



## Translation Requirements

### Physician Credentials Registry of Canada / Medical Council of Canada (MCC)

#### 1.0 Instructions for the Candidate

- A document in a language other than English or French must be accompanied by a literal English or French original translation prepared by an acceptable professional translator.
- The documents must first be certified and then translated:
  1. first obtain a **certified copy** of the original language document (see [Certification Requirements](#)); and
  2. then have the certified copy **translated** precisely according to the criteria below (see [section 3 below](#)).
- You must submit the **original translation**. Do not send a photocopy or certified copy of the translation.
- **Improper translation results in delays and may result in additional fees.**
- Candidates must cover any costs related to document translation.
- PCRC / MCC does not return submitted documents.
- An example of a proper translation is available at [http://www.pcrc.org/en/guides/translation\\_sample.shtml](http://www.pcrc.org/en/guides/translation_sample.shtml)

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#### 2.0 Acceptable Translators

- Note that only **certain translators** are deemed acceptable.
  - Translations prepared by persons including relatives, friends, acquaintances or other volunteer agencies, are **NOT** acceptable.
- Translations must be prepared by an independent certified translation service. Acceptable translators include:
  - a certified member of one of the member associations of the [Canadian Translators, Terminologists and Interpreters Council](#) (ATIO, ATIA, OTTIAQ, STIBC, etc.) – Website address: <http://www.cttic.org>.  
- Once you are logged onto their Website, select “Member Associations” in the left-hand menu.
  - a faculty member of the Modern Languages or Linguistics Department of a Canadian, American or European Union country university.
  - a certified member of the [International Federation of Translators](#) – Website address: <http://fit-ift.org>.  
- Once you are logged onto their Website, select “Members” in the left-hand menu to choose a continent.
  - a member of a professional translation service with government departments (e.g. Ministry of Justice, etc.).
- Official English or French translations prepared and issued by the university of graduation are acceptable, but must:
  - be accompanied by a certified copy of the original language document,
  - be on university letterhead,
  - have a university seal affixed to the translation,
  - be signed by a university official.

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### 3.0 Requirements that the translator must follow

As the translator, you must:

- Use a certified copy of the original-language document to prepare the translation.
- Prepare **an accurate and literal English or French translation.**
  - Literal translations are word for word translations that include all signatures, stamps and seals etc.
- Attest that the translation is “A true translation of the attached certified document.”**
- Sign and date all pages of **both** the original translation **and** the attached certified copy of the original-language document. Apply the translation service’s official stamp or seal (if one exists) to **both** the original translation and the certified copy of the original-language document. Include your contact information; i.e. name, address, phone number, e-mail, etc.
- Staple or bind the original translation to the certified copy of the original-language document.

It is the candidate’s responsibility to read and review the PCRC / MCC translation requirements. Please ensure that the resulting translation includes all the required elements outlined above.

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