

Certification On-Dossier

Application Instructions

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Certification On-Dossier Application Instructions

This document provides specific instructions and guidelines for your on-dossier certification application. Please read it carefully, and follow the instructions to meet the requirements specified herein to complete your application file.

Please note that this document contains hyperlinks, and it will be a good idea to read it electronically for an easy access to the links provided.

I. Pre-requisites

Before starting the on-dossier certification application process, you must meet ATIA's word-count requirements. In order to determine whether you qualify to apply for certification, ensure that you meet **one** of the following criteria:

Criteria	Language combination	Degree in Translation	Words required* (in target language)
1	English to French or French to English	Yes	100,000
2	English to French or French to English	No	400,000
3	English to non-official language or non-official language to English	Yes	30,000
4	English to non-official language or non-official language to English	No	120,000

* Words translated in the last five years.

If you meet one of the criteria above, you qualify to apply for certification through on-dossier. You will have to enter your criteria number (1, 2, 3 or 4) on Section II – Language Combination of your Application Form.

If you are applying through criteria 1 or 3, you must also include

- a notarized copy of your degree, title or diploma and
- a notarized copy of your transcripts in English or French.

If these documents are not in English or French, you will have to include certified translations of them. Please refer to Appendix C – Definitions (“degree” and “transcripts”) to determine whether your degree is valid for the purposes of these pre-requisites.

For all four criteria, you must prove the number of words required by completing the word-count form submitted to you when you became an associate member of ATIA. You can also find a copy of the word-count form in our website (see Section II, Application Requirements).

Please fill the word-count form thoroughly, entering every piece of information requested. An incomplete file will be returned to you, which will cause unnecessary delays on your application process.

II. Application Requirements

Once you have determined that you satisfy the pre-requisites to apply for certification, you will need to meet ATIA's application requirements for on-dossier certification. Please log into ATIA's website (under “Members”), and click on “Certification On-Dossier.” You will find the application package, which will contain the following files:

1. Translator On-Dossier Application Instructions (this document)
2. Translator On-Dossier Application Form
3. Translator Word-Count Form
4. Translator On-Dossier Samples Template
5. Appendix A – Contacts Supporting Your Samples
6. Appendix B – Reference Letter
7. Appendix C – Definitions
8. Appendix D – Checklist
9. Appendix E– On-Dossier Evaluation: An Overview for Candidates

To complete your application file, you will need the following documents:

1. **Translator On-Dossier Application form.** Please complete the application form and save it in pdf format.
2. **Word-Count Form.** Please complete the word-count form and save it in xls format.
3. **Copies of your degree and transcripts** (if applying under criteria 1 or 3), duly notarized (and translated, if applicable). Please scan these documents and save them in pdf format.
4. **Five (5) samples of 500 to 600 words each** (original and translation). Please use the “Sample Template” provided in the application package, create one document for each sample, and save in pdf format. Please refer to Section III, Samples, for further details.
5. **Contacts Supporting Your Samples.** Please complete Appendix A and save the document in pdf format.
6. **Two (2) letters from references.** Please provide one copy of Appendix C to every one of your two references, and ask them to carefully complete the form. Once you have received the letters back from your two references, bundle the two documents in one file and save it in pdf format.
7. **Curriculum vitae.** Please save this document in pdf format.

Please read carefully all the documents contained in the Application Package. You will have to use Appendixes A, B and C as part of your application file, and you will find valuable information and additional forms in Appendixes D to G.

III. Samples

Your samples of work are the most important component of your application file, and you must select them with utmost care. You must submit five (5) samples of approximately 500 to 600 words each. For every sample, you must include:

- Original text
- Translation
- Information on the recipient of your document (Appendix A)

Please be aware that the on-dossier process is anonymous and neither you nor your clients’ information will be shared with the markers. The only person that will have access to your contacts and your personal information will be the Exam Coordinator. He will call or email your contacts of Appendix A within a month of receiving your application. Please inform your contacts that ATIA will call or email them to verify that you were indeed the author of the samples submitted for evaluation, and that the samples were final versions of the translations. Your contacts must be fluent in English.

Your samples must reflect the quality and variety of your work. Please don't submit samples that are similar or simple (e.g., multiple birth certificates), as this will unfavourably affect your evaluation. Remember that the purpose of the on-dossier is to evaluate that you have experience translating diverse types of texts, and the more varied your texts are, the better your chances of success will be in the certification process.

Please use the "Samples Template" document to submit your samples. Samples submitted in any other format will be returned to you, causing unnecessary delays on your application process.

For more information about how your samples are evaluated, please refer to Appendix F.

IV. References

You will need two references to complete your application.

