



IRISH TRANSLATORS' & INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ AGUS TEANGAIRÍ NA HÉIREANN

**CRITERIA AND REQUIREMENTS FOR THE ADMISSION OF
TRANSLATORS / INTERPRETERS AS PROFESSIONAL MEMBERS
OF THE ITIA**

Translators

1. Award of a translation degree by an Irish third-level institution or similar foreign Institution recognised by the Irish Translators' and Interpreters' Association - within a period of **five** years before your application; plus 1 year's full-time professional experience substantiated by employers' reference - in the same period **OR**
2. Award of a translation degree by an Irish third-level institution or similar foreign Institution recognised by the Irish Translators' and Interpreters' Association - within a period of **five** years before your application; plus 2 years' part-time professional experience substantiated by employers' reference - within a period of **five** years before your application **OR**
3. Award of a translation degree by an Irish third-level institution or similar foreign Institution recognised by the Irish Translators' and Interpreters' Association - within a period of **five** years before your application; plus 3 years' professional experience as a freelance translator substantiated by invoices, statements or other recognised proof of work completed on a commercial basis, - within a period of **five** years before your application, where it is estimated that you translated 80,000 words at least in each of the above 3 years.
4. Success in foreign examinations organised by the professions abroad and recognised by the Irish Translators' and Interpreters' Association - within a period of **five** years before your application, plus 1 year's full-time professional experience in the same period **OR**
5. You have the option of submitting references, or, where discretion will allow, examples of work completed, to be treated in utmost confidence by the Irish Translators' and Interpreters' Association.
6. The Irish Translators' and Interpreters' Association also reserves the right to request translation of a piece set by itself.

Literary Translators

7. Please submit a portfolio of work you have had published, broadcast or produced.

Interpreters

8. 3 years' professional experience, estimated as at least 20-25 days conference interpretation per year and substantiated by invoices, statements or other proof of work completed on a commercial basis, for a period of **five** years before your application.
9. You have the option of submitting references from clients.
10. The Irish Translators' and Interpreters' Association reserves the right to organise its own test.
11. Acceptance for Professional Membership is ultimately at the discretion of the Irish Translators' and Interpreters' Association Professional Membership Sub-Committee, whose decision in all such matters is final.

General

12. Please note that only translators who are Professional Members of the Irish Translators' and Interpreters' Association can become certified translators (see website for details on certification).
13. The Irish Translators' and Interpreters' Association reserves the right to grant Professional Membership if professional requirements are fulfilled in ways other than those stated above.
14. Anyone failing to satisfy the above criteria in a given year of application may submit their application one year later, indicating further experience or qualifications which may be relevant.
15. Photocopied documents attached to applications are kept on file and will not be returned.
16. Professional Membership is determined by the Professional Membership Sub-committee (PMSC) which meets each year in May and November.

Applications should be returned to:

**The Secretary,
Professional Membership Sub-Committee,
Irish Translators' and Interpreters' Association,
Irish Writers' Centre,
19 Parnell Square,
Dublin 1
IRELAND
t. +353 (0)1 872 1302
f. +353 (0)1 872 6282
e. itia-pmsc@infomarex.com
w. www.translatorsassociation.ie**