

INTERPRETATION SPECIALIST REGISTRATION FORM

Contact Name:										
	First Name		Last I	Last Name						
Company:										
Address:	Street									
Telephone -	City	Province/State	Telenbo	nne -	Postal Code/Zip	Country				
Primary:			Telephone - _ Secondary:							
Fax Number:				s:						
FEE										
			INTRODUCTORY COST (Expires December 31, 2003)							

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

Interpreting Business Specialist Designation

Payment can be made by corporate cheque, payable to: ACCTI Inc.

306-421 Bloor St. East Toronto, Ontario

\$1,000

M4W 3T1

Regular cost will be in effect from January 1, 2004 onward. No exceptions. Please visit 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

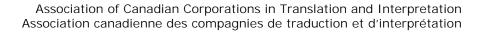


ACCTI REQUIREMENT FOR ACCREDITATION FOR INTERPRETATION SPECIALIST

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

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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.
		<u>Certified Interpreters</u> . All interpreters must go through a formal on dossier process, and there must be a minimum of ten (10) certified interpreters providing the member with services 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 certified interpreters as it does to non-certified interpreters. The member will be deemed to have met this requirement regardless, should certified interpreters not accept its terms and conditions. (Recognized certifying bodies vary from province to province and must be approved by the ACCTI Board of Director. In Ontario, for example, certifying bodies include the Attorney General's Office and the Immigration and Refugee Board.)
		Annual Sales Volume: The corporation has had a minimum annual gross revenue derived from the provision of interpreting 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 equipment rental and translation are not to be considered.
		<u>Job details</u> . Each job offer/mandate/purchase order/cheque 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.
		<u>Supplier selection and performance monitoring</u> . Assign the most qualified interpreter possible based upon the nature of the assignment and the language in question. Constant follow-up and list modification is required.
		References. Provide a confidential list of ten (10) satisfied clients and five (5) letters of reference from professional interpreters used during past twelve (12) months.
		<u>Professional rules of conduct</u> . Ensure its interpreters are aware of the ACCTI Interpreters Code of Professional and instructed to adhere to them.

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Full name	, Of Company Name	, hereby acknowledge my firm's							
compliance to all of the above-li our continued compliance of sa		ne ACCTI Interpreta	ation Speci	alist logo b	oelow will serve t	o attest			
Signed at	,	this	of		,				
City	Province/Territory	day		month	year				
Print - Authorized Signing Officer		Signature - Authorized Sign	ning Officer		_				
			3						
Witness									



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