



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

ITIA Certified Legal Translator Application Procedure 2023

Closing date for receipt of applications:

5 pm (Irish time), Friday, 13 October 2023 by email

Who can apply to become an ITIA Certified Legal Translator?

Professional members of the ITIA with experience in legal translation are invited to consider applying for ITIA Certified Legal Translator status.

Only fully paid-up Professional Members of the ITIA who are of good standing and can provide evidence of **5 years** of professional translation experience may apply to take the examination. Professional Members may only apply to become an ITIA Certified Legal Translator for the language combination(s) for which they hold professional membership.

What are the criteria for approval as an ITIA Certified Legal Translator?

The ITIA Professional Member must achieve a PASS in two test translations in the language combination for which s/he is seeking to become an ITIA Certified Legal Translator.

N.B. A language combination is understood to be **one source language** and **one target language**. For example, a French-English Certified Legal Translator is certified to translate from French to English **only**. Translators will be considered for certification for translation into their native language. In exceptional circumstances, translators with near-native competency may be considered / approved for testing in their chosen language combination(s).

Compulsory webinar on Certified Legal Translation

Once approved to take the exam, all applicants must attend a webinar on Certified Legal Translation prior to taking the Certification Examination. This year's webinar will be delivered by Sarah-Jane Aberásturi on Thursday afternoon, **19 October 2023, from 3.30 to 5.30 pm (Irish time)**. Guidelines for the certified translation of texts will be provided.

What does the assessment consist of?

The candidate is required to translate **two texts** for each language combination, a **short text** and a **long text**. The short text could be, for example, a birth or degree certificate, while the long text could be an extract from a longer document such as a contract, a court ruling or a notarial deed.



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

These texts are copies of actual documents that require certified translation, with names and other identifying details blanked out or anonymised for reasons of confidentiality. The documents mirror the type of text encountered in real life by ITIA Certified Legal Translators. In some places text may be illegible and stamps partially obscured, as the assessment of the translated texts takes into consideration how the applicant handles such difficulties.

How is the assessment carried out?

The examination texts are sent to the candidate by email. The candidate then translates the texts as if in a normal working situation, i.e. using a computer, online glossaries etc.

Under no circumstances should the candidate solicit the help of a third party for the translation of the assessment text. All sources used for the purpose of the translation must be listed and submitted along with the translated text.

The translator receives the source texts by email by 2pm (Irish time) on **Thursday, 9 November 2023** and the translations must be returned by email to the ITIA by **11 am** (Irish time) on **Friday, 10 November 2023**. A signed declaration stating that the work submitted for assessment is the work of the translator alone must be submitted along with the translated texts. The declaration text will be provided together with the examination texts.

Who will mark the test translations?

Since introducing the certification procedure in 2006, the ITIA Certification Sub-Committee has built up a panel of assessors from among professionals of good standing who are professional translators, proof-readers and translation tutors in various language combinations and who have extensive experience in the area of translations used in a legal context. Where possible, the assessors are sourced from within Ireland. However, it is sometimes necessary to source assessors from other countries if they are not available in Ireland with the required language combination or level of experience or to ensure that anonymity is preserved in the case of lesser used languages.

The assessors are provided with marking guidelines and marking is anonymous.



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

What are the marking guidelines?

The following guidelines are provided for information only and may be supplemented and/or amended by the ITIA where and as this is deemed necessary. The texts should be translated to the highest professional standard. The applicant must obtain a **PASS in both texts** in the language combination in order to be approved as an ITIA Certified Legal Translator.

Where the short text (birth/marriage/death certificate; diploma, etc.) contains **one serious error OR 3 minor errors**, the test is given a FAIL rating.

Where the long text (Articles of Association, solicitor's letter, contract etc.) contains **one serious error OR 5 minor errors**, the test is given a FAIL rating.

Examples of serious errors

- Decoding / encoding error
- Omission where this impairs the text
- Orthographical error in the case of proper nouns
- Incorrect transfer of a date on a certificate
- Incorrect transfer of numerical data

Examples of minor errors

- Punctuation error
- Orthographical error in non-essential elements of the text
- Awkwardness of rendition
- Inappropriate idiom, register, tone, style

What happens if I achieve a PASS in the two texts?

Professional members who achieve a PASS in both papers of a language combination are awarded ITIA Certified Legal Translator status for this language combination and are added to the list of ITIA Certified Legal Translators. This list is published on the ITIA website and circulated to embassies, solicitors and various state departments likely to require certified translations.



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

The Certified Legal Translator receives two certification stamps: One stamp is an embossing stamp and shows the name of the ITIA Certified Legal Translator, the number of the translator and the acronym 'ITIA'. The second stamp is a self-inking stamp that contains the name, language combination for which the translator is certified, and the translator contact details.

These stamps are ordered by the ITIA on behalf of the translator and may not be ordered by the translator. The Certified Translator pays for the stamps and delivery charges.

What happens if I fail both texts?

You may take both papers in the examination again at the next opportunity.

What happens if I pass one text and fail the other?

You only have to repeat the failed paper. You may take this paper again at the next opportunity.

Certification procedure in summary

- The Professional Member submits the scanned copy of the completed application form with scanned copies of all accompanying documents by email to info@translatorsassociation.ie to be received **no later than 5pm on Friday, 13 October 2023**. Proof of payment of a non-refundable administration fee of **€35** must also be submitted. For details of how to make this payment, please see the ITIA website at <https://www.translatorsassociation.ie/en/itia-membership-fees/>. The applicant will receive an acknowledgment of receipt of payment by ITIA administration.
- The ITIA Certification Sub-Committee meets to consider each application. Only completed applications received by the deadline will be considered. Applicants are notified as to whether they have been approved to go forward for assessment or not. Those who are approved are asked to submit the **examination fee of €120 per language combination** (= 2 papers) to cover assessment, administration work, postage, photocopying etc.



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

- **Applicants attend a webinar on Certified Legal Translation on Thursday, 19 October** from **3.30 pm to 5.30 pm**. Guidelines for the certified translation of texts will be provided at the workshop. There is no charge for attendance at this workshop. Applicants who do not attend the workshop will not be permitted to take the exam.
- The source texts will be sent to the candidate by email, to arrive on **Thursday, 9 November 2023 by 2 pm**. The two translated texts must be returned by email to the ITIA Certification sub-committee **by 11 am on Friday, 10 November 2023**.
- **All sources** used for the purpose of research for the translation **must be listed and submitted along with the translated text**
- The examination scripts are then sent to the assessors. **Please note that the process from the examination day to the notification of the result typically takes about 6 to 8 weeks.**
- Once all the scripts and mark sheets have been returned by the assessors, the applicants are informed of the outcome. If the decision is a FAIL, the applicant will be provided with feedback. In the case of a PASS, feedback may be provided, where appropriate. The successful candidate provides details for the certification stamps along with the fee to cover the price of the two certification stamps and postage.
- The newly approved ITIA Certified Legal Translator signs a declaration/disclaimer and receives his/her certification stamps and certificate.
- ITIA Certified Legal Translators may only use stamps that are issued by the ITIA.

The ITIA Certification Sub-Committee reserves the right to modify, delete or add to any aspect of the ITIA Certification procedure.

The ITIA Certification Sub-Committee further reserves the right not to approve an application to take the examination for ITIA Certified Legal Translator status.