



of certified translator, certified terminologist or certified interpreter

PROFESSION WITH A RESERVED TITLE

1,900 MEMBERS

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Useful information

- Order members are not exclusively entitled to engage in their professional activities. However, the requirement of being a member of the Order, which confers the right to use the professional title, may sometimes be a hiring condition.
- The Order issues the following three categories of permits: a certified translator's permit, a certified terminologist's permit and a certified interpreter's permit.

RESPONSIBILITIES AND CONDITIONS FOR PRACTISING THE PROFESSION

The practice of the profession of certified translator, certified terminologist or certified interpreter includes engaging in any act for the purposes of providing services consisting in the translation of texts, terms or speech from one language into another, as an intermediary between persons of different languages.

Certified translators, certified terminologists and certified interpreters practise a reserved profession. They must hold a permit from the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* be registered on the Order's roll to use the reserved title of "certified translator," "certified terminologist," "certified interpreter" or use the abbreviations "C.Tr.," "C.Term." or "C.Int." or "trad.a.," "term.a." or "int.a.".

OBTAINING THE PERMIT

CONDITIONS FOR OBTAINING THE PERMIT

To obtain the permit, the candidate must hold a Québec diploma, as provided for by regulation, or have a diploma or training recognized as being equivalent by the Order. The candidate must also:

- complete the supervised initiation program for professional practice (mentoring);
- complete the training program on ethics and standards of professional practice;
- have knowledge of the French language appropriate to the practice of the profession.

Permanent residency or Canadian citizenship is not required to obtain a permit.

Produced in collaboration with the:

Practical advice

If you plan to practise the profession of certified translator, certified terminologist or certified interpreter in Québec, you would be well advised to contact the Order prior to your departure to find out about the rules regulating access to the profession and to assess the steps you will have to take to obtain your permit and apply for membership in the Order. Moreover, certain immigration procedures may require that you contact the Order. Should this be the case, you will be notified by your immigration counsellor.

DIPLOMA OR TRAINING EQUIVALENCE

To be recognized as equivalent, a diploma awarded outside Québec must attest that its holder possesses a level of knowledge and skills equivalent to that acquired by the holder of a Québec diploma, as provided for by regulation. Consequently, equivalence is recognized by the Order if:

CERTIFIED TRANSLATOR

The diploma was awarded on completion of university-level undergraduate studies (90 credits) comprised of the equivalent of at least:

- 30 credits concentrated on language transfer (in particular, translation into the foreign language, translation into the mother tongue, research techniques and revision) from a source language to a target language and vice versa;
- 30 credits in fields such as modern languages, comparative stylistics (language differentials), cultural topics, grammar and writing.

CERTIFIED TERMINOLOGIST

The diploma was awarded on completion of university-level undergraduate studies (90 credits) comprised of the equivalent of at least:

- 30 credits concentrated on language transfer (in particular translation into the foreign language, translation into the mother tongue, research techniques and revision);

- 6 credits in terminology;
- 24 credits in fields such as modern languages, comparative stylistics (language differentials), cultural topics, grammar and writing.

CERTIFIED INTERPRETER

The diploma was awarded on completion of university graduate studies (30 credits) comprised of the equivalent of at least:

- 15 credits concentrated on interpretation from a source language to a target language and vice versa;
- 9 credits concentrated on a directed study in interpretation.

Useful information

- *In Québec, admission to a university program generally requires the successful completion of 13 years of elementary, secondary and college education.*
- *In Québec, one credit (or one unit) represents 45 hours of class work and individual work.*

If the diploma was obtained five years or more prior to the application for equivalence, the equivalence will be refused if the knowledge acquired by the candidate no longer corresponds to the knowledge currently taught. However, diploma equivalence will be recognized if the training acquired in the interim has enabled the candidate to attain the required level of knowledge.

Candidates whose diploma is not recognized as equivalent may be granted a training equivalence if they can prove, to the Order's satisfaction, that they have acquired a level of knowledge equal to the level of knowledge attained by a holder of a Québec diploma, as provided by regulation, or relevant full-time work experience of at least five years as defined in Appendix 1.

To determine training equivalence, the Order takes into account the total number of years of schooling, the courses taken, the diplomas earned and the training periods completed.

Procedure for obtaining recognition of diploma or training equivalence

- 1 You must complete the Order's forms and provide all of the following documents:
 - An academic record, including a description of courses taken, the course transcripts, the number of related credits or hours, and the marks obtained
 - All diplomas held
 - Curriculum vitae
 - An official document attesting to the candidate's participation in a training period, where applicable
 - An official document attesting to and describing the relevant work experience, where applicable
 - A cheque or postal money order in the amount of \$282.19 to cover the cost of reviewing the file and the equivalence application
These fees are non-refundable.
 - Évaluation comparative des études effectuées hors du Québec* issued by the *Ministère de l'Immigration et des Communautés culturelles*, where applicable
A fee of \$105 is required.
 - Letters attesting to the number of years of work experience issued by the candidate's current employer, former employers or clients
 - Any other document substantiating unequivocally the candidate's years of experience (invoices, contracts, financial statements, etc.)
 - Substantial varied and recent samples (non-revised) of relevant work experience*:
 - Translation: 10 texts of at least 500 words each (source language and target language);
 - Terminology: samples of work (glossary of 200 entries, comprehensive terminology study and at least 50 files;
 - Conference interpretation: letters of support from co-workers in compliance with the Order's model.

