

**Association of Translators
and Interpreters of Alberta**



**Association des traducteurs
et interprètes de l'Alberta**

Association of Translators and Interpreters of Alberta

Policy and Procedures Manual

2025

Updated by the ATIA Executive Council and Staff

2025



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Vision

The ATIA vision is to elevate the professions of interpreting and translating in the province of Alberta by applying high standards of national certification, implementing a rigorous Code of Ethics which protects clients and professionals by providing unique opportunities to members for professional development and community service, and establishing an excellent platform for connecting clients with the translation and interpretation professionals they need.

Association Duties

Policy

An executive council will be elected at the Annual General Meeting (AGM) as needed. The Executive Council will consist of a President, one Vice President for Northern Alberta, one Vice President for Southern Alberta, each VP and President are two-year positions, treasurer and Secretary one-year positions. There may also be members-at-large for each region. There are also to be several non- executive positions. Including associate member representative, exam committee members, discipline committee members, that are necessary to fulfill certain duties of the organization.

An Administrative Assistant is to be hired to assist with day-to-day management and operations of the organization. They will be a contractor and their compensation for providing services to the Association will be determined according to their Agreement. The amount is reviewed and increased from time to time by the members of the Association at the annual General Meeting. The duties of the Administrative Assistant include those of the Examinations Coordinator (see Section 4 below) and the individual to act in both capacities is elected by executive council. This position reports directly to the president.

The Council shall also appoint an Examinations Coordinator in accordance with the guidelines established by the Council or other examining body. The Examinations Coordinator shall: coordinate and keep records of all examinations set or administered by the Association and report the results of these examinations; inform all candidates of the date, time and place of writing of these examinations and the fees to be levied in each case; appoint qualified individuals from within the Association, or from outside the Association if necessary, to select and mark the examinations set by the Association, or to supervise exams set or administered by the Association. The Examinations Coordinator shall provide the Council with full and detailed reports of their actions. The Examinations Coordinator may represent the Association at the fall meeting of the CTTIC Board of Examiners or appoint an alternate to attend on their behalf, subject to the Council's approval. This position reports directly to the president.

The Council shall appoint a Development Coordinator in accordance with the guidelines established by the Council or other examining body. The Development Coordinator shall execute a particular set of responsibilities to be determined and periodically updated by the Council. The Development Coordinator shall provide the Council with full and detailed reports of their actions. The Development Coordinator will be a contractor and their compensation for providing services to the Association will be determined according to the Agreement. The amount is reviewed and increased from time to time by the members of the Association at the annual General Meeting. This position reports directly to the president.

Procedure

1.0 Duties of Council & Other Positions

1.1 President and Vice Presidents

1.1.1 The president shall be ex officio a member of all committees. They shall represent the Association whenever it is deemed necessary, either on their own initiative or as instructed by a majority of members at a general meeting and shall be responsible to the membership for the administration of the affairs of the Association.

1.1.2 They shall normally preside as Chairperson at all meetings of the Association and of the Council. In their absence, one of the Vice-Presidents, as assigned by the President, shall preside at the meeting. In the absence of the President and the Vice-Presidents, the voting members present at the meeting may elect a chairperson.

1.1.3 The President will also act as the second signing authority for the Association's chequing account.

1.1.4 They shall welcome new members (i.e. at the Annual General Meeting).

1.1.5 The President or, in their absence, their delegated representative, shall represent the Association at CTTIC meetings.

1.2 Vice Presidents

1.2.1 Of the two Vice-Presidents, one shall represent northern Alberta and one southern Alberta, whenever possible.

1.3 Secretary

1.3.1 It shall be the duty of the Secretary to prepare the agenda for meetings in consultation with the President, distribute the Agenda, attend all meetings of the Association and of the Council, and keep accurate minutes of same. They shall have charge of the seal of the Association, which seal, whenever used, shall normally be authenticated by the signature of the Secretary and the President. If either is unable to act, the second signature may be that of another Council member. If the Secretary is unable to act, their duties shall be discharged by another officer, who shall be appointed by the Council.

1.3.2 Other documents include changes in the By-laws and the Code of Ethics. They may delegate the filing of the Annual Return to the Treasurer.

1.3.3 It shall be the duty of the Secretary to keep a record of all the members of the Association and their addresses and send notices of meetings as required.

1.4 Treasurer

1.4.1 The Treasurer shall receive all monies paid to the Association. The daily transactions related to this may be delegated to the Administrative Assistant (i.e. deposits, invoicing, the issuing of receipts, etc.). They shall properly account for the funds of the Association and keep such books as may be directed or arrange for such books to be kept by a bookkeeper hired for this purpose by the Association. They shall be responsible for filing the Annual Return and other documents of the Association pursuant to the Societies

Act of Alberta.

1.4.2 They shall pay all verifiable invoices and keep records of all transactions to pass along to the bookkeeper.

1.4.3 They shall collect all materials and expense claims for the yearend preparation of statements.

1.4.4 They shall prepare (or arrange for a bookkeeper hired for this purpose by the Association to prepare) a full, detailed account of receipts and disbursements for submission to the Annual General Meeting. If possible, financial statements will be prepared and duly audited, as set forth above, of the financial position of the Association, for discussion at the Meeting. (If, due to time constraints, audited statements are not available in time for the Meeting, they shall ensure that the statements are audited after the Meeting and be ready for submission to a vote at the next Annual General Meeting.) They will maintain a copy and also submit a copy of same to the Secretary for the records of the Association.

1.4.5 In addition to preparation of the financial records for presentation at the Annual General Meeting, they will prepare a budget for the following year for approval by the members at the Meeting and be able to answer members' questions regarding same at the Meeting.

