



**TRANSLATION SPECIALIST REGISTRATION FORM**

**Contact Name:** \_\_\_\_\_  
 First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 Street \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Telephone - \_\_\_\_\_  
 Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Postal Code/Zip \_\_\_\_\_ Country \_\_\_\_\_

**Fax Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**FEE**

CATEGORY	INTRODUCTORY COST (Expires December 31, 2003)
Translation Business Specialist Designation	\$1,000

Note: This fee is over and above that paid for voting membership dues.

Payment can be made by corporate cheque, payable to: **ACCTI Inc.**  
 306-421 Bloor St. East  
 Toronto, Ontario  
 M4W 3T1

Regular cost will be in effect from January 1, 2004 onward. No exceptions. Please visit [www.accti.org](http://www.accti.org) to review the applicable fees.

306-421 Bloor St. E., Toronto, Ontario M4W 3T1

Toronto Contact info:  
 Paul Penzo  
 ACCTI President  
 416-975-5000 (tel.) and 416-975-0505 (fax)  
 english\_info@accti.org

Montreal Contact info:  
 Maryse Benhoff  
 ACCTI Vice-President  
 514-376-7919 (tel.) and 514-376-4886 (fax)  
 info\_francais@accti.org



## ACCTI REQUIREMENT FOR ACCREDITATION FOR TRANSLATION SPECIALIST

The following checklist must be completed and duly signed indicating corporation's adherence to membership criteria.

### "ACCTI - Translation Business Specialist" Quality Standard:

YES NO

- Mandatory Criteria - All Specialties Member has enclosed a duly filled out, signed and witnessed copy of the "Mandatory Criteria - All Specialties" registration form.
- Certified Translators There must be a minimum of five (5) provincially "Certified" translators on the member's active list of translators or such lesser number which the member requires to carry on business, provided this does not interfere with the manner in which the agency chooses to do business. For example, a member must offer at least the same terms and conditions to local certified translators as those to non-certified and/or local translators. The member will be deemed to have met this requirement should local certified translators not accept its terms and conditions.
- Annual Sales Volume The corporation has had a minimum annual gross revenue derived from the provision of traditional translation services of two hundred and fifty thousand (\$250,000.00) dollars for each of the past two (2) fiscal years prior to their application for membership. Revenues from other sources such as desktop publishing and machine translation are not to be considered.
- Internal testing Should the member not make exclusive use of Certified translators, internal testing must be done in the top thirty percent (30%) or more of languages in which income is received for services rendered. For example, if an agency provides services in 100 languages using each language as both a source and a target language, it must have 60 or more internal tests. (100 languages X 2 directions X 30% = 60 tests) Each test must be reviewed by two independent (not the translator) parties and have a pass rate of no greater than twenty-five percent (25%). This rule applies only to new recruits. Translators who have been with the firm for two (2) or more years are exempt due to the ongoing assessment they have undergone.
- Job details Each job offer/mandate/purchase order must include details outlining specific tasks to be performed and a list of, or reference to, the terms of the agreement that must be complied with.
- Proofreading/revision Each translation must go through a minimum of one (1) proofreading/revision phase by an independent (not the translator) third party, prior to client delivery, unless the client expressly requests receipt of a first draft.
- References Member has enclosed a list of ten (10) satisfied clients and five (5) letters of reference from professional translators used during past twelve (12) months.
- Professional rules of conduct Ensure its translators are aware of their professional rules of conduct and instructed to adhere to them. Translators which are not members of a provincial association must comply with the applicable ACCTI Code of Professional Conduct.

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Association of Canadian Corporations in Translation and Interpretation  
Association canadienne des compagnies de traduction et d'interprétation

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I, \_\_\_\_\_, of \_\_\_\_\_, hereby acknowledge my firm's  
Full name Company Name

compliance to all of the above-listed criteria, and use of the ACCTI Translation Specialist logo below will serve to attest our continued compliance of same.

Signed at \_\_\_\_\_, \_\_\_\_\_ this \_\_\_\_\_ of \_\_\_\_\_.  
City Province/Territory day month year

\_\_\_\_\_  
Print - Authorized Signing Officer

\_\_\_\_\_  
Signature - Authorized Signing Officer

\_\_\_\_\_  
Witness



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