Only applications duly completed and accompanied by all the required documents can be processed.

All documents must be **certified true copies of the originals**. For documents written in a language other than French or English, the candidate must also supply a French or English translation, done by a certified translator or authenticated by official authorities.

- 2 The Order may ask you to pass an examination for your training equivalence to be recognized.
- 3 The Order will send you written notice of its decision respecting recognition of your diploma or training equivalence. Should the equivalence be refused or partially recognized, the Order will inform you of the programs of study, training periods and examinations that must be successfully completed for your equivalence to be granted.

* Translations of official documents (acts of civil status, driver's licences, diplomas and transcripts) and published works are not eligible samples.

Useful information

Several candidates who were awarded their diplomas abroad are required to complete a program of study in a Québec educational institution before it will grant equivalence recognition. These candidates must satisfy the institution's admission requirements and pay the relevant tuition fees.

SUPERVISED INITIATION PROGRAM FOR PROFESSIONAL PRACTICE (MENTORING)

The supervised initiation program for professional practice (mentoring) allows a candidate to benefit from the advice and supervision of an experienced translator, hereafter called a mentor, in translation, terminology or interpretation, who will help the candidate to assimilate the professional standards, rules, tools and responsibilities, along with the university-acquired skills, within the framework of professional practice. The program, organized and supervised by the Order, takes place over six consecutive months.

REGISTRATION IN THE MENTORING PROGRAM

To register in the mentoring program, you must:

- have obtained recognition of your diploma or training equivalence;

AND

- be a salaried employee or be self-employed and be able to guarantee a certain volume of work during the mentoring program.

You must also forward the prescribed form to the Order, along with a cheque or postal money order covering the required fees of \$677.25.

MENTORING PROGRAM EQUIVALENCE

Candidates may be granted equivalence and be exempted from the mentoring program if they satisfy the following conditions:

- they have acquired at least two years of relevant work experience in the field of translation, terminology or interpretation, as defined in Appendix 2;
- their knowledge and skills are equal to those acquired by a person who has successfully completed the mentoring program.

In carrying out the assessment for equivalence of the mentoring program, the Order considers the number of years of schooling, the type and content of the courses taken, the diplomas obtained, the training periods completed, as well as the type and extent of the candidate's relevant experience. Should the Order decide to grant partial equivalence, it will inform the candidate of the procedure for obtaining full equivalence.

TRAINING PROGRAM ON ETHICS AND STANDARDS OF PROFESSIONAL PRACTICE

The Order's training program on ethics and standards of professional practice is of a duration of at least 12 hours. It deals in particular with Québec laws and regulations applicable to the Order and its members.

Held over two days, the program is given three times a year, in the fall, winter and spring. The Order decides when it is opportune to require the candidate to register for the training program.

REGISTRATION IN THE TRAINING PROGRAM

You must forward the prescribed registration form to the Order, along with a cheque or postal money in the amount of \$191.89 to cover the required fees.

APPROPRIATE KNOWLEDGE OF THE FRENCH LANGUAGE

In accordance with the Charter of the French Language, professional orders can only deliver regular permits to individuals who have a knowledge of the French language appropriate to the practice of their profession. Therefore, candidates need to meet this requirement and those above mentioned to obtain a permit.

Useful information

Individuals having completed at least three years of full-time secondary or post-secondary education in French are recognized as having sufficient knowledge of the French language.

Candidates whose files do not indicate that they have appropriate knowledge of French must pass the *Office québécois de la langue française* (OQLF) French examination. The **Order** will send them the registration form once it has received the application for diploma or training equivalence.

Candidates may however obtain a temporary permit for no more than one year if they meet the requirements for practising the profession. This permit will be issued by the Order, together with a registration form for the OQLF French exam.

The temporary permit may be renewed up to three times with the authorization of the OQLF. For each renewal, candidates must sit examinations held in compliance with OQLF regulations. Once the temporary permit has expired, the candidate must pass the OQLF exam to obtain a regular permit. This examination is free of charge and is held in Montréal.

Issuance of the permit

If you have met all the terms and conditions for obtaining a permit, the Order will issue your permit to practise.

REVIEW MECHANISM

Candidates may request a hearing with the Order to review its decision if recognition of a diploma or training equivalence was refused. Any review application must be submitted in writing within the timeframes prescribed by the Order. The final decision may not be appealed.

REGISTRATION ON THE ROLL OF THE ORDER

The permit holder must be registered on the Order's roll to use the reserved title and initials. To register, you must :

- submit a written application using the prescribed form and sign the declaration respecting disciplinary and criminal decisions handed down in and outside Québec;
- pay the annual dues;
- take out professional liability insurance.