1.4.6 They may delegate requests for and payment of annual dues, exam fees, etc., and collection of payments and advertisement income to the Administrative Assistant.

1.4.7 They may submit required annual registration documentation and fees to the provincial and federal governments, as arranged with the Secretary.

1.4.8 They shall participate in Council meetings.

1.4.9 They shall liaise with the Council and committees regarding financial matters.

1.4.10 Treasurer's Calendar (See Appendix)

2.0 Duties of Non-Executive Positions

2.1 Associate Member Representatives

2.1.1 Shall liaise between the Associate members and Council.

2.1.2 Shall be the contact person for associate members if they have any questions or problems. They may attend Council meetings and consult with Council regarding any question or concern.

2.2 Auditors

2.2.1 Two auditors are appointed by the members of the Association at the Annual General Meeting. They must be certified members of the Association but may not be members of the Council at the time they undertake these duties.

2.2.2 They need to be available the following September and October in order to review the statements and financial materials prepared by the Treasurer (and/or bookkeeper). They shall seek clarification about any items in the statements, either from the Treasurer or bookkeeper, as necessary. If possible, they will return audited statements to the Treasurer in time for presentation at the Annual General Meeting. If this is not possible, they shall complete their review of the statements

as soon as possible after the meeting.

2.2.3 They shall sign the appropriate form authorizing the audited statements, for submission by the Secretary or Treasurer to Alberta Registries following the Meeting, or as soon as possible afterwards.

2.3 Discipline Committee

2.3.1 Members of the Committee are appointed each year by the members of the Association at the Annual General Meeting, to serve for a period of one year. They may be appointed for up to six consecutive years. They may not be current members of the Council.

2.3.2 Should the Association be advised of a breach of the Code of Ethics, the committee members shall proceed as set out in Sections 20 through 29 of the Code of Ethics of the Association or the Supplemental Code of Ethics for Interpreters, Schedule B, as applicable.

3.0 Duties of the Administrative Assistant

3.1 General Communication

3.1.1 Responds to e-mail messages from the public, Council, and members.

3.1.2 Checks the telephone line and responds to telephone messages.

3.1.3 Checks the post office box routinely and forwards mail as required.

3.1.4 Refers messages to council members as appropriate.

3.1.5 Replies to any correspondence not handled by the Secretary or President.

3.1.6 Maintains a database of e-mail addresses for future mailings (e.g. exams, workshops).

3.1.7 Adds contact information to a list for future mailings.

3.1.8 Maintains the membership database (Excel spreadsheet) which includes members' contact information, membership numbers and dates of membership, any educational degrees that have been verified, and other information as requested by Council.

3.1.9 Assists in the coordination of meetings, including the Annual General Meeting.

3.1.10 Facilitates communication between council members by acting as a "clearing house".

3.1.11 If the position of Secretary is vacant, arranges Council meetings (generally held on video chat).

3.1.12 Carries out other duties as assigned by the Council.

4.0 Duties of the Examinations Coordinator

4.1 Associate Level Examinations

4.1.1 Sets deadlines for examination registration.

4.1.2 Answers inquiries from possible examination candidates, keeps a list of their email addresses and notifies them when examination dates are set.

4.1.3 Informs registered candidates of next scheduled examination, by e-mail and the website.

4.1.4 Selects qualified individuals from within the Association or from outside the Association, if necessary, to select examination texts and mark the examinations.

4.1.5 If only one suitable marker can be located for an examination in a specific language combination, then the candidate is informed of this situation. There will be no appeal in this case and the candidate must be informed prior to the exam. In addition to this, if no qualified markers for the

Associate Examination can be located, the candidate is informed of the situation, and appropriate actions are taken which can include refunding their examination fee.

4.1.6 Sends examinations, by e-mail, including all necessary forms, to the chosen markers.

4.1.7 Returns examination results to the candidates in a timely fashion.

4.2 Certification Examinations

4.2.1 Informs examination candidates (members) of next scheduled examination by e-mail. Also, includes individual notification of six- year membership deadline.

4.2.2 Verifies that the candidate has met the necessary prerequisites for his/her language combination. Calls or e-mails the candidate's references to verify work.

4.2.3 In the case of in-person exams, coordinates time and location in Calgary and/or Edmonton. Sets registration deadline at least one week before CTTIC's deadline.

4.2.4 Notifies CTTIC of the number of candidates and their respective language combinations by the deadline provided by CTTIC.

4.2.5 In the case of in-person exams, proctors' exam in Edmonton or Calgary, and finds a certified member to do so in the other city.

4.2.6 Returns the examination results to the candidates as soon as the results are provided by CTTIC.

4.2.7 Informs failed candidates of the appeal procedure.

4.2.8 In the case of associate members, advises the successful examination candidate of the balance of the membership fee due to convert their status from associate to certified during the interim period to the next membership renewal date, and once payment is received, updates their status on the Association website. In the case of certified members who are adding an additional language combination, updates their status on the Association website (no additional fees applicable).

4.2.9 Prints certificates for those candidates who have successfully passed the examination, for presentation at the Annual General Meeting (or for mailing if the member does not attend the Meeting). The certificates will contain the signatures of the Secretary and President.

4.3 Room rentals

4.3.1 Books rooms for examinations and meetings.

4.3.2 Forwards any requirements for general liability insurance and invoices for room rentals to the Treasurer.

5.0 Duties of the Development Coordinator

The Development Coordinator supports ATIA's organizational growth, professional visibility, and stakeholder engagement through the management of communications, outreach, professional development initiatives, and coordination of Title Protection efforts.

