

APPENDIX F

Official translations of educational credentials

If your official transcripts and/or graduation certificates have been issued in a language other than English or French, a certified translator must translate them into English.

Procedure:

1. When the Alberta Child Care Staff Certification Office receives official transcripts issued in a language other than English or French, a “certified true photocopy” of the official transcripts is created and this photocopy is mailed to the applicant.
2. The applicant is then responsible to have these documents translated into English.
 - A translator who is certified by the Canadian Translators, Terminologists and Interpreters Council of Canada (CTTIC) must complete the English translation. Canadian certified translators are listed by province at <http://www.cttic.org/member.asp> and certified translators in Alberta are available online at <http://www.atlab.ca/index.php/directory>.
 - If you have difficulty finding a certified translator, you may contact an immigrant-serving organization for assistance such as Edmonton Immigration Services Association or Immigrant Services Calgary.
3. Once you have obtained a certified English translation, the original translation must be sent to the Alberta Child Care Staff Certification Office for assessment.
 - The original translation will be returned to you.

Out of date