Annual dues are \$395, plus \$24.80 as contribution to the financing of the *Office des professions du Québec*. Annual professional liability insurance fees amount to \$65.40.

References

- *Regulation respecting the terms and conditions for the issue of a permit by the Ordre des traducteurs et interprètes agréés du Québec* (c. C-26, r.178.2.3).
- *Regulation respecting the categories of permits issued by the Ordre des traducteurs et interprètes agréés du Québec* (c. C-26, r.178.2.02).
- *Regulation respecting equivalence standards for the issue of a permit by the Ordre des traducteurs et interprètes agréés du Québec* (c. C-26, r.178.4.1).



Information on the conditions for practising the profession in Québec

• **Ordre des traducteurs, terminologues et interprètes agréés du Québec**

2021, avenue Union, bureau 1108
Montréal (Québec) H3A 2S9

In Montréal:
514 845-4411

Elsewhere in Québec:
1 800 265-4815

Fax: 514 845-9903

Internet: www.ottiaq.org

E-mail: info@ottiaq.org

Information on certification and exam for evaluating knowledge of the French language

• **Office québécois de la langue française**
www.oqlf.gouv.qc.ca

Information on Québec's professional system and the Professional Code

• **Office des professions du Québec**
www.opq.gouv.qc.ca

• **Conseil interprofessionnel du Québec**
www.professions-quebec.org

Information and assistance with regard to procedures pertaining to a professional order

• **Ministère de l'Immigration et des Communautés culturelles**
www.immigration-quebec.gouv.qc.ca

In the Montréal region:
Contact the *Service d'information sur les professions et métiers réglementés* at 514 864-9191.

Elsewhere in Québec or abroad:
Contact the **Service Immigration-Québec** in your settlement area.

Access to laws and regulations

• **Les Publications du Québec**
www.publicationsduquebec.gouv.qc.ca

Information on the job market in Québec

• **Emploi-Québec**
emploi.quebec.net

• **Ministère du Développement économique, de l'Innovation et de l'Exportation**
www.mdeie.gouv.qc.ca

You can also obtain the brochure *The practice of a profession governed by a professional order*

On the Internet:
www.immigration-quebec.gouv.qc.ca

In Québec:
at a **Service Immigration-Québec**

Abroad:
at the **Bureau d'immigration du Québec**
Québec serving your territory

Notice

The information in this document was current in January 2009. It was obtained from various sources and in no way replaces current legislation and regulations.

The fees mentioned herein are subject to change. They are in Canadian dollars and include all applicable taxes.



TRAINING EQUIVALENCE

Definition of five years relevant work experience

TRANSLATION

Full-time

Have five years of work experience.

Part-time

Have the equivalent of five years of work experience, i.e. have worked at least 1,100 days.

Private practice or freelance

Have the equivalent of five years of work experience, i.e. over a minimum period of five years, have translated at least the following number of words:

- 550,000 words for the official languages;
- 400,000 words for Spanish;
- 150,000 words for other foreign languages.

TERMINOLOGY

Full-time

Have five years of work experience.

Part time, in private practice or freelance

Have the equivalent of five years of work experience, i.e. over a minimum period of five years, have worked at least 1,100 days.

COURT INTERPRETATION

Full-time

Have five years of work experience.

Part-time, in private practice or freelance

Have the equivalent of five years of work experience and have worked as a court interpreter for at least 1,000 court sessions.

CONFERENCE INTERPRETATION

Full-time

Have five years of work experience.

Part-time, in private practice or freelance

Have the equivalent of five years of work experience and have worked as an interpreter at least 300 days.

RELEVANT WORK EXPERIENCE FOR EQUIVALENCE RESPECTING THE SUPERVISED INITIATION PROGRAM FOR PROFESSIONAL PRACTICE (MENTORING)

Definition of two years of relevant work experience

TRANSLATION

Full-time

Have two years of work experience.

Part-time

Have the equivalent of two years of work experience, i.e. have worked at least 440 days.

Private practice or freelance

Have the equivalent of two years of work experience, i.e. over a minimum period of two years, have translated at least the following number of words:

- 220,000 words for the official languages;
- 160,000 words for Spanish;
- 60,000 words for other foreign languages.

TERMINOLOGY

Full-time

Have two years of work experience.

Part-time, in private practice or freelance

Have the equivalent of two years of work experience, i.e. over a minimum period of two years, have worked at least 440 days.

COURT INTERPRETATION

Full-time

Have two years of work experience.

Part-time, in private practice or freelance

Have the equivalent of two years of work experience, i.e. over a minimum period of two years, have worked as a court interpreter for at least 400 court sessions.

CONFERENCE INTERPRETATION

Full-time

Have two years of work experience.

Part-time, in private practice or freelance

Have the equivalent of two years of work experience, i.e. over a minimum period of two years, have worked as an interpreter at least 150 days.