5.1 Online Management

5.1.1 Prepares and disseminates communications for the ATIA newsletter, including announcements about upcoming events, webinars, and exams; updates to membership; and notices related to online safety, scams, or other digital threats. Cross-posts all relevant content to ATIA's

official social media platforms.

5.1.2 Manages and maintains all ATIA social media accounts, including but not limited to Facebook, Instagram, and LinkedIn.

5.1.3 Regularly updates assigned areas of the ATIA website, ensuring accuracy, relevance, and alignment with organizational priorities.

5.1.4 Produces and distributes a monthly e-newsletter featuring professional development opportunities, volunteer openings, articles of interest, and important member updates. Cross-posting to all ATIA's official social media platforms.

5.2 Title Protection

5.2.1 Chairs the Title Protection Committee and coordinates all communications and consultations related to ATIA's Title Protection application, including the preparation, submission, and tracking of required materials.

5.2.2 Maintains ongoing communication with representatives from the Government of Alberta's Ministry of Advanced Education and monitors developments under the Professional Governance Act (PGA).

5.2.3 Maintains organized records of all related documentation and ensures timely follow-up on outstanding requirements.

5.3 Outreach

5.3.1 Actively promotes ATIA membership by recruiting new members and fostering engagement among current members.

5.3.2 Conducts outreach and marketing activities, including email campaigns and other forms of publicity, to raise awareness of ATIA among relevant government offices, industry stakeholders, and professional associations.

5.3.3 Develops and maintains all outreach materials, ensuring that up-to-date digital copies are available on the ATIA website. Design work may be completed in-house or outsourced as appropriate.

5.3.4 Prepares the Annual Call for Committee Members prior to the AGM; organizes onboarding sessions for committees and provides ongoing support to committee chairs and co-chairs in achieving their outreach and engagement goals.

5.4 Communications

5.4.1 Strengthens communication between ATIA and its members, fostering transparency, engagement, and support for the organization's mission.

5.4.2 Oversees and manages all outgoing organizational communications, coordinating with members who represent ATIA in official capacities to ensure consistent messaging.

5.5 Event Planning

5.5.1 Collaborates with the Administrative Assistant on event logistics and bookings as required. Conducts outreach and marketing activities, including email campaigns and other forms of publicity, to raise awareness of ATIA among relevant government offices, industry stakeholders, and

professional associations.

5.5.2 Assists in the organization of member social events to promote community and collegiality within ATIA.

5.5.3 Supports the planning and facilitation of the Annual General Meeting (AGM)

5.5.4 Coordinates special events—such as *International Translation Day*, ATIA anniversaries, and other significant occasions—in collaboration with the Events and Professional Development Committee.

5.5.5 Assists in the organization of webinars, in-person seminars, and lectures to enhance members' professional development and raise public awareness of ATIA.

5.6 Professional Development

5.6.1 Identifies, develops, and promotes professional development opportunities for members, ensuring these are publicized through ATIA's communication channels.

5.6.2 Maintains oversight of members' professional development reporting and ensures compliance with ATIA's requirements.

5.7 Records

5.7.1 Maintains accurate and current records related to committee activities, Title Protection progress, and other duties associated with the position, and submits regular reports to the ATIA Board.

Examinations

Policy

The organization will be responsible for administering annual examinations in the following categories for the purpose of increasing membership annually and maintaining high standards for the industry as a whole: Code of Ethics Examination, English Proficiency Examination, Associate-Level Examination, Associate Level Portfolio Review, Certified-Level Examinations (on behalf of CTTIC).

These examinations are to be administered according to a set annual schedule determined by the Executive Council in conjunction with the Examinations Coordinator. All applicants must reside in Alberta, Canada, and must be either Canadian citizens or permanent residents of Alberta.

All records from Examinations are to be retained by the Examinations Coordinator according to the Records Management Policy (see section 15).

Associate Level Examination Refund Policy

Full refunds will be granted for cancellation of registration only if the Exam Coordinator is informed of the decision by e-mail within 10 days of the exam date. 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 exam due to medical reasons, provided a doctor's note is submitted to the exam's 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 exams and cannot be carried forward to future examinations.
- Candidates must be either a Canadian Citizen and resident of Alberta or a Permanent Resident of Canada and reside in Alberta. Photo ID is required for entry into the exams.
- ALL registrations MUST be completed through ATIA's website.

Fee will be refunded to the candidate if a suitable marker cannot be found for the particular language combination in Section 2.

Certified Level Examination Refund Policy

If a candidate chooses not to write the Certification Examination, a formal letter must be sent to the Examinations Coordinator prior to the deadline established by CTTIC. Only then will a refund (75% of the examination fee) be issued.

Seventy-five percent of the exam fee will be refunded for cancellation or non-attendance due to medical reasons (illness, injury or death affecting the candidate or next of kin). There is no refund for any other reason. Proof of this event must be submitted within two weeks following the date of the examination

Procedure

6.0 Associate-Level Exams

6.1 Questions and Concerns

6.1.1 All examination questions or concerns should be directed to the Examinations Coordinator who will inform Council of the situation, as appropriate. If there is a precedent for the situation, the solution can be based on this precedent. If no precedent exists, then the Examinations Coordinator and Council will come to a mutual decision as to how it should be handled.

6.2 Associate Level Exams: Translators

The Associate Level examination shall be administered in two sections:

SECTION 1:

6.2.1 Part A: Code of Ethics

- Candidates will review a case study and identify breaches of ATIA's Code of Ethics.
- If candidates do not pass the Code of Ethics examination, This examination is marked as pass or fail.
- Current Members of ATIA are not required to write the Code of Ethics Examination.

