

## LANGUAGE TRANSLATION REQUESTS

### General