



IRISH TRANSLATORS' & 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. An applicant applies under 1 of 2 channels:

- 1) The applicant has a **primary degree or postgraduate qualification in translation and/or interpreting** awarded by an Irish third-level institution or similar foreign institution recognised by the Irish Translators' and Interpreters' Association

OR

- 2) The applicant has been an **Associate member of the ITIA for at least 3 full years**

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 AICC are requested to contact the ITIA (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 of €60 (€30 for ITIA members, €0 for repeat candidates)



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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 2 professional referees, e.g. people you have worked for and who can vouch for your professional work as a translator and/or interpreter. The referees should be 2 of your main clients. Colleagues or family members will not be accepted.
- Signed declaration that you agree to abide by the current codes and policies of the Association

What supporting documentation is required?

The candidate must provide documentation proving that they have 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 at least 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. The first step involves participation in a **compulsory 1-hour webinar** and Q&A session on Professional Membership of the ITIA. Date: **Saturday, 11 November 2023, 11am to 12 midday**.
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.

Applications are only accepted by email. 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_content. Please email your application to:

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 2 referees who are contacted directly by the ITIA.



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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 per language combination) and takes the exam.
4. (i) If the candidate obtains a **PASS**, they pay the annual subscription (€120) on 1 June and are added to the list of professional members in the ITIA Directory.
4. (ii) If the candidate obtains a **FAIL**, they may retake the paper at the next opportunity.

N.B.

- 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.
- A repeat candidate is not required to pay the administration fee.

What does the translation exam involve?

It involves the translation of a text chosen from **1** 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 5 hours to translate it. The candidate receives the source text 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.



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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?

The results will be announced to each candidate during the month of May 2024.

What if I am unhappy with the result?

If for some reason the candidate is unhappy with the result of the exam, they can request a re-mark. A request for a re-mark must be submitted within 3 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.

General notes:

- An application will not be accepted if the applicant has not attended the professional membership webinar. Repeat candidates are not required to attend the webinar.
- 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 2 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 1 of your referees does not reply to the ITIA request for information.
- The 2 referees must be professional referees, i.e. clients, project managers or similar. You may not list colleagues as referees.



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- The applicant should ensure that they are available to attend the Professional Membership information webinar and to take the exam on the day or days specified, as the examination dates cannot be changed to suit individual requirements.

Date of the compulsory Professional Membership information webinar:

Saturday, 11 November 2023 (11 am to 12 pm)

The deadline for the submission of applications:

5 pm, Friday, 24 November 2023

The exam dates:

Friday, 23 February 2024 (language combinations out of English) and
Saturday, 24 February 2024 (language combinations into English).

The Professional Membership Sub-Committee

October 2023

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