6.2.2 Part B: English Proficiency

- Candidates writing into English will have to pass a sentence and paragraph grammar editing test
- Candidates writing from English will have to pass a reading comprehension test.
- Candidates for associate interpreter must pass the English proficiency – reading comprehension for interpreters' exam.

6.2.3 The pass mark for Parts A and B is 70%. Section 1 examinations are not available for review and there is no appeal process. The candidates are given the percentage pass mark for Part B.

6.2.4 Section 1 exams can be re-taken.

SECTION 2:

6.2.5 After achieving a passing mark in both parts of Section 1, the candidate for translator is then admitted to Section 2, the translation examination. The translation examination consists of a general text of approximately 250 words.

6.2.6 Examination texts are not reused.

6.2.7 The examination is marked by two certified translators in the language combination, and if both give the translation a mark of 70% or higher, the candidate is eligible to become an associate member of the Association. Candidates who fail are given their mark (%); candidates who pass are informed that they passed (no % given).

6.2.8 Candidates who pass Section 1 but fail Section 2 do not have to re-write Section 1 if they register to write Section 2 again with 24 months.

6.2.9 Candidates who take section 2 and fail can retake the exam.

6.3 Associate Level Exams: Interpreters

6.3.1 After achieving a passing mark in both parts of section 1, and having also passed the CILISAT exam, the candidates may submit their interpreter application for review by the examination coordinator.

6.4 Exemptions

6.4.1 Candidates who pass Section 2 of the Associate Level Examination will be notified by e-mail. New members have 30 days in which to join the Association.

6.4.2 Candidates who fail Section 2 of the Associate Level Examination are notified by e-mail and advised of their average mark and a copy of each of the marker's evaluation and comments. They may request to view their examination in a supervised environment to determine whether or not to appeal.

6.5 Deadlines for Registration

6.5.1 The examination registration deadline is set by the Examination Coordinator.

6.6 Appeals

6.6.1 The only part of the associate level examinations which can be appealed is Section 2.

6.6.2 ATIA will charge a fee, as determined by the Council, for each appeal. Regardless of the outcome of the appeal, the appeal fee will not be reimbursed to the candidate.

6.6.3 The candidate must forward a letter (300 words or less) to the Examinations Coordinator stating their reasons for the appeal. The appeal cannot appeal the source text as being unsuitable.

6.6.4 The Examinations Coordinator will then forward the candidate's appeal letter, the previously corrected examination, a copy of the source text, a copy of the original translation, and a copy of the guidelines for marking to a third marker.

6.6.5 The third marker will evaluate the corrections made by the original markers. The third marker does not necessarily grade the paper but gives a mark of pass or fail.

6.6.6 The third marker will then write a letter to the Examinations Coordinator justifying their decision. This letter, or relevant portions of the letter, is forwarded to the candidate with all

identifying data removed.

6.6.7 The decision of the appeal marker is final; no other appeal is possible.

6.6.8 All queries regarding appeal results should be forwarded to the President or a person indicated by the President.

6.7 Appeals Deadline

6.7.1 Appeals must be received by the Examinations Coordinator within 30 days of receiving examination results OR 30 days after viewing the examination.

6.7.2 Appeal letters must be received by two weeks of the date stated in the cover letter. If the appeal letter is sent out after the due date, it will not be considered. However, the Examinations Coordinator may be flexible with the deadline, if there are extenuating circumstances.

6.8 Preparation Tutorial

6.8.1 The tutorial is offered to anyone planning to attempt the associate level examination.

6.8.2 The candidate will complete three translations, which are to be marked and annotated by the tutor.

6.8.3 Marked translations are to be returned within a period of 2 to 3 weeks.

6.8.4 The start date is flexible, and the tutorial may last a maximum of three months.

6.8.5 The registration fee is currently set at \$180.00.

6.8.6 If a tutor cannot be located, a full refund will be issued.

7.0 Certified-Level Exams

7.1 General Information

7.1.1 This examination is administered as per CTTIC instructions.

7.1.2 Associate members have 6 years to write and pass the certification examination. If they fail to do so, they must rewrite and pass Section 1 (excluding the Code of Ethics exam) and Section 2 of the associate level examination.

7.1.3 All associate members who wish to write the Certification Examination must be associate members- in-good standing who have signed the membership contract.

7.1.4 Random verification of experience (word count log or interpretation hours log) will be done by the Administrative Assistant or a Council member.

7.1.5 It is at the discretion of Council to review the documents submitted and decide whether or not the Associate member is eligible to write the certification examination.

7.2 Deadline for Registration

7.2.1 The registration deadline is to be set two weeks before the deadline for notifying CTTIC of the number of candidates for the certification exam.

7.3 Certified Level Examinations: Translators

7.3.1 Prerequisites:

A candidate for the national Certification Examination will need to have a degree in translation plus one year

of experience, OR 4 years of experience in translation. Years of experience will be equivalent to the number of words translated:

Official Languages (EN-FR / FR-EN) 1 year of experience = 100,000 words

Other Languages 1 year of experience = 30,000 words (4 years = 120,000 words)

The Council has reviewed these requirements and has set the following standards by which an Associate member can apply to write the CTTIC Certification Examination:

OPTION A:

7.3.2 To be eligible to write the Certification Examination, the candidate needs to provide the following documentation:

Translated copy of degree and transcripts (prepared by a certified translator). To be considered a translation degree as contemplated by these guidelines, a minimum of 50% of the credits must be in language transfer, i.e. translation must be the main subject of the course.

