



IRISH TRANSLATORS' AND INTERPRETERS' ASSOCIATION  
CUMANN AISTRITHEOIRÍ AGUS ATEANGAIRÍ NA HÉIREANN

## **Professional Membership of the ITIA**

### **Application Procedure**

#### **What is a professional member of the ITIA?**

A professional member is a translator and/or interpreter with at least 3 years full-time experience (or the equivalent part-time) who meets the strict criteria of the ITIA with regard to a) qualification and b) level of documented translation and/or interpreting experience, and c) has achieved a PASS in the annual ITIA Professional Membership Examination (translator and/or interpreter).

#### **Who may apply to become a professional member?**

Associate members of the ITIA and non-members may apply to become a professional member of the association.

#### **Should I apply as a translator or interpreter?**

You should choose the category most suited to your professional situation:

- **Translator:** The candidate is working as a translator only.
- **Translator/Interpreter:** The candidate is working as a translator and an interpreter.
- **Interpreter:** The candidate is working as an interpreter only (See below).

**N.B.** Candidates wishing to apply as an interpreter only and/or candidates who are members of AIIC are requested to contact the ITIA ([info@translatorsassociation.ie](mailto:info@translatorsassociation.ie)) before submitting their application.

#### **Which documents etc. do I have to submit?**

- Completed application form
- Full CV
- Copies of third-level qualifications (the ITIA may ask to see the originals)
- Supporting documentation (see below) relating to professional experience
- Administration fee €60 (€30 for ITIA members)

#### **What information do I include in the application form?**

- Details of your qualifications and language combination(s)
- The names of your main clients and the volume of your translation and/or interpreting experience for each of them
- Contact details of two professional referees, e.g. people you have worked for and who can vouch for your professional work as a translator and/or interpreter (these should be two of your main clients)
- Signed declaration that you agree to abide by the ITIA Code of Practice and Professional Ethics



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### What supporting documentation is required?

The candidate must provide documentation proving that s/he has gained professional experience satisfying the requirements set out in the “Criteria for admission as a Professional Member of the ITIA”. All supporting documentation provided to the ITIA will be treated confidentially and will be destroyed or returned to the candidate, if desired, as soon as the application has been assessed.

Employed translators/interpreters **must** provide:

- Employment contract(s) clearly stating employment (full-time or part-time) as a translator/interpreter for a period of 3 years

Freelance translators/interpreters **must** provide:

- Detailed list of invoices (e.g. a spreadsheet with invoice dates, numbers, clients, and amounts) for 3 years AND a relevant sample of invoices (10/15 invoices)

### What is the procedure in brief?

1. Participation in a **compulsory 1-hour webinar** and Q&A session on Professional Membership of the ITIA. Date: **Saturday, 13 November 2021, 11am to 12 pm.**
2. The completed application form, all supporting documents and the administration fee (€60 or €30, as applicable) are submitted to the ITIA by the specified deadline.  
Due to COVID-19 restrictions, we are only accepting applications by email this year. Please submit as few files as possible (for example, include a number of different documents in each file) and ensure that each file is labelled as follows: surname\_first name\_PM. Please email your application to: [info@translatorsassociation.ie](mailto:info@translatorsassociation.ie)
3. Each application is considered by the professional membership sub-committee based on the information and accompanying documentation provided by the applicant and the information provided by the two referees who are contacted directly by the ITIA.
3. (i) If the application **is not approved**, the candidate may apply again at the next opportunity.  
(ii) If the application **is approved**, the candidate pays the exam fee (€140) and takes the exam.
4. (i) If the candidate obtains a **pass**, s/he pays the annual subscription (€120) and becomes a professional member.
4. (ii) If the candidate obtains a **fail**, s/he may retake the paper at the next opportunity.

### N.B.

- 1) A repeat candidate is not required to resubmit a full application for the same language combination but is required to submit pages 1 to 3 of the application form so that there is a record of their intention to retake the exam.
- 2) A candidate repeating an examination that was taken up to and including February 2020 **is asked to contact the ITIA.**
- 3) A candidate repeating an examination is not required to pay the administration fee.



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### **What does the translation exam involve?**

It involves the translation of a text chosen from **one** of the following areas of specialisation:

- Business/Finance
- Technology/Engineering
- Medical/Pharmaceutical
- Legal

Each paper is about 800 words in length and the candidate has five hours to translate it. The candidate receives the paper by email in the morning (e.g. 10 am) and returns the translation by email (e.g. by 3 pm on the same day).

General guidelines for the translation of the text will be provided to each candidate. However, as in a normal professional situation, the test translation is expected to be fluent and idiomatic, in an appropriate style and register, with consistent terminology and accuracy of content, grammar and orthography. The translated text should be of a standard that is appropriate for “**submission to a client**”.

Under no circumstances may the translator solicit the help of a third party for the translation of the assessment text. A declaration text to this effect will be provided together with the source text and must be signed and submitted by the candidate.

### **How is the exam assessed?**

The exam script is marked anonymously by an assessor drawn from a panel of highly qualified and experienced translators and translator trainers. The assessor awards the paper either a Pass or a Fail.

### **When will I receive the results of the exam?**

Once the results for all translation and translation/interpreter candidates are available, each candidate is notified of his/her result.

### **What if I am unhappy with the result?**

If for some reason the candidate is unhappy with the result of the exam, s/he can request a re-mark. A request for a re-mark must be submitted within three weeks of the candidate being notified of the FAIL mark. The script will be assessed using the same assessment procedure by a second assessor who was not involved in the original assessment and who is not aware of the original decision. The fee for a re-mark is €80. If the initial result is overturned by the second assessor, the fee will be reimbursed. The re-mark fee will not be reimbursed if the initial result is confirmed.

Any candidate repeating an examination taken up to and including February 2020 **is asked to contact the ITIA.**



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**General notes:**

- Late or incomplete applications will not be considered.
- The onus is on the applicant to provide sufficient proof of the stated experience and qualifications. The applicant **will not** be contacted by the professional membership sub-committee for additional supporting information or documentation.
- Please include copies of your relevant qualifications. The ITIA reserves the right to request the original documents.
- The two referees listed by the applicant will be contacted by the ITIA so please ensure that they are aware that they have been named as referees. Your application will not be complete if even one of your referees does not reply to the ITIA request for information.
- The applicant should ensure that s/he is available to take the exam on the day or days specified as the examination dates **cannot** be changed to suit individual requirements. The date for the next exam:

**Friday, 25 February 2022 (language combinations out of English) and  
Saturday, 26 February 2022 (language combinations into English).**

The next deadline for the submission of applications:

**5 pm, Friday, 10 December 2021**

Date of the Professional Membership information webinar:

**Saturday, 13 November 2021 (11 am to 12 pm)**

The Professional Membership sub-committee

October 2021

*The ITIA Professional Membership sub-committee reserves the right to modify, delete or add to any aspect of the above procedure. The final decision on approval as a Professional Member of the ITIA lies with the ITIA Professional Membership Sub-Committee*