

FAQs Chartered Linguist (Translator) – Revised 17 September 2007

Frequently Asked Questions on Chartered Linguist (Translator)

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N.B. Changes from the previous draft, other than stylistic changes, are underlined

General

1. Are members of the Translating Division of the Chartered Institute of Linguists automatically awarded Chartered Linguist (Translator) status?

No, there is a separate applications process for becoming a Chartered Linguist (Translator).

2. Who is entitled to become a Chartered Linguist (Translator)?

There is a set of criteria you need to meet in order to meet Chartered Linguist (Translator) status. These are set out in the [Rules and Procedures](#) for application.

3. What do I need to do to apply to become a Chartered Linguist (Translator)?

If you would like to apply to become a Chartered Linguist (Translator) you should first read the [Rules and Procedures](#) for application. If you feel that you meet the criteria, you will need to fill in the application form and send it with the required supporting documentation and initial application fee to the professional body (Chartered IoL or ITI) to which you belong. (If you belong to both organisations, your application will normally be handled initially by the one you joined first.)

4. What is the process for becoming a Chartered Linguist (Translator)?

Initially you will complete the application form and send it with the supporting documentation and application fee to the professional body (Chartered IoL or ITI) to which you belong. (If you belong to both organisations, your application will normally be handled initially by the one you joined first.)

Three references are required. Two should be from clients or other persons who are in a position to assess a substantial portion of your work over a significant period of time. The third referee should be a person who can comment on your professional standing and reputation.

References must be on the forms provided, and must be sent by the referee direct to the body through which you are applying (Chartered IOL or ITI; see above). You should make every endeavour to ensure that your referees send their references promptly, as your application cannot be processed until all three references have been received. In the event of a delay in receiving references the Chartered IOL or the ITI, as appropriate, will inform you so that you may follow up with your referees. The Chartered IOL and the ITI will not follow up missing references with referees.

Your application will be checked to make sure that you have included all the information required and that, for example, you have the necessary qualifications and have met the volume requirement (i.e. the number of words you have translated over the five years immediately preceding your application). You will be asked to provide further

information if this is necessary for clarification etc. You may be asked to provide samples of translation work. This stage is normally handled by the body (CIOL or ITI) to which you have applied, but your application may be referred to a joint committee if necessary. If you are successful at this stage, you will be invited to proceed to the next stage. A further fee will be payable for the next stage.

Stage 2 consists of an interview to discuss your application in more depth, and assessment by the Chartered Linguist Admissions Committee. The interview is designed to explore, for example, your understanding of professional ethics and the Code of Professional Conduct, your approach to Continuing Professional Development (CPD), your contribution to the profession, and so on. The interview will include discussion of a draft entry for the public online Register of Chartered Linguists. It may also include discussion of a scenario to explore ethical issues relevant to the profession. It should be noted that the professional languages of the interview panel may not match yours, and the interview is not intended as a language test.

The interview panel will send a report to the Chartered Linguist Admissions Committee. After reading the report and taking into account all aspects of your application the Admissions Committee will decide whether you have met the criteria for Chartered Linguist (Translator) status. You will be notified of the result of your application as soon as possible. On payment of the first annual registration fee, your details will be added to the online public Register of Chartered Linguists held by the Chartered IoL and published on the Chartered IoL website.

You will be asked to renew your registration on an annual basis by submitting an annual return stating that you still meet the criteria for which you were awarded Chartered Linguist (Translator) status and the number of words you have translated over the year, as well as describing your CPD activities and plans for the following year. You will also have to pay an annual registration fee. Subject to all of the above, you will be awarded an annual Practising Certificate that confirms your status as a Chartered Linguist (Translator).

Your registration will be reviewed periodically (every 3 to 5 years) by the Admissions Committee, and you will be asked to attend a further interview in order to retain your registration.

5. Who will decide who is awarded Chartered Linguist (Translator) status?

Your application will be assessed by the Chartered Linguist Admissions Committee, which is made up of experienced professional linguists.

6. What are the benefits of Chartered Linguist (Translator) status?

The award of Chartered Linguist (Translator) status is a mark of the highest level of professional competence and conduct. It offers reassurance to the public that the services you provide will not only be of the very highest standards in terms of quality, but that you will treat them with the utmost professionalism. For the translator, it both recognises your professional status and is a valuable marketing tool in an increasingly competitive environment.

