

CTP Study Guide



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CTP Study Guide

This study guide has been created for those individuals who are studying for the Certified Translation Professional program. The CTP program is rigorous and continually improved to ensure that it is practical, current, and valuable to both participants and employers who seek professionals with a broad base of translation industry knowledge. The content of the CTP Study Guide includes:

- I. Certified Translation Professional Overview
- II. CTP Exam Details
- III. CTP Exam Timeline
- IV. CTP Exam Preparation & Additional CTP Participant Resources
- V. Required Reading
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- VII. Sample Exam Questions & Translation Sample
- VIII. Frequently Asked Questions (FAQ)

I. Certified Translation Professional (CTP) Overview

The CTP Designation is the only 100% online certification program designed exclusively for those professionals who work in translation industry.

The CTP program is an educational training and certification program for translation professionals. We provide a means for those professionals currently working as translators and those who would like to join the industry to certify their knowledge in the industry. Everyone who holds the CTP Designation is held to a high level of ethical guidelines and has passed an examination testing their mastery of knowledge in translation.

The CTP Designation Program is modeled after many online courses offered by Ivy League institutions. The CTP Designation is a self-study program; the exam is administered online and accessible from your place of work or home. Our examination system uses a dual layered, IP tracking and password protection system, making it so you do not have to attend a testing center to complete your testing requirements. The online examination must be completed in 3 hours, which is more than sufficient time for those who have read and reviewed the required materials.

In addition to the benefits of gained knowledge, industry recognition, résumé adjustments, and better career choices, our team provides additional benefits to CTP Designation members such as résumé feedback and editing, career advice, and links to online resources which can help grow your business or career.

II. CTP Examination Details

The Certified Translation Professional (CTP) together with the Global Translation Institute (GTI) has established an online certification program to enable professional translators to demonstrate that they meet high professional standards. Translators who pass a written examination are certified by the CTP in a specific language pair and direction (from or into English). For further information, please register to receive our email alerts which educate you on how the program works and provide you with program updates.

The CTP Designation Program is currently available for 16 different language pairs. Our exam evaluates participant's abilities to translate in both directions. For example if you choose the English-Spanish language pair you will be tested on translating from English into Spanish as well as Spanish into English. The language options are: English, French, Chinese, German, Italian, Russian, Spanish, Arabic, Portuguese, Bulgarian, Japanese, Greek, Korean, Polish, Dutch, Irish, and Danish.

The CTP program provides participants with a broad foundation of knowledge that allows them to gain specialized training in the translation industry. While nothing can replace years of industry experience, the program aims to increase the breadth of knowledge that current industry professionals hold and assist those individuals

transitioning into the translation industry. Towards this end, we have constructed the CTP certification program to provide a strong base of industry knowledge. The exam will certify you as a professional translator and it will ensure that you possess professional competency in translating.

The exam tests individuals on their abilities and knowledge within a specific language pair that they are specialized in. For example, a participant may specialize in English to Portuguese translation or the other way around. The CTP specialized training can be applied to many types of translation jobs and career paths.

III. CTP Exam Timeline

The CTP program is offered four times a year: spring, summer, fall, and winter. You may begin the program any time between the registration opening date and the exam as long as there is room in the program. Our program accepts just 100 professionals within each session. You will be emailed your examination date.

Winter Session

- Registration opens on November 1st
- Examination held in February (Specific day TBA)

Spring Session

- Registration opens on February 1st
- Examination held in May (Specific day TBA)

Summer Session

- Registration opens on May 1st
- Examination held in August (Specific day TBA)

Fall Session

- Registration opens on August 1st
- Examination held in November (Specific day TBA)

IV. CTP Exam Preparation

A. Preparation

Candidates should purchase all the reading materials and follow the outline provided within this study guide. The keywords provide some additional ideas on what to pay attention to in the readings but they do not cover everything which will be in the exam. The CTP exams are conceptual in nature and require more of an understanding than a great ability to memorize facts.

Preparation time required for this exam depends on each candidate's current knowledge, experience, reading speed, and comprehension. It is impossible to calculate how much time a specific individual would need to prepare but we suggest 75-100 hours of reading and study time.

The exam is a 3 hour exam administered online. To complete the exam in the allotted time requires mastery of the core concepts covered in the required readings. Those who have not read the material may have difficulty in completing the exam within the 3-hour time limit.