Description of post-secondary coursework assessed by the International Qualifications Assessment Service (<http://www.learning.gov.ab.ca/iqas/iqas.asp>), Comparative Education Service (<http://learn.utoronto.ca>), International Credential Assessment Service of Canada (<http://www.icascanada.ca>), International Credential Evaluation Service (<https://www.bcit.ca/ices/>), Ministère de l'Immigration de la Francisation et Intégration du Québec (<https://www.quebec.ca/gouv/ministere/immigration/>), or World Education Services – Canada (<https://www.wes.org/ca/eca/>). The fee for this assessment will vary from one organization to the next, and it is the responsibility of the candidate to cover this cost.

An Excel file containing required word count. This requirement can be achieved from various sources: translation work, mentorship or volunteer work. Only 50% of the submitted word count can be from either volunteer or mentored work. Translation work would also have to cover a variety of texts (i.e. not be limited to one type of text such as birth certificates). Translations done as part of the coursework for a degree or for a thesis are not acceptable. Translation work completed five years prior to becoming an ATIA Associate member may be submitted as part of the required word count.

OPTION B – Four years of experience:

7.3.3 To be eligible to apply for the Certification Examination the candidate would need to provide the following documentation:

Excel file containing required word count. This requirement can be achieved from various sources: translation work, mentorship, or volunteer work. Only 50% of the submitted word count can be from either volunteer or mentored work. Translation work would also have to cover a variety of texts (i.e. not be limited to one type of text such as birth certificates).

Translation work completed 5 years prior to becoming an ATIA Associate member may be submitted as part of the required word count. Random verification of translation work will be done by the ATIA Administrative Assistant or a Council member.

7.4 Certified Level Examinations: Interpreters

7.4.1 To be eligible for the CTTIC Certification Examination for Court Interpreters, the candidate will need to satisfy the following requirements:

Submit an Excel file containing a count of 750 interpretation hours accumulated after admission as associate member or during a 5-year period immediately preceding the admission date. This requirement can be satisfied through a variety of legal interpreting, including but not limited to: lawyer consultations, examinations for discovery, mediations, court proceedings, and immigration hearings.

Coursework completed during studies at Bow Valley College (or any other qualifying institution) is not eligible for inclusion in the interpretation hour log.

7.5 On Dossier Certification for Translators

7.5.1 The OD certification committee is comprised of at least two certified translator members, plus a third member for cases of disagreement. The applicant shall provide: 5 samples of actual translations in the source and target languages, in the range of 500 – 600 words each, contacts supporting their samples, plus 2 letters from professional references, and their curriculum vitae. The 5 samples will be evaluated by two certified translators.

7.6 Appeals

7.6.1 Candidates who fail may appeal their examination results. An additional fee is charged, which is not refundable.

7.6.2 Appealing candidates appeal with a Letter: Candidates provide a letter outlining the issues they disagree with regarding the marking. The third marker will review the candidate's letter along with the comments and markings from the original markers. The third marker will then address the specific issues raised by the candidate, compare the letter with their own assessment, and write comments and explanations for any identified issues. The decision of the appeal maker is FINAL: no other appeal is possible. The application fee will be reviewed periodically.

Membership

Policy

The membership year runs from September 1 to August 31.

Membership dues are determined by the general membership at the AGM. Dues are published on the website. Membership categories include Translator, Court Interpreter, Medical Interpreter, Community Interpreter and Conference Interpreter.

There are two membership levels: Associate and Certified.

To obtain membership, candidates must fulfill the relevant requirements listed in Examinations Procedures section of this Policy

Membership records and updates are to be managed by the Administrative Assistant.

As a condition of ongoing membership, members of the Association are required to adhere to the Code of Ethics, maintain good standing and must fulfill other requirements including regular professional development

Procedure

8.0 New and Returning Member Procedures

8.1 Notification of Membership

8.1.1 Successful candidates are notified by e-mail and offered the opportunity to become an Associate Member. Payment directions are included. They are emailed a membership contract, a word count excel file, and details on the Association's relevant policies. They are given a deadline of 30 days to respond.

8.1.2 Successful candidates can return their membership contract via e-mail or by mail. Upon receipt of the contract and payment of their dues, they are given information about adding their profile information to the website (and are reminded about adhering to the Code(s) of ethics).

8.1.3 Membership dues are prorated.

8.2 New Members' Kits

[Need to prepare an information file for new members]

8.2.1 An introductory letter, on ATIA's letterhead from the President, welcoming the new member to the Association and outlining opportunities for their participation in the Association, along with a letter of good standing will also be included.

8.3 Expiration of Associate Membership

8.3.1 If the Associate Member renews their membership at the 6-year mark with no gaps in membership, they will be required to re-write the translation part (Section 2) of the Associate Level Examination. The second period as Associate Member will be for 3 years. In that period the member will need to become a Certified Member, or they cease to be a member of the Association.

8.3.2 If the Associate Member allows their membership to expire and subsequently wishes to be re-stated with ATIA at a later time, the candidate will need to complete the full process for the Associate Level Examination.

8.4 Membership Upgrading

8.4.1 If an associate member successfully passes the Certification examination, the Examinations Coordinator sends out a letter congratulating them, with an invitation to upgrade their membership status to Certified.

8.4.2 At this point there are two choices for upgrading:

OPTION 1:

Pay for the prorated difference until the end August

OPTION 2:

Wait until membership renewal time [September 1 to August 31]

8.4.3 When the certified membership dues are paid, the Administrative Assistant will immediately modify their website listing to reflect their new status. The Administrative Assistant would then send out their new ATIA membership card to them.

