



## INTERPRETATION 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)
Interpreting 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 INTERPRETATION SPECIALIST

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

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 Interpreters. 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.
  
- Job details. 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.
  
- Supplier selection and performance monitoring. 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.
  
- Professional rules of conduct. Ensure its interpreters are aware of the ACCTI Interpreters Code of Professional and instructed to adhere to them.

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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 Interpretation 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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