The 'Certified Translations' Workshop

The online 'Certified Translations' Workshop is organized on request. It includes two sessions, which are organized on two Saturdays (with an interval of 14 days). (The workshop can also be organized on request if there are at least two participants.)

The Workshop is aimed at junior sworn translators or translators that are about to be sworn in and who feel insecure about issuing 'faithful translations that are produced by a sworn translator and are certified to be a true copy' (in practice sometimes referred to as 'certified translations' or 'sworn translations').

Although the principles are illustrated using Dutch-English and English-Dutch translations, the workshop is also open to translators specialized in other translation directions. The workshop focuses mainly on the application of the principles that underlie the production and issue of 'certified translations' and these apply to all translation directions.

On the first Saturday the workshop gives a comprehensive overview of the technical requirements that 'sworn translations' should satisfy.

After this overview the participants will be asked to hand in a number of assignments to enable them to apply these standards in practice. After the assignments have been completed, their work is evaluated.

After the first session a number of assignments are given as homework for the second session, which is held 14 days later. This also concerns 'technical' assignments, allowing the participant to become familiar with the various methods to attach documents to each other in a tamper-proof manner. The assignments should be handed in by email in advance (preferably one week before the date of the second session).

Saturday Morning Programme I

10.00 a.m. − 10.15 a.m.	**Personal Introductory round**
10.15 a.m. − 11.00 a.m.	**History of the relevant laws and regulations and the development of 'best practices'**
11.00 a.m. − 12.00 p.m.	**Overview of the requirements of 'sworn translations'**

Lunch break (12.00 p.m. − 12.30 p.m.)

Saturday Afternoon programme I

12.30 p.m. − 01.00 p.m.	**Work on the assignments submitted**
01.00 p.m. − 02.00 p.m.	**Evaluation of the assignments + Homework for 2nd session**

Saturday morning programme II

10.00 a.m. − 10.15 a.m. **Exchange of homework experiences**

10.15 a.m. − 12.00 p.m. **Evaluation of work handed in**

Lunch break (12.00 p.m. - 12.30 p.m.)

Saturday afternoon programme II

12.30 p.m. − 01.00 p.m. **Work on the assignments handed in**

01.00 p.m. − 02.00 p.m. **Evaluation of the assignments + Conclusion**

Fee

The fee for the workshop is EUR 450.

Certificate and PE points

The workshop does not include an examination. Participants who successfully complete the entire workshop receive a certificate and (if applicable for the relevant participant) a statement for the award of 15 PE points by the WBTV Bureau.