8.4.4 The Administrative Assistant shall verify that a membership contract is on file for the member.

8.5 Transferring Membership to ATIA from another association

8.5.1 This is possible only for certified members. (Associate members cannot transfer membership).

8.5.2 The individual must submit a letter of good standing from their association of certification, and they must have that association fill in and sign the "Appendix A" reciprocity agreement. These requirements must be submitted and verified by the Administrative Assistant. Affiliate candidates must also take and pass the ATIA code of ethics exam. The Association will evaluate if the conditions of membership in the other organization are the same as for ATIA.

8.5.3 The affiliate member will receive a results letter advising of membership dues and payment instructions. Once payment has been received the administration assistant creates their profile on the website then instructs the new member to add professional information.

8.6 Re-Admission to ATIA

8.6.1 If a Certified Member has allowed their membership to lapse for up to three years, they will be considered for re-admission by submitting a formal request to Council, citing the last year that he/she paid their membership dues.

8.6.2 Once it is determined that the individual is eligible to be re-admitted to the Association, it is required that they pay membership dues for each year of the lapsed membership, as well as penalties and bank charges, as applicable. See Section 4.3 of the By-laws.

8.7 Membership Deadlines

8.7.1 The deadline for membership renewals is August 31 of each year. Failure to pay dues by the specified date will result in the loss of standing of the member in the association (see Bylaws 4.3). Any certified member who applies for reinstatement will be charged a 10% administration fee in addition to the back dues for up to three years.

8.7.2 If the membership fee is not received before the AGM, the member will not be able to vote at the event. After three reminders for payment, the Board will receive a list of all the members that did not renew. In the case of associate member their profile is removed from the website and reinstatement is not possible. In the case of the certified member if no payment received their website profile is changed to inactive.

8.8 Membership Numbers

8.8.1 All Certified Members, as long as they are in-good standing, shall receive a membership number, assigned by the Council Secretary.

8.8.2 The general format of the number is consecutive number/year of certification in the first language combination (e.g. 001/1987).

8.8.3 All founding members of ATIA have received a membership number without the year of certification, as there was no certification examination at that time.

9.0 Stamps

9.1 Certified Member Stamps

9.1.1 An official stamp for certified members is available for purchase.

9.1.2 The official stamp will bear the member's name and membership number and include the stamp expiry date. It shall be valid for 6 years from date of issue (December 31, XXXX).

9.1.3 The stamp will not include a member's language combination as some members are certified in more than one language combination. Members may only use the stamp for translations in the language combination(s) in which they are certified.

9.1.4 To obtain the stamp, the member is required to pay a security bond deposit of \$150.00. The Association has a separate account for the bond deposits. The account should be reconciled at year end.

9.1.5 The Administrative Assistant will obtain all the necessary documents and fees from the member and order the stamp.

9.1.6 When a member advises they will not be renewing membership, the stamp must be returned and destroyed, after which the \$150 deposit will be returned to the member. Otherwise, expired stamps should be destroyed by the member.

9.2 Errors and Omissions Insurance

9.2.1 The Association strongly recommends that members purchase Errors and Omissions Insurance.

Committees

Policy

Committees are established by the ATIA Executive Council as the need arises and may be dissolved once their objectives have been fulfilled or their mandate is no longer required.

Each committee shall elect a Chair and Co-Chair from among its members by open majority vote, in accordance with ATIA's Committee Manual guidelines. The Committee Chair is responsible for ensuring

progress toward established objectives and for preparing written reports for submission to the Executive Council on a monthly basis, as well as an annual report for presentation at the Annual General Meeting (AGM).

Committee Chairs may request funding for committee-related activities or events through the Executive Council. Such expenses must be pre-approved and submitted to the Treasurer using the appropriate Expense Claim Form, in accordance with ATIA's financial procedures

Committee membership should ideally consist of Certified Members of ATIA unless otherwise specified. In accordance with ATIA's Committee Manual, members are appointed for a two-year term and are encouraged to fulfill their full term to ensure continuity and progress. Members unable to complete their term must provide reasonable notice to allow for a suitable replacement to be appointed. In the event that a Committee Chair resigns or is unable to serve, the Co-Chair will assume the Chair's duties. Where required, the Committee shall conduct an election to appoint a new Chair and Co-Chair or to confirm leadership as appropriate.

Certain committees, as designated by the Executive Council (e.g., Title Protection, Discipline, Exam, and On-Dossier Committees), are by appointment only.

Procedure

10.0 Discipline Committee

10.1 Appointment of Discipline Committee Members

10.1.1 Members of the Committee are appointed each year by the members of the Association at the Annual General Meeting to serve for a period of one year. They may be appointed for up to six consecutive years. They may not be current members of the Council.

10.1.2 Should the Association be advised of a breach of the Code of Ethics, the committee members shall proceed as set out in Sections 20 through 29 of the Code of Ethics of the Association or the Supplemental Code of Ethics for Interpreters, Schedule B, as applicable.

Awards

Policy

Awards are not common with the Association, but in addition to the ones which already exist, creating new awards is up to the discretion of the Executive Council and can be brought forth as a proposal to be voted on at any board meeting. The proposed award must pass by unanimous vote along with the proposed method of selection – subject to discussion and amendments prior to passing. The duration and cycle of the award should also be determined at that point.

Procedure

11.0 Newly Certified Members

11.1 Requirements

11.1.1 Shall be presented with a certificate, indicating the year they were certified and the language combination in which they were certified at the next scheduled Annual General Meeting (or by mail, if they

do not attend the meeting). The Secretary prepares the certificate, and it is signed by the President and the Secretary (or another member of Council, if one of these positions is vacant).

