

Continuing Education and ATA Certification Maintenance Record

Candidates less than 60 years old must pay a processing fee of \$30 with submission of Continuing Education Points.

Name: _____ ATA member number: _____

Check/Money Order: *Please make payable, through a US bank in US funds, to American Translators Association*
 Check Number: _____

Credit Card: Charge my American Express VISA MasterCard Discover

Card No _____

Expiration Date: Verification Code:

Signature: Name on Card:

DO NOT EMAIL THIS FORM TO ATA. INFORMATION MAY NOT BE SECURE AND WRITTEN SIGNATURE IS REQUIRED.

Purpose

- Continuing Education (CE) is an integral aspect of ATA’s mission to help all of its members provide high quality translation, demonstrate an ongoing commitment to the profession, and educate clients and the public about the translation and interpreting professions.
- CE allows ATA-certified members to meet the requirements for maintaining their certification.
- CE helps ensure that every member recognizes changes within the translation and interpreting professions.
- CE improves our membership's combined knowledge and helps make the ATA a stronger association.
- CE brings the ATA Certification program in line with credentials of other professional organizations.
- CE enhances the prestige and recognition of ATA's certification program and of ATA-certified translators.

Certification Maintenance Requirements & Reporting Period

ATA requires its certified members to accrue twenty (20) CE points in every three-year reporting period. The three-year reporting period begins when a member first becomes certified, or immediately following the previous reporting period. CE points earned must be verifiable; continuing education that is not verifiable is not accepted for CE points. Two exceptions to the CE point requirements exist:

1. Certified members who are sixty (60) years of age or older are exempt from this requirement.
2. Headquarters has the authority to extend the deadline for accruing CE points, upon request, for up to one year based upon extenuating circumstances such as long-term illness, undue hardship, military duty, etc. Additional one-year exceptions may be granted if required. Any points earned during such extension shall not count toward the next reporting period.

Ethics Module

All newly-certified members must complete during the first reporting period either the free online ATA Ethics Module, or the in-person Ethics Module offered at the ATA conference. The module need not be repeated in subsequent reporting periods. Ethics courses offered by third parties do not qualify. The ATA Ethics Module is equivalent to one (1) Category A CE point.

Activities Accepted for Continuing Education Points

Continuing Education points can be accrued in a variety of ways. Many activities reasonably deemed to be related to translation and interpreting (T&I) are considered qualifying, including CE points earned from other T&I associations worldwide. ATA will not authorize or approve specific continuing education courses offered by entities outside the T&I industry but will instead provide guidelines that the certified member may consult in order to determine if a given activity meets the ATA requirements. Continuing education course work or activities must contribute to the professional knowledge and development of the T&I practitioner or must demonstrate an ongoing commitment to the profession and client education through service and volunteerism.

Acceptable continuing education may include but is not limited to:

- Attending T&I (or T&I-related specialty field or business practice) conferences, courses, seminars, and workshops offered or authorized by state, private, national, and international organizations; corporations; and agencies; or institutions of higher learning, whether on-line or on site.
- Independent study of educational T&I audio or video, films, slides, Internet, or articles on T&I, T&I technology and business practices or the translator's specialty fields published by recognized private, national, and international trade associations, corporations, or organizations.
- Writing or editing books or articles on T&I.
- Teaching or developing a T&I (or T&I-related) course, seminar, or workshop. Credit may be earned only for new presentations.
- Provision of pro-bono T&I services, grader training, service in ATA School Outreach/Mentorship, or client education in a formal volunteer capacity. These volunteer services will not be considered if provided to an organization, association, or client of which the volunteer translator/interpreter is also a paid employee.
- Membership in professional T&I associations other than ATA.

Repeating an identical continuing education opportunity does not earn additional CE credits.

Record keeping and Verification

The certified member must accrue the required CE points in the three-year reporting period and is responsible for keeping a record of all CE activities and completing ATA's online CE reporting form. ATA may randomly audit certified members within a period of one year after the conclusion of a reporting period. Certified members will be given 30 days notice to provide documentation of their CE points to ATA headquarters. Records include conference attendance certificates, course completion letters, and ATA Independent Study Verification papers. Each self-directed activity must be substantiated by a report on the activity using the ATA Independent Study Verification form available at (www.atanet.org/docs/CE_approval_request_form.pdf). Records are to be kept by the certified member for a period of one year after the conclusion of a given reporting period and not sent to ATA unless requested by the Association in case of an audit.

Loss of Certification

A certified member's certification will be rescinded if the appropriate CE requirements have not been reported by the deadline or extended deadline, as appropriate. ATA will remove any certifications from a member's listings or

profiles in the ATA online directories. ATA members whose certification has been rescinded may not use the designation “ATA-certified,” “certified by the American Translators Association,” or the professional designation “CT” after the translator’s name until they complete the outstanding CE requirements. Loss of certification does not affect a person’s membership status.

Once a member has lost certification, ATA will inform him/her of the process required to reactivate his/her ATA certification. Members who have lost their certification will be encouraged to reactivate their certification as long as they are still members of ATA and active in the profession.