B. Structure of the Exam

- The certification examination is a 3 hour, online, open-book exam in a specific language pair (i.e., one specific source language and one specific target language). The exam is designed so that those confident in the material and languages will be able to complete the exam on time.
- The exam presents 80 multiple-choice questions, two essay questions, and two passages of approximately 150-175 words. Each passage is to be translated into the target language of your choice.
- The two passages are mandatory for everyone to successfully pass the exam. All of the passage translations must meet the CTP certification standards for a passing grade of 80%.
- The CTP Designation program is the most challenging, globally recognized translator certification program that can be completed 100% online.

C. Exam Composition

Topic	Number of Questions
Translation Habits	10 Multiple Choice Questions/ True or False
Translation Work	15 Multiple Choice Questions/ True or False
Translation Skills	15 Multiple Choice Questions/ True or False
Quality of Translation	20 Multiple Choice Questions/ True or False
Translation Terms	7 Multiple Choice Questions/True or False
Translation Careers	8 Multiple Choice Questions/True or False
Translation Company / Agency	5 Multiple Choice Questions/True or False
Translation Essays / Case Studies	2 Essay Questions
Translation of 150-175 words	2 Translation Passages

- **Conversational Element**

No.

- **Translation Session**

Yes.

The exam presents two passages of approximately 150-175 words each passage to be translated into the target language of your choice

Additional Resource Policy

You will not need a calculator, ruler, or any graphing device for the CTP exam.

For more information about the CTP exam and program please visit

<http://TranslationCertification.org>.

Additional CTP Participant Resources:

As a bonus to you, we have recently added a database of global translation agencies and their full contact details in Excel as a new exclusive tool for all alumni who graduate from the CTP program. In addition to that, all alumni will gain author rights to publish their own original industry articles on our blog/website. Lastly, please feel free to visit our blog for informative articles on the translation industry and careers.

V. Required Reading

- **The Translator's Handbook, 7th Revised Edition.** By Morry Safer
Publisher: Schreiber Publishing, Inc.; 7th Revised edition (March 23rd, 2009)
-368 pages - ISBN-13: 0884003353
- **Becoming a Translator: An Introduction to the Theory and Practice of Translation.** By Douglas H. Robinson
Publisher: Routledge; 2nd edition (September 26, 2003)
-320 pages - ISBN-10: 0415300339
- **A Practical Guide for Translators (Topics in Translation).** By Geoffrey Samuelson-Brown
Publisher: Multilingual Matters; 5th edition (March 15th, 2010)
-200 pages - ISBN-10: 1847692591

VI. Book Summaries

We have summarized all of the required readings to help you pick out the important points and review the texts before the examination. To access these book summaries please type the associated URL into your web browser to open the PDF.

- **A Practical Guide For Translators:** <http://translationcertification.org/A-Practical-Guide-For-Translators.pdf>
- **The Translator's Handbook:** <http://translationcertification.org/The-Translators-Handbook.pdf>
- **Becoming A Translator:** <http://translationcertification.org/Becoming-A-Translator.pdf>

VII. Sample Exam Questions

Below, please find sample questions from each section of the CTP exam: Multiple Choice, True/False, and Short Answer. For the MC and T/F, try to answer each question before scrolling down to see the correct answer. If you answered a question incorrectly, please see the source referenced to better understand the answer.

True and False

Sample Question #1

The six key translation skills that Geoffrey Samuelsson-Brown suggests a translator should have within A Practical Guide for Translators are Cultural Understanding, Making Decisions, Communication, Language and Literacy, Cultural Understanding, Travel Arrangement Organization, and Project Management.

[Answer: False. See Page 2 from the book Practical Guide for Translators]

Sample Question #2

For a successful translation career, the knowledge of two or more languages is not enough. One should also pursue a major technical area, such as law, medicine, business, etc.

[Answer: True. See Page 110 from the book The Translator's Handbook]

Sample Question #3

Literalism and Adaptation are two of the eight types of text reliability described by Douglas Robinson.

[Answer: True. Page 10 from the book Becoming a Translator]

Sample Question #4

The main division in the translation field is between technical translation and literacy.

