



CTINB MENTORSHIP PROGRAM

MENTORSHIP PROGRAM

The CTINB organizes and supervises the mentorship program. In general, the program is spread over a period of six consecutive months. The objective of the mentorship program is to give candidates the opportunity to receive advice and coaching from an experienced member, the “mentor”, who helps them obtain the official recognition of their abilities, certification. All communication between the mentee and the mentor takes place anonymously through a certification committee member. The certification committee member will provide instructions to both parties on how to include anonymous comments in the documents they will exchange during the mentorship.

The CTINB mentorship program is only offered in official language combinations.

Definition of a Mentor

The mentor is an experienced certified translator with at least five years of experience. The mentor is certified by a Canadian professional translators' association in the language combination in which the candidate is seeking certification.

Through regular communication, the mentor will receive the candidate's work and then exchanges with the candidate on all aspects of professional practice, propose subjects for reflection, answer questions and prepare a report on the contacts, on the candidate's progress and on further improvements needed.

At the end of the mentorship program, the mentor will promptly (within a few weeks) prepare a report on the candidate's capacity to practise the profession and formulate a recommendation for the CTINB.

Mentorship in a Private or Public Translation Department or for Self-Employed Translators

Both translators working in a translation department and those who are self-employed are eligible to participate in the mentorship program if they meet the prerequisites.

Coaching and Duration

Each candidate will submit a total of at least 30,000 words to the mentor. Normally, a rate of approximately 5000 words per month (which may be divided into several submissions) over a period of six months will be expected. During this period, the mentor will communicate with the candidate via a member of the Certification Committee at least once a month to offer feedback, advice and guidance.

At the end of this period, the mentor will make one of three recommendations:

1. That the candidate be certified.
2. That the candidate not be certified.
3. That the mentorship be extended. The mentor will determine the length of the extension with the help of the person responsible for the certification through mentorship program.



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Eligibility for the CTINB Mentorship Program

To be eligible, candidates for certification must have either:

- a. A university degree in translation or a related field and at least two years of relevant full-time experience or the equivalent of 200,000 words translated in the past two years;

OR

- b. At least four years of proven, relevant full-time experience or the equivalent of 400,000 words translated within the last four years.

Choice of Mentor

The process taking place anonymously, the CTINB will assign a mentor to the candidate. Since the pool of translators is limited in New Brunswick, it may take four to six months to match a mentee with a mentor. The CTINB may be unable to match a candidate.

Appeal

A mentee has the right to appeal the mentor's decision by sending a letter to the person responsible for the CTINB certification through mentorship program explaining the reasons for the appeal, accompanied by the required fee.

Overview of CTINB mentor training

I. Introduction to mentoring

- i. Definition: "link created between committed, experienced, respected people with committed learners who need help and advice" (GGC 2007)
- ii. Role of a mentor in the certification process
- iii. Personal and professional qualities: desire, time, commitment, certified, 5+ years of experience, coaching skills, ability to model and advise, patience
- iv. Expectations: exchange with the mentee regularly (once a month recommended), through a certification committee member, review a total of approximately 30,000 words based on the performance indicators established in the mentorship program and provide constructive feedback, be available to the mentee within agreed-on limits, communicate with the designated member of the CTINB Board, complete the evaluation tool and make a recommendation to certification committee.

II. Communication and coaching skills

- i. Communications skills (effective listening and open-ending questioning, clarifying, confirming, setting limits, prioritizing, etc.)
- ii. Coaching skills (setting goals, feedback, etc.)

III. Code of ethics

- i. Review of Code of Ethics
- ii. Ethics of mentoring



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IV. Evaluation

- i. Informal (coaching sessions)
- ii. Formal (evaluation tool, recommendation for certification)