12.0 Biennial Special Recognition Award

12.1 Special Recognition Award Presentation

12.1.1 As per the decision of the Council, a special recognition award may be presented to a certified member at the Annual General Meeting. The award is intended to recognize a certified member who has made substantial volunteer contributions to the Association over time, for no remuneration.

12.1.2 Nomination of a deserving certified member may be made by Council or by members of the Association (using the Nomination Form, signed by at least two certified members). Council may also from time to time solicit nominations from the members.

12.1.3 The award shall consist of an object bearing a plate with the name of the recipient, the year of the award and the logo of the Association. Previous examples include a plaque and a clock.

Professional Development

Policy

The ATIA Professional Development Policy was developed to support effective and relevant programs for continuing professional development among members within our Association.

Mandatory on-going professional development ensures that ATIA members stay current, update or upgrade their professional competencies and develop a habit of continuous learning throughout their careers.

Although not the main goal, an expected, indirect outcome of this policy direction is to enhance the image of our profession with clients and the public in general.

Each member will be responsible for filling out their Professional Development record.

Members will have to earn 10 points every two years. Points over this minimum may be carried over into the next period, if necessary.

Members will be required to record Professional Development in two or more categories per year, unless otherwise specified. The following categories qualify under this policy: Course in translation/interpretation; certification in another language combination; attendance at workshops and conferences; attendance at an ATIA PD event; taking a field-relevant webinar; participation in ATIA mentoring relationship; tutoring for ATIA exams; marking examinations; mentorship in another association; professional presentations; published article or translation; published book or translation; professional subscriptions; participation in community translation groups; volunteering for a language-related Association event; and being an active council member.

The categories and the points ascribed to them are subject to change based on Council's discretion but only following each 2-year cycle.

Members may submit other PD work outside of these categories, subject to approval for submission by Council. Concessions can be made for members with issues of accessibility. Members who join the

Association in the second calendar year of the PD cycle are expected to obtain half the number of Professional Development points required within the same deadline.

All Webinar presentations must be agreed to by the board before being advertised/released

13.0 General Information

13.1 Professional Development Cycle

13.1.1 At the end of the 2-year cycle, the administrative assistant is responsible for allocating time to producing reports based on the self-declaration of members.

13.1.2 The administrative assistant will first be responsible for determining which members fell short of the requisite points and will contact said members to determine an appropriate course of action.

13.1.3 The administrative assistant will then examine the reports of members who have completed full submissions to ensure that these submissions are accurate.

13.1.4 Any issues with completed member submissions will be rectified first through communication (to clarify the nature of their submission) and then through an appropriate course of action.

Records Management

Policy

Records Management (RM) means the application of systematic control to the creation, use, maintenance, storage, retrieval, disposition, and preservation of all forms of recorded information produced by ATIA.

Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to comply.

It is important to note that retention policy applies equally to documents saved in the cloud, on a server, or in a filing cabinet. While having this document retention policy gives administrative and development staff or executive council members the green light to destroy and dispose of certain documents (on a schedule, preferably), it is important to understand that some necessary exceptions may arise on a case- by-case basis where the Association prefers to retain specific documents that for the sake of history, or institutional memory, should be maintained permanently.

Procedure

14.0 Electronic Storage

14.1 Location

14.1.1 All electronic documents are stored in the ATIA Microsoft account. The ATIA Administrative Assistant, President, Secretary and Treasurer will be provided with access accounts to the Cloud to update and upload necessary documents.

14.1.2 These access accounts will change over to other employees or executive board members as those individuals change.

14.1.3 At the time of handing over an account, passwords will be altered to protect the cloud and documents retained therein.

15.0 Destruction

15.1 Responsibility

15.1.1 [ADD CONTENT]

ATIA's administrative and development staff, volunteers, members of the executive board, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

Annual General Meeting

Policy

The Annual General Meeting (AGM) of the Association is to be held on the third Saturday in October, alternating between Calgary and Edmonton, and the date is set at the previous Annual General Meeting. Other general meetings, or Special General Meetings for the purpose of amending the by-laws, may also be held at other times, as governed by the By-laws.

Procedure

Council and the Administrative Assistant will coordinate the location and logistics of each Meeting.

The Secretary will inform the members at least twenty days in advance (usually in September of each year) of the next scheduled Annual General Meeting, through electronic mail (or regular mail or fax) providing proxy, registration and nomination forms, and requesting motions from the members.

The Development Coordinator/Administrative Assistant may coordinate events, presentations, or speakers for the Meeting (as indicated by Council).

The Secretary will distribute by email the final agenda and motions prior to the Meeting.

The administrative assistant will collect registrations, proxies, etc. prior to the date of the Meeting, in order to guarantee quorum at the meeting

Insurance

Policy

Members of Council are covered by Director's Insurance through CTTIC.

There are multiple instances where insurance is a factor for members of the Association or for the ATIA itself. The Association encourages members to acquire professional liability insurance.

The Association also obtains annual General Liability Insurance to cover the insurance requirements for room rentals for meetings, workshops and examinations.

Procedure

There is one policy for all the provincial associations, this is managed through CTTIC/ATIO. ATIO bill the associations accordingly.

Loans

Policy

The Association does not generally provide loans to other Associations or individuals. However, an exception to this was made in 2001, when funds were loaned to the Council of Translators and Interpreters of Canada (CTTIC), for the FIT Congress in Vancouver; the funds have been paid back.

The Association may also, in accordance with the By-laws, borrow monies (for example, in pursuit of 'title protection'), subject to approval at the Annual General Meeting.

Other instances of lending money would need to be approved by the Executive Council on a case-by-case basis and should receive unanimous approval

Procedure

In the event that a loan is given from ATIA to a loaner, a contract must be drafted by the Treasurer outlining the amount being lent and the protocol and deadline for repayment.