7. How can I use my status as a Chartered Linguist (Translator) to market my services?

Provided your registration is up-to-date you will be entitled to use the designation CL (Translator) on your marketing materials. In addition to your own marketing, the public online Register will include the names of all Chartered

Linguists and you can decide what contact details will be shown on the Register. The status of Chartered Linguist is evidenced by entry in the Register and by the Practising Certificate, issued annually.

8. What happens if my registration lapses or I resign?

If your registration lapses or you resign, or if your registration is removed as the result of disciplinary action, you will no longer be a CL (Translator) and your name will be removed from the Register; you must stop using the designation CL (Translator). If you have a current Practising Certificate, you will be required to return it.

9. Will there be a Code of Conduct?

Yes, there will be a Code of Professional Conduct that all Chartered Linguists must adhere to. The Institute will also publish Guides to Good Practice and other operational guidelines from time to time, to support the Code of Professional Conduct.

10. Will there be Disciplinary Procedures?

Yes. The Code of Professional Conduct is backed up by Disciplinary Procedures.

11. Do I have to be a full-time translator to become a Chartered Linguist (Translator)?

Not necessarily, but translation should be your primary professional activity and you must be able to provide evidence of having translated an average of 300,000 words a year over the five years prior to application. You will be required to sustain this volume of work on an annual basis in order to renew your registration as a Chartered Linguist. (The volume requirement may vary depending on your language combination and may be less for certain specialised activities, for example literary translation, transcreation and subtitling.)

12. How will my clients know what a Chartered Linguist (Translator) is?

The Chartered Institute of Linguists will be making concerted efforts to raise awareness of Chartered Linguist status throughout the industry, through its website and publications, by making presentations at industry events, through other bodies involved in languages, and so on. We shall also be looking to those who are awarded Chartered Linguist status to spread the word through their own contacts in the industry.

13. If I own a translation company and I am a Chartered Linguist (Translator), will my company have Chartered Linguist (Translator) status?

No, Chartered Linguist (Translator) is only awarded to individuals.

14. If I work in several different language combinations, do I need to apply for Chartered Linguist (Translator) status for each combination?

No, though you will be required to state on your application which is your primary language combination and this will be indicated on the public Register. At your interview, you may be asked about your language combinations. It is worth giving careful thought to your referees to ensure that they cover your main language combinations.

15. Where can I find out more information about applying for Chartered Linguist (Translator) status?

You should refer to the Chartered Institute of Linguists website, where the [Rules and Procedures](#) for application are published.

16. Do I have to be a member of the Chartered Institute of Linguists?

You must be a member of either the Chartered Institute of Linguists or the Institute of Translation and Interpreting in order to be eligible to apply for Chartered Linguist (Translator) status.

Cost

17. How much will it cost to become a Chartered Linguist (Translator)?

The cost of applying for Chartered Linguist (Translator) is currently £350. This will be reviewed on an annual basis and you should check the Institute's website for the most recent figure. . The initial application fee is currently (September 2007) £75, including VAT at the standard rate of 17.5%. The Stage 2 assessment fee is currently £275 (VAT exempt). You will only be asked to pay the Stage 2 fee if your initial application is accepted and you are invited to proceed to the interview and assessment stage.

18. Is this a one-off fee, or do I have to pay a regular amount?

If your application to become a Chartered Linguist (Translator) is successful, you will pay a registration fee at a special rate of £50 for the first year and a registration renewal fee (currently £100) each year when you send in your annual return. The annual registration fee is liable to VAT at the standard rate of 17.5%. An additional fee (yet to be determined) will be payable when your registration is renewed periodically (every 3 to 5 years).

19. Am I entitled to a refund of my initial application fee if my application is turned down?

No, this fee is to cover the costs of processing your application, and will not be refunded if your application is unsuccessful.

20. Am I entitled to a refund of my Stage 2 (assessment) fee if I do not succeed in being awarded Chartered Linguist (Translator) status?

No, this fee is to cover the costs of assessing your application in depth, including organising and conducting the interview and producing a report recommending whether or not in the interviewers' opinion you should be awarded Chartered Linguist (Translator) status, and the work of the Admissions Committee which will decide on your application. The fee will not be refunded if your application is unsuccessful. (See also Appeals, at paragraph 34, below.)

Initial application process

21. Where do I have to send my application?

You should send your application to the professional body (Chartered IoL or ITI) to which you belong. (If you belong to both organisations, your application will normally be handled initially by the one you joined first, and should be sent to this organisation).

