

# Admission Policy

*The following Admission Policy is the basis for the Admissions Review of all **Associate** applicants to STIBC, and for the documents that they are required to provide. The admission review committee advises each candidate which exam(s) and procedures are required as part of the complete review of each application presented.*

**In order to be admitted into the Society, all candidates must achieve the following:**

1. All candidates must be Canadian citizens, or be Canadian permanent resident holders living within Canada at the time of application.
2. Candidates must be proficient in two languages as translators or interpreters, and must have a minimum of one (1) year's experience as a translator or interpreter, whether full time, part time or volunteer.
3. Interpreters must have completed a minimum of 200 hrs in interpreting. Translators must have completed the minimum word count, varied per language, (please see below):
  - Canada's official languages (French or English) 110,000 words;
  - Spanish, Chinese and Punjabi: 80,000 words;
  - All other languages: 30,000 words.
4. Candidates are required to submit the following:
  - Resume (recent within the last 2 years);
  - Copies of any degree, diploma, or certificate. Preference will be given to candidates with an educational background in Translating and/or Interpreting;
  - Reference letter from a client or employer that **clearly states your interpreting hours or word count accumulated in the last two years.**
5. STIBC will advise candidates if they have sufficient education and experience to be conditionally accepted into the Society through our Associate "On Dossier" process, or if you must undergo the process of "Admission by Exam". Please note, all candidates are required to take the STIBC Code of Ethics Exam.

**Application Fees:**

- Application fees are non-refundable, and fees are subject to change without notice.
- Associate Membership: The total application fee is paid in two parts:
  - Part 1 fee (\$130 + GST): is due upon submitting the application form and can be paid online by credit card, or by mailing STIBC a cheque.
  - Part 2 fee (\$150 + admin fee \$50 + GST): is due upon conditional acceptance, either through the Associate "On-Dossier" process, or "Admission by Exam" process.

***Fees are subject to change without notice. Upon successful completion of the application process, the Candidate is admitted and requested at that point to pay annual membership dues.***

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**POLICY TO MAINTAIN ASSOCIATE MEMBERSHIP AND REMAIN IN GOOD STANDING**

1. According to the STIBC Bylaws, an Associate Member who has not paid the annual Associate Membership dues is no longer "in good standing", but is still considered a member until one year has passed. After one year, the membership is considered "lapsed", and the member must re-apply to the Society.

2. Each January 1st, Associate Members who have not paid their fees will be given a 30 day grace period to make their payment. Late fees will be charged as of February 1st of each year.
3. Any Associate Member who is not in good standing will be removed from the online STIBC public member directory.
4. Membership fees are non refundable.