |  |
| Relationship to the candidate: | 🞏 Former or current employer 🞏 Client 🞏 Supervisor🞏 Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone:  |  | Email: |  |

**About the Candidate**

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| 1. I have known this candidate for \_\_\_\_\_\_\_ years.  |
| 2. Please describe in detail why you recommend this candidate for certification. (For example, does the candidate collaborate with peers and other professional interpreters? Is s/he involved in and contributes to the profession? Does s/he conduct her/himself ethically? Does s/he have the education, experience, background, education, and training to become a Certified Interpreter?) |
| 2. Is there anything else you would like to share regarding the good character of this candidate? |

Thank you for completing this form. Should you have any questions, please contact ATIA’s Exam Coordinator at admin@atia.ab.ca.