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member of Canadian Translators and Interpreters Council - membre du Conseil des traducteurs et interprètes du Canada

ATIA has started a new professional development initiative - a tutorial for people interested in writing the associate-level exam.

We are offering this service to all associations and hope that they will pass on this information to their candidates.

This is a new initiative, and we already have a number of people taking the tutorial here in Alberta. Interested candidates may review the information and find a [registration form](#) on the [ATIA website](#) under the "Reference" tab.

At the same time, we are also looking for tutors - right now, we need tutors for EN-CZ and JP-EN. We are able to pay the tutors an honorarium. Interested individuals should contact our Administrative Assistant, Gail Haynes, at [admin@atia.ab.ca](mailto:admin@atia.ab.ca) to get more information.

Yours,

Regina Landeck  
President of ATIA



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# Associate-level Exam Preparation Tutorial

## Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Language combination<sup>1</sup>: From \_\_\_\_\_ to \_\_\_\_\_

Are you a member of ATIA? Yes  No

Are you a member of another provincial association? Yes  No

If yes, which association? \_\_\_\_\_

When did you write / are you planning to write the associate-level exam?

\_\_\_\_\_

Tutorial Fee: \$ 180

Please make your cheque payable to "ATIA" to:

ATIA, P.O. Box 546, Main Post Office, Edmonton, AB, T5J 2K8

I agree to the conditions outlined on the information sheet. The registration fee is non-refundable.

Should ATIA be unable to locate a tutor in the language combination specified above within a month after receipt of the registration, the registration fee will be refunded in full.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup> Please note that you can complete this tutorial in one language combination / direction only. If you wish to do a tutorial in another language combination, you must apply separately for that language combination.



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# Associate-level Exam Preparation Tutorial

## Information for Candidates

### Who may register?

The associate-level exam preparation tutorial is offered to anyone planning to attempt the associate-level exam set by ATIA or another provincial association. Those wanting to register for the CTTIC exam should consider the specific course offered by ATIO<sup>1</sup>.

### What is the course format and objective?

The candidate will complete three translations of similar length and content as the associate-level exam. These translations will be marked and annotated by the tutor. The objective of this tutorial is to give candidates an insight into the practice of translation and make them aware of potential pitfalls in a source text. The tutor will provide detailed feedback aimed at improving the translation quality.

The tutor may choose to suggest additional tasks or readings. Marked translations will be returned within a period of 2 to 3 weeks. All three translations should be completed within a period of three months.

Start of tutorial: flexible, please allow up to one month for processing and tutor matching

Duration of tutorial: 3 months maximum

Fee: \$ 180

To register, please fill in this registration form and mail it, together with your cheque payable to "ATIA", to the address below.

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T5J 2K8

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<sup>1</sup> ATIO (<http://www.atio.on.ca/>)

## Terms and Conditions

1. The candidate is responsible for handing in the translations by the deadline specified by the tutor.
2. The candidate will submit the translations in word-processed format by e-mail to the tutor by the specified deadline.
3. The tutor will mark the translations and provide feedback electronically. The tutor may choose to use the notes function provided by most word processing programs.
4. The tutor may decide to provide the candidate with oral feedback. In this case, the candidate will bear all related costs (e.g. phone costs).