

# CHARTERED INSTITUTE OF LINGUISTS

## APPLICATION FOR CHARTERED LINGUIST Reference form A: Professional performance

Under the terms of its Charter, the Chartered Institute of Linguists has the right to grant individual chartered status to individuals, and believes that to do so is in the interests of the public and all those who make use of language services. A Chartered Linguist is a practising linguist who:

- exhibits the highest levels of competence, skill and professionalism,
- is willing to demonstrate his or her commitment to maintain and develop these skills,
- agrees to periodic review by his or her professional peers.

There are four sections to the Register of Chartered Linguists:

Translation      Interpreting      Education      Business, Professions and Government

Only Members and Fellows of the Chartered Institute of Linguists or of the Institute of Translation and Interpreting (ITI) or Active Members of the Association Internationale d'Interprètes de Conférence (AIIC) are eligible to become Chartered Linguists. Admission to the Register of Chartered Linguists is decided by an Admissions Committee including representation from all three bodies. Information about Chartered Linguist status can be found on the website of the Chartered Institute of Linguists: [www.iol.org.uk](http://www.iol.org.uk).

For admission as a Chartered Linguist the applicant must satisfy the requirements summarised below:

- The applicant must hold appropriate academic and/or specialised qualifications.
- During the five years prior to the date of application, the applicant must have practised full-time (or in appropriate circumstances, have had equivalent part-time experience) in the specified linguistic activity, as an employee or as a freelance. The applicant will have provided evidence of the volume and type of work in his or her application. An outline of requirements is as follows:
  - For Translators: an average of 300,000 words per year for most translation work over the preceding five years (this may be less for specialist activities such as literary translation or transcreation).
  - For Interpreters: a total of 150 days for conference interpreting and 200 days for other types of interpreting, over the five years preceding the application.
  - For Education: substantial achievement in mainstream language teaching, or in teaching professional language skills at degree level or equivalent, or in teaching or training for specialised language skills, or in a language-related field such as literature or current affairs (provided that there is substantial language content in the matter taught), in training language teachers, examining and the training of examiners, course and examination development, or in language research.
  - For Business, Professions and Government: substantial active use of languages in acquiring information and in negotiating, persuading or influencing at a professional level, such activity being performed both orally and in writing.
- The applicant must be a fit and proper person to be granted Chartered Linguist status.

Three references are required in support of the application. Two must be from clients or other persons who are in a position to assess a substantial portion of the applicant's work over a significant period of time. The third reference should be from a person who can comment on the applicant's professional standing and reputation.

You are asked to provide a reference under the first category, as someone who can provide an assessment of the applicant's work.

Please use the attached reference form. Thank you for your cooperation.

Alan Peacock, Director of Membership

Please complete this form and send it to the Institute through which the applicant is applying (the applicant will inform you which is the appropriate address) from the following:

Either  
 Chartered Linguist Department  
Chartered Institute of Linguists  
 Saxon House  
 48 Southwark Street  
 London SE1 1UN

Or  
 Chartered Linguist Department  
Institute of Translation and Interpreting  
 Fortuna House  
 South Fifth Street  
 Milton Keynes, MK9 2EU

If preferred, questions 7 and 8 may be answered on a separate sheet or sheets. ***Please put your name and the name of the applicant on any attached sheets, and indicate the relevant question number(s).***

1	Applicant's name	
2	Referee's name	
3	Address:	
	Telephone No.: Email:	
4	Business or institutional affiliation (if applicable)	
5	How long have you known the applicant, and in what capacity?	
6	Please complete the following in regard to work the applicant has carried out for you, or which you know as a peer colleague:	
	Languages (from/into)	
7	Subject field(s)	
7	Quality and professionalism of the applicant's work. Please give an assessment of the work the applicant has done for you or for which you can give a quality assessment (for translators, please indicate the number of words, for interpreters, the number of days or hours, and over what period).	
	Please attach separate sheet(s) if necessary	
8	The essential qualities of a Chartered Linguist are the demonstration of the highest levels of	

competence, skill and professionalism, and the commitment to maintain and develop these skills.

Please give your view of the suitability of the applicant to be awarded Chartered Linguist status, with reference to your response to Question 7 and such other criteria as you consider relevant.

*If answering or continuing your answer on a separate sheet please put your name and the name of the applicant and the reference question number.*

Please attach separate sheet(s) if necessary

9	Are you willing to be contacted if further information is needed?	
10	I have read, understood and agree that, to the best of my knowledge, the applicant meets the requirements set out on page one of this form	
11	Signature	Date