Appendix B

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. The purpose of this form is to help the evaluation committee assess the candidate’s professional abilities, professionalism and ethics, with your valuable information and feedback. Once completed, please return this form to the candidate in .pdf, .jpg or .doc format. |

**About the Reference**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reference’s Name: | |  | | | |
| Relationship with the candidate: | | | o Former or current employer o Client o Supervisor  o Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Phone: |  | | | Email: |  |

**About the Candidate**

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| 1. I know this candidate for \_\_\_ \_\_\_\_ years. |
| 2. Please describe in sound detail why you recommend this candidate for certification. (For example, does the candidate collaborate with peers and other professional translators? 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 Translator?) |
| 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.