The contract will then be distributed to the Executive Council as well as the loaner and progress of repayment will be noted in periodic Treasurer reports.

It is not recommended that the ATIA charge interest for loans issued.

Advertising

Policy

As a matter of policy, the Association does not accept advertising on its website.

The Association does not sponsor books, magazines, or other publications in exchange for an Association advertisement.

Procedure

In the event that a large corporation or other entity wishes to circulate publicity to members of ATIA, an administration fee will be charged to them.

An administration fee will also be charged to advertise any jobs that are not provincial or federal government or UN.

At the discretion of Council, government or UN job postings can be sent to members free of charge.

Other forms of advertising from organizations or businesses invited to present at the AGM in seminars, in webinars or elsewhere will be dealt with on a case-by-case basis by the Council.

Visual Identity

Policy

According to visual identity guidelines determined by the Council, ATIA logos, fonts, colours and other

branding features are strictly regulated to ensure consistency of messaging and appearance.

All relevant files including visual identity guidelines are to be stored on the online cloud for ease of access.

Procedure

16.0 Logos

16.1 Types of Logos

16.1.1 There are three types of ATIA logos. LG, SM and Mini.

16.1.2 LG Logos are for uses larger than 1.5 inches in width.

16.1.3 SM Logos are for uses smaller than 1.5 inches in width.

16.1.4 Mini logos are for uses at any size but do not have the descriptor (just ATIA). They are for use when the meaning of ATIA is known. Mini logos should not appear smaller than 3/8" in width.

16.1.5 The official colours of the ATIA logo are black and white, with black at 50% and PMS 186C (Red).
[See the ATIA Visual Identity Guidelines Document]

17.0 Fonts and Typeface

17.1 Specifics

17.1.1 The ATIA custom font for descriptor text (LG) is Helvetica Medium Condensed set at 15 letter spacing. The ATIA custom font for descriptor text (SM) is Helvetica Bold Condensed set at 15 letter spacing.

18.0 Certified Translations Formats

18.1 Standardized Format

18.1.1 ATIA would like all certified members to consider presenting a standardized format for certified translations. This will assist in our branding efforts and will help our members stand out with the stakeholders (provincial and federal governments, other authorities).

18.1.2 All sample files are available in the members section of the website. The forms are included in the appendix of this manual.

19.0 Alterations

19.1 Unacceptable Alterations

19.1.1 Unacceptable alterations of the ATIA visual identity include distorting the logo, changing the font or colours, altering the letter spacing, resizing any elements and using the logo within a phrase.

19.1.2 Any requested alterations are to be considered unacceptable, unless otherwise stated or dealt with on a case-by-case basis by the Executive Council.

Statements

Certified members have the option to have their qualifications reported (i.e. P.Eng or Law Degree [Switzerland], etc.) and listed on the website and in any publications the Association produces.

Members wishing to have their qualification/areas of work reported will need to complete an area of work form and submit it to the ATIA Administrative Assistant. The qualifications will be verified by Council.

In order to have their qualifications published on the website, the certified member shall submit the degree/certificate to Council.

If the degree/certificate is not in English or French, a certified translation must also be submitted. This translation is to be done by someone other than the member submitting the document.

ATIA assumes no liability for the veracity of the reported qualification. The fact that a qualification has been reported does not mean that the translator/interpreter is an expert in translation in the reported field.

Language Codes

Official language codes shall be the International Language Codes pursuant to ISO 639. Information regarding these codes can be found at: http://www.loc.gov/standards/iso639-2/ascii_8bits.html

By-Laws

Policy

Electronic copies of the English by-laws are stored on the Cloud and are published in the "About Us" section of the ATIA website.

Historical (changed) copies of the by-laws are kept in the Cloud as well as being retained by Alberta Registries which files new copies every time an amendment is made.

Procedure

Changes or amendments to the by-laws must be made through the passing of an approved resolution at the Annual General Meeting. Other general meetings, or Special General Meetings for the purpose of amending the by-laws, may also be held at other times, as governed by the By-laws.

Changes or amendments to the by-laws must be distributed to the existing member database by the Administrative Assistant. The Development Coordinator is responsible for updating them on the website.

The President will be responsible for filing by-law changes with Alberta Registries.

Code of Ethics

Policy

Electronic copies of the English Code of Ethics are stored on the Cloud and are published in the "About Us" section of the ATIA website.

Historical (changed) copies of the Code of Ethics are stored on the Cloud.

Procedure

Changes or amendments to the Code of Ethics may be made through the passing of an approved resolution at a monthly Council meeting.

Changes or amendments to the Code of Ethics must be distributed to the existing member database by the Administrative Assistant.

Appendix

Application for Certification Exam for Interpreters

Application for Certification Exam for Translators

Application for Interpreters on Dossier Application

Applications Templates – Associate Level

Applications Templates – Certified Level

Associate Community Interpreter

Associate Court Interpreter

Associate Medical Interpreter

Associate Translator

ATIA's Visual Identity Guidelines

Award Nomination Form

Certification of Translations

Committee Manual

Community Interpreter Application

Court Interpreter Application

Medical Interpreter Application

Council Call for Nominations Form

Examinations Templates

Guidelines for the Evaluation of Associate Level Exam

Header Certified Translation

Header Source Document

Mentorship Letter of Understanding

Procedures for evaluation of Certification on Dossier for Translators

Procedures for evaluation of Certification on Dossier for Interpreters

Proxy Form

Stamp Contract

Translators and Interpreters Contract

Translators Declaration

Treasurer's Calendar