[Answer: True. See page 34 from the book The Translator's Handbook]

Multiple-Choice questions

Sample Question #5

The difference between a Translation Agency and Translation Company is that:

- A. A Translation Agency is a firm that recruits translators for full time positions within large corporations while a Translation Company acts as a broker for translators looking for projects.
- B. A Translation Agency is a broker that only works with freelance translators while a Translation Company has in-house translators and may also use freelance translators as well.
- C. A Translation Agency is a broker which only works with students who need training to become a professional translator at some point in their career, they help build your résumé and provide you with interviewing tips. A Translation Company is a company that performs translation services for clients.
- D. A Translation Agency is a broker that has contracts with the United Nations to hire government-only translators for translation of official documentation. A Translation Company is a firm that hires translators on a freelance basis for various projects.

[Answer: B. See page 18 from the book Practical Guide for Translators]

Sample Question #6

Which of the following three variables are mentioned as factors that affect the speed of translation jobs, as mentioned by Douglas Robinson in Becoming a Translator?

- A. Typing Speed, Job Stress or Mental State, and Location
- B. Typing Speed, Translation Memory Software, and Age of Translator
- C. Typing Speed, Translation Memory Software, Level of Text Difficulty
- D. Typing Speed, Job Stress or Mental State, and Time of Day

[Answer: C. See page 28 from the book Becoming a Translator]

Sample Essay Questions (150-200 words)

1. Explain why it is important to act ethically as a professional translator. Please cite several specific reasons and provide at least one real life example.
2. What are three reasons for the importance of cultural awareness when working as a professional translator?

Translation Sample

The topics to be translated in the exam may vary. The following is a sample of a paragraph to be translated from English into the target language:

Bridge History

The earliest bridges were simple beam bridges-something like a log or plank of wood laid across a stream, a basic and simple design that has existed since prehistory. What we call modern bridge technology began with the Romans. The Romans perfected the art of building arch bridges and built them throughout the Roman Empire. The Romans built many simple single arch bridges, but they also built bridges that used an array of arches, and even multitiered arches, which made for much sturdier bridges; in fact, many Roman bridges still stand today. In the 12th century, the rulers of the Holy Roman Empire took over the construction and maintenance of bridges throughout Europe; they wanted to help Catholic priests move easily throughout the countryside. In France, there was even an order of priests, the “Freres du Pont,” devoted entirely to the design and building of bridges. The French priests adorned their bridges with statues of saints and chapels that travelers could rest and worship in. And these bridge chapels were the precursors of the tollbooths that collect money on toll bridges even today.

VIII. Frequently Asked Questions (FAQ)

Below are some of the most frequently asked questions regarding the Certified Translation Professional (CTP) program and examination. If you have any additional questions, please send them to us directly at Team@TranslationInstitute.org.

1. **Question:** What makes this different from other professional translation designations?

Answer: It is 100% online so you can take the exam from anywhere in the world, it is the fastest growing certification program for freelance translators and translation career professionals. It is the only certification program recommended by the [Global Translation Institute \(GTI\)](http://GlobalTranslationInstitute.com).

2. **Question:** What are the advantages of becoming CTP Certified?

Answer: All participants gain access to our Library of the Audio Interviews which we have conducted with experienced translators from all over the world. By listening to these interviews you can receive valuable translation career advice directly from trusted experts in the industry.

- Those who join the CTP also gain access to our Translator Training Video Platform which provides short concise educational translation best practices and tips.
- After joining you also get free access to our \$300 database of over 500 global translation agencies and their full contact details in Excel (Sold for \$300 at DatabaseofTranslators.com).

- CTP Alumni also get "author status" on our leading websites, BecomeATranslator.com and TranslatorTraining.com where they can grow their industry profile and contribute original articles to the website.

3. **Question:** What are the prerequisites for the program?

Answer: All candidates looking to complete the CTP Program must meet these prerequisites prior to registering for the exam.

Translation Work Experience

In order to be accepted into the program all candidates must hold at least 1 year of translation experience.

4. **Question:** What are the language combinations available?

Answer: The CTP Designation Program is currently available for 16 different language pairs. Our exam evaluates participant's abilities to translate in both directions. For example if you choose the English-Spanish language pair you will be tested on translating from English into Spanish as well as Spanish into English. The language options are: English, French, Chinese, German, Italian, Russian, Spanish, Arabic, Portuguese, Bulgarian, Japanese, Greek, Korean, Polish, Dutch, Irish, and Danish.

5. **Question:** Who has completed the CTP Designation Program?

