



## Translating Official Documents

### Description

Whether translating civil status certificates, court decisions, diplomas and transcripts or notarized wills among many other types of documents, for the certified translator, translating documents qualified as official work brings with it an important professional responsibility that must not be taken lightly.

The first and second parts of this webinar deal with the fundamental legal and practical aspects of translating official documents: certification vs. attestation, clients' and end users' expectations and needs, potential pitfalls, certification templates and digital signature, assessing mandates and setting fair and reasonable professional fees, etc. In the third part, the trainer presents real-life examples of translations from his own practise.

**Recognized hours: 2 hrs**

**Trainer: Sébastien St-François, Certified Translator**



Holder of both a bachelor of arts with specialization in translation from Concordia University and an education certificate from Université du Québec à Montréal, Sébastien St-François has been translating in private practise since 1993 and is a member of the Order (certified French-English and English-French) since 1999. Since 2013, he has been a lecturer at Université du Québec à Trois-Rivières, where he is in charge of the legal translation course offered by UQTR as part of its bachelor in translation program.

His main areas of expertise are the law, the environment, the mortgage sector and industrial relations. Within the Order, in addition to serving as a mentor and ambassador and sitting on several committees, he has served as assistant syndic (2008–2011) and syndic (2012–2016) and has sat on the board of directors several times over the years, including as second vice-president from June 2018 to September 2020.

### Fees

Members: \$70

Certification candidates: \$70

Student members: \$35

Students – university mentorship: \$35

Members 65 and over: \$35

Members of an OTTIAQ [partnership organization](#): \$70

Non-members: \$140

Register