22. When can I send in my application?

Applications will be accepted from 1 September 2007 for the Translation and Interpreting sections of the Register. (Applications for the Education and Business, Professions & Government section will be accepted from 1 January

2008.)

23. How long will it take to process my application?

The whole process, from submitting your application to being awarded Chartered Linguist status if you are successful, would normally take up to six months.

24. Can I submit my application online?

Not at this stage, however you will be able to download documentation such as the application form and application guidance notes from the Chartered Institute of Linguists website. You should also refer to these Rules and Procedures when preparing your application.

When submitting your application, you will also be required to send an electronic copy of the documentation originated by you .

25. What evidence do I need to provide of my qualifications and experience?

You should provide copies of relevant qualifications (undergraduate, postgraduate, Diploma in Translation, etc.) with the application form (please note that copies of certificates will not be returned). You will be asked to bring the originals of your certificates to your interview.

You will be required to demonstrate the volume of work you have completed by means of invoices or other records. This should normally be an average of at least 300,000 words per year over the five years prior to application, however it is accepted that this may vary depending on your language combination and may be less for certain specialised activities, for example literary translation, transcreation and subtitling.

26. Do I need references?

Three references are required. Two should be from clients or other persons who are in a position to assess a substantial portion of your work over a significant period of time. The third referee should be a person who can comment on your professional standing and reputation.

References must be on the forms provided, and must be sent by the referee direct to the body through which you are applying (Chartered IOL or ITI; see above). You should make every endeavour to ensure that your referees send their references promptly, as your application cannot be processed until all three references have been received. In the event of a delay in receiving references the Chartered IOL or the ITI, as appropriate, will inform you so that you may follow up with your referees. The Chartered IOL and the ITI will not follow up missing references with referees.

27. What qualifications and experience do I need?

The criteria you need to meet in order to meet Chartered Linguist (Translator) status are set out in the [Rules and Procedures](#) for application, on the Institute of Linguists website.

Your interview

28. Where will interviews be held, and how often?

Interviews will be held initially in London, and may subsequently also be held elsewhere if there is sufficient demand. It is anticipated that interviews will be held at least quarterly.

29. What language will interviews be held in?

Interviews will be held in English. The professional languages of the interview panel may not match yours, and the interview is not intended to be a language test.

32. How long will the interview last?

The interview is expected to last around half an hour.

31. What sort of questions will I be asked at interview?

The interview is designed to explore, for example, your understanding of professional ethics and the Code of Conduct, your approach to Continuing Professional Development (CPD), your contribution to the profession, and so on. It may also focus on your language combinations and subject specialisms, however language and translation testing will not form part of the interview. The interview will include discussion of a draft entry for the public online Register of Chartered Linguists. It may also include discussion of a scenario to explore ethical issues relevant to the profession.

33. How will I know whether my application has been successful?

You will be notified by the Admissions Committee whether or not your application has been successful.

30. If my application is unsuccessful, can I apply again?

The Admissions Committee will, on request, issue a brief report to unsuccessful applicants setting out the reasons why their application was unsuccessful. Applicants who feel that they meet the criteria at a subsequent stage are welcome to apply again.

Appeals

34. What can I do if I feel my application was turned down unfairly?

Applicants who feel that their application has been turned down unfairly will be entitled to submit an appeal to the Chartered Linguists Appeals Committee. Appeals must be lodged in writing (by letter, fax or e-mailed pdf document) within 30 days of notification by the Admissions Committee. There is no appeal form but appeals must state clearly the grounds for appeal and must be accompanied by the appeal fee (currently £200 + VAT at the standard rate of 17.5%). This fee will be refunded if the appeal is successful.

Miscellaneous

35. Once I have been awarded Chartered Linguist (Translator) status, will I be a Chartered Linguist (Translator) for ever?

No. One of the most important aspects of being a Chartered Linguist (Translator) is that your skills and experience should be current, so your registration will be reviewed on an annual basis to ensure that you still meet the criteria. You will also be asked to re-register on a periodic basis (initially every 3 to 5 years).

36. Can I apply to be a Chartered Linguist (Translator) and a Chartered Linguist (Interpreter) at the same time?

Yes. However you should note you would be expected to be spending broadly comparable amounts of time on each. If you are applying for two sections of the Register at the same time you will be required to pay full fees for both applications and undergo two interviews. If you are successful in obtaining Chartered Linguist status in more than one section of the Register, however, one of your annual registration fees will be waived.

NOTE: See separate FAQs for Chartered Linguist (Interpreter).