References

A reference is an employer, supervisor or client who can provide a statement of your professionalism, work ethics and good character. You will require two references to submit your application.

In Appendix B, you will find the Reference Letter. Please provide one copy of this document to each of your two references and ask them to fill the form accordingly. ATIA will not accept reference letters submitted under any other format, and if the Reference Letter is not duly filled, your file will be returned to you, causing unnecessary delays. Please make sure that all your reference letter forms are duly completed.

Please ensure that the forms are completed in English, and that your sponsors and references can communicate fluidly in this language.

V. Payment

Once you have all your reference and sponsor letters and samples ready, please contact the ATIA administrative assistant/exam coordinator at admin@atia.ab.ca for instructions on payment for the on-dossier certification option. Once payment is processed you will then receive an Identification Code. **Please use this identification code to name all the documents of your application.**

VI. Submission of Application

ATIA will only accept electronic applications. Please do not mail your application file. All mailed applications will be rejected.

To send your on-dossier application, you must name your documents as follows:

1. Application form (two-page document): **Code Application Form.pdf**
(Example: OD2016-01 Application Form.pdf)
2. Word-count: **Code Wordcount.xls**
(Example: OD2016-01 Wordcount.xls)
3. Samples (five 2-page documents): **Code Sample1.pdf, Code Sample2.pdf, ... Code Sample5.pdf**
(Example: OD2016-01 Sample1.pdf, OD2016-01 Sample2.pdf)

4. Sample contacts (one-page document): **Code Sample Contacts.pdf**
(Example: OD2016-01 Sample Contacts)
5. References (two-page document): **Code References.pdf**
(Example: OD2016-01 References.pdf)
6. Curriculum Vitae: **Code CV.pdf**
(Example: OD2016-01 CV.pdf)
7. Degrees and transcripts (including translations, if applicable): **Code Degrees.pdf**
(Example: OD2016-01 Degrees.pdf)

Please do not send loose documents to the Exam Coordinator. All documents that are not properly named following the instructions above will be returned to you. Your application file must be composed by fifteen pdf documents (or sixteen, if you are enclosing copies of your degrees and transcripts) and one Excel file.

Please label, save and bundle your documents according to the instructions, and don't send separate documents (such as OD2016-01 Reference 1.pdf, OD2016-01 Sponsor2.doc); if you fail to bundling your documents and following these instructions, your documents will be returned to you.

VII. Results

In general, you may receive the results of your on-dossier application in approximately eight weeks after the acceptance of your file, but the Exam Coordinator will confirm the timeframe to receive your results, as time may vary based on your language combination.

If your results are positive, you will receive a letter from the Exam Coordinator inviting you to update your membership status from Associate Translator to Certified Translator. Please bear in mind that you will have to pay a prorated difference of your new certified membership fee.

If your results are not favorable, the Exam Coordinator will send you the Examination Committee's Letter of Assessment, which will explain the reasons for its decision and will provide recommendations to the candidate.

The on-dossier results are not appealable, and there is a waiting period of six months to re-apply for certification through on-dossier. This waiting time is not applicable if you want to apply for certification by writing the standardized CTTIC exam, and you are eligible to register for the next certification exam at any time.

VIII. Dishonesty and Plagiarism

ATIA is committed to the principle of integrity, which is grounded in the belief in the fundamental values of honesty, trust, fairness, respect and responsibility. ATIA therefore expects that all its candidates will honor these principles in maintaining integrity and honesty.

Plagiarism is any form of dishonesty occurring when a candidate claims that he has authored a piece of work when the translation has been indeed created by another individual. If the markers or the Exam Coordinator find that one or several of the samples provided by the candidate as part of his on-dossier application is or are not authored by the candidate, the candidate's application will be annulled and the application fee will be forfeited. The candidate will not be eligible to apply on-dossier again, and he will only be able to become certified through examination. Please bear in mind that ATIA considers plagiarism as a very serious matter and will not tolerate dishonesty from a candidate to certification.

If a candidate is found to have been dishonest in his application file, and his six-year term to become certified is about to expire, and no certification examination will be available for when his six-year term

expire, the candidate will be struck from the roll as an associate translator on the last day of the six-year period after he became associate, and will have to pass the Code of Ethics exam, Language Proficiency exam, and associate-level translation exam again (Article 2.5.5 of ATIA's Bylaws).

IX. Final Considerations

The on-dossier certification process is, jointly with the certification exam, a valuable tool to evaluate the suitability of an associate member to translate into the target language with little or no supervision. This tool may be more suitable for those candidates with formal translation studies and/or extensive experience in translation, as well as for those who prefer an option different from an examination.