

Appendix C

Definitions

Application File. The set of documents you will need to submit 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 on the Members section of ATIA’s website that are intended to be used and guide you through the on-dossier certification application process. Not to confuse with “application file.”

Degree. A university or college degree in Translation (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 validate it through the International Qualification Assessment System (IQAS). When applying, please request the “basic” type of assessment. Please visit [IQAS](#) for further information. We highly recommend using the services of a Certified Translator to translate your documents that will be submitted to IQAS. ATIA will not accept non-certified translations (unless there are not certified translators in Canada for the language you are applying), and you could 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 not a certified translator in Canada, the translation can be done by an associate member. If you cannot find an associate member of 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 will be 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.

Markers. The Certified Translators that will review your application file. Markers are certified in the same language combination for which you are seeking certification, are chosen with extreme care, and are given specific instructions on how to evaluate your certification application.

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 or Language Studies with a component of two languages, where one of the two languages must be English or French. Fifty percent of the credits must be in language transfer (translation), which means that translation is the main subject of the program.

Transcripts. Transcripts supporting your degree in Translation or related degrees. If your degree is not from Canada, you must validate your transcripts through the International Qualification Assessment System (IQAS). When applying, please request the “basic” type of assessment. Please visit [IQAS](#) for further information. We highly recommend using the services of a Certified Translator to translate your documents that will be submitted to IQAS. ATIA will not accept non-certified translations (unless there are not certified translators in Canada for the language you are applying), and you could 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 not a certified translator in Canada, the translation can be done by an associate member. If you cannot find an associate member of your language combination in Canada, you will have to contact the Exam Coordinator to provide you with alternative options.