Answer: Participants in the CTP Program may include:

- Corporate or Freelance Translators
- Professionals specializing in both interpretation and translation
- Teams of professional translators who work together
- Students who have already entered the industry and worked as translation professionals part-time or full-time for at least one year
- Professors and teachers

6. **Question:** Do I need to provide proof of my experience and experience before I can take the exam?

Answer: Yes, you need to provide this additional documentation and the verification by filling out the [registration form](#).

7. **Question:** If have taken ESL for over 1 year; does it count as proof of experience?

Answer: No, you must have a full year of part-time or full time experience in the translation industry before completing this professional improvement program

8. **Question:** I have worked as a freelancer translator for over 1 year in the past; does it count as proof of experience?

Answer: Yes, if you have worked as a freelance translator for more than 1 year as the program requires, you are eligible to take the exam.

9. **Question:** Is there another fee besides the \$227 that I am paying to take the exam?
Answer: There are no additional expenses (besides the books) in order for you to complete the program.
10. **Question:** Can I pay the fee now and take the exam at a later date?
Answer: Yes, you have 8 months to take the exam once you pay the \$227 processing fee. After 8 months, you are no longer eligible to take the exam and you will have to pay the processing fee again.
11. **Question:** I failed the exam; do I have to resubmit the documentation before taking the examination again?
Answer: No, once you registered, we will keep your information in our records.
12. **Question:** If I fail the exam, how much do I have to pay to retake the exam?
Answer: If you fail the exam you will have to pay a total of \$99.
13. **Question:** How many times can I take the exam?
Answer: You can take the exam as many times as you want.
14. **Question:** Am I going to receive a certificate upon passing the exam?
Answer: Yes, once you successfully pass the test, we will send you a certificate to the address you have requested. To view a sample of the certificate, please visit:
<http://translationcertification.org/CTP-Overview.html>.
15. **Question:** When can I take the exam?
Answer: The exam is offered four times a year: In February, May, August, and November of each year. After you register, you will receive instructions on choosing an appropriate examination date that fits your schedule.
16. **Question:** Can I take the exam online?
Answer: Yes, the exam is only available online and you can earn the certification from anywhere in the world. Our examination system uses a dual layered, IP Tracking and password protection system so that you do not have to attend a testing center to completing your testing requirements.
17. **Question:** Can I take the exam from London or Brazil?
Answer: Yes, you can take the exam from anywhere in the world, as long as you have a good Internet connection.
18. **Question:** I know that I want to earn the Translation Certification; how do I register for the exam?
Answer: Please use the [registration page](#).

19. **Question:** How much do I have to study for this exam?

Answer: Preparation time required for this exam depends on each candidate's current knowledge, experience, reading speed, and comprehension. It is impossible to calculate how much time a specific individual would need to prepare, but we suggest 75-100 hours of reading and study time. There are three books required to take the exam and some people may need extra time to have a better understanding of the contents.

20. **Question:** Where can I buy the required books for this program?

Answer: To purchase the books please see our [Required Reading List](#).

21. **Question:** When will I get my test results back?

Answer: After completing the exam, you will receive your results in approximately 30 days.

22. **Question:** What score do I need to pass the exam?

Answer: You need to have a total of 80% in order to pass the exam.

23. **Question:** What methods of payment are accepted for the program?

Answer: Any major credit card, checks, and Western Union payment.

24. **Question:** As an employer why should I hire someone who has earned this translation certification?

Answer: The CTP certification ensures that if you hire someone who has completed this program, they have mastered a certain base level of knowledge about conducting professional translation projects. Our program tests participants within four distinct areas including; language ethics, translation best practices, client management, and grammar and style.

25. **Question:** When can I register for the program?

Answer: You can register for the program at any time by [clicking here](#).

26. **Question:** Is the exam fee refundable?

Answer: Refunds will be made if written notification is received 4 weeks after exam registration. After four weeks, refunds will not be made. The CTP Program includes a 4 week no questions asked money back guarantee. That means if you register today for this program, try it out and decide it is not for you we can refund all of your money back to you immediately.

There are 3 Easy Steps to Register for the CTP Program:

- Complete the [registration form](#)
- Wait for email confirmation regarding your eligibility
- Purchase the [required readings](#)

If you would like to learn more about the CTP Program, we have a full PowerPoint presentation and a Video Overview available on our website.