



IRISH TRANSLATORS' & INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ AGUS TEANGAIRÍ NA HÉIREANN

Application form for ITIA Certified Translator status

Title (Mr/Mrs/Ms/Dr/other.): _____

Surname: _____

First name(s): _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Professional Member of the ITIA since: _____

Language pair(s) for which the Application is being made (*Please note that any target language other than the mother tongue must be at 'near-native' level.*)

Language pairs may only include those language pairs for which the Professional Member has been approved for Professional Membership of the ITIA.

Source _____ Target _____

Source _____ Target _____

I wish to be included in the panel of 'ITIA Certified Translators' Yes _____ No _____

All applications MUST be accompanied by:

1. A full CV
2. Proof of 5 years' professional experience as a translator.
3. **One** character and **one** professional reference in original.
4. A signed copy of the ITIA Code of Practice and Professional Ethics (see ITIA website).
5. Administration fee of € 20 (non-refundable).

The ITIA reserves the right to request the submission of proof of qualifications.

Please read page two of this application carefully.

I declare that the information given above is correct and I vouch for the authenticity of any documentation attached (references, certificates, etc).

I hereby apply for ITIA Certified Translator status

Signed _____ Date _____

Please submit this application form and accompanying documentation to arrive no later than 2 January 2009 to:

The Secretary

Certification Sub-Committee

Irish Translators' & Interpreters' Association

Irish Writers' Centre

19 Parnell Square, DUBLIN 1

T: +353-1-872 1302

F: +353-1-872 6282

E: admin.itia@gmail.com

W: www.translatorsassociation.ie

The ITIA reserves the right to amend any aspect of the Certification procedure.



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IMPORTANT INFORMATION

1. Only complete applications from existing, fully-paid up Professional Members of the ITIA will be considered.
2. Receipt of your application will be acknowledged by email.
3. Documents submitted with applications will not be returned by the Certification Sub-Committee.
4. You will be notified by the ITIA Certification sub-committee as to whether you have been approved to go forward for assessment or not.
5. The deliberations of the Certification Sub-Committee are confidential and all test translations are assessed anonymously.
6. Please do not include the fee for **assessment** with this application. The fee for **assessment** should only be submitted **after notification that the applicant has been approved to go forward for assessment.**

The Certification Sub-Committee

November 2008