For your records. To be submitted to ATA Headquarters upon request

I am at least 60 years old

If you are 60 years of age or older, you do not have to accrue CE points. Simply check this box and provide us with a photocopy of some official document stating your name and birth date (driver’s license, passport, birth certificate, etc) when you are contacted to report your CE points. We will make note of it on our database and not ask again.

- Category A:** **Attending conferences, courses, workshops, and seminars on T&I (or T&I-related specialty field or business practices) offered or authorized by industry-recognized professionals, state, private, national, and international organizations, corporations, and agencies or institutions of higher learning, whether on-line or on site**
- Points:** 1 hour = 1 point per hour. Maximum 10 points per event. No maximum per reporting period.
Reading articles in ATA Conference Proceedings = 1 point per article
- Documentation:** Certificate of attendance, receipt or letter of completion for each event. Copy of ATA Independent Study Verification Paper for each article read or session on CD/DVD-ROM

T&I courses, seminars, workshops, conferences and proceedings	Date(s)	Year	Points Earned
Maximum: Up to 10 points per activity and no maximum in a reporting period.	Total Points Earned:		

Category B: Independent study of educational T&I (or T&I-related specialty field or business practices) audio or video, films, slides, Internet, or articles on T&I, T&I technology, or the translator's specialty fields published by recognized private national and international trade associations, corporations or organizations

Points: Each activity=1 point per hour of activity. Maximum 15 points per reporting period

Documentation: Copy of ATA Independent Study Verification Paper for each activity

Independent Study	Date(s)	Year	Points Earned
Maximum: Each activity = 1 point per hour of activity. Maximum 15 points per reporting period			Total Points Earned:

Category C: Authoring or editing published books or articles on T&I

Points: 6 points per published book. 2 points per published article
Maximum 8 points per reporting period

Documentation: Date and title of the article or book and name of the publisher

Authoring or editing published books or articles on T&I	Issuer	Publication date	Points Earned
Maximum: Up to 8 points per reporting period			Total Points Earned:

Category D: Teaching or developing a T&I course, seminar, or workshop. Credit may be earned only for new presentations. *Repeating the same presentation does not earn additional points*

Points: 1 hour = 2 points, No maximum per reporting period

Documentation: Date, title, and length of presentation, and name of sponsoring organization

Teaching or developing a T&I course, seminar, or workshop	Start Date	End Date	Points Earned
Maximum: No Maximum per reporting period			Total Points Earned:

Category E: Volunteerism (T&I-related work or school outreach presentations)

Points: T&I-related: Two hours of service = 1 point. School outreach: 1 hour of service = 1 point..

Maximum 6 points per reporting period

Documentation: Description of the activity, hours given, and name of sponsoring organization

Volunteerism (T&I-related work or school outreach presentations)	Start Date	End Date	Points Earned
Maximum: 6 points per reporting period			Total Points Earned:

Category F: T&I Work experience Particularly challenging assignments, allowing the member to expand his/her translation and interpreting capabilities

Points: Every two hours of EXTRA time spent on the assignment = 1 point.

Maximum 6 points per reporting period

Documentation: Copy of T&I work experience form for each assignment

T&I Work experience	Assignment	Date Earned	Points Earned
Maximum: 6 points per reporting period			Total Points Earned:

Category G: Membership in professional associations other than ATA
Points: One point per membership up to a maximum 4 points per reporting period
Documentation: Proof of membership

Membership in professional associations other than ATA	Issuer	Points Earned
Maximum: 4 points per reporting period		Total Points Earned:

Complete before submitting to ATA Headquarters. I swear or affirm, on penalty of certification being revoked, that I completed the translator continuing education described in this record.

Total points earned: ____ Period ended: _____ Sign and date: _____

Questions: Contact Caron Mason at 703/683-6100 or cep@atanet.org



**AMERICAN TRANSLATORS ASSOCIATION
Independent Study Verification**

Date:
Member Name:
ATA Membership Number:
Title of Publication, Article, Book or educational tool:
Author (if applicable):
Length:

Please give short answers to the following questions:

1. How does the material relate to the translation or interpreting professions?
2. How would you summarize this material?
3. What is the author or creator's main argument?
4. Were there any omissions or flaws in the development of the argument?
5. What did you gain from this material?

AMERICAN TRANSLATORS ASSOCIATION
Work Experience Verification



Date:

Member Name:

ATA Membership Number:

List what you consider the four subject areas with which you are most familiar when translating in your principal language combination

- 1.
- 2.
- 3.
- 4.

Describe the subject area of the work experience instance or assignment for which you are claiming CE credit

What resources did you consult in order to complete the assignment in question (books, periodicals, web-site URLs, conversations with colleagues, online instructional materials)?

How much EXTRA time did you spend on this assignment (as a percentage, compared with the time you would have needed for an assignment in a familiar subject area)?

Having completed this assignment, do you believe you are now better able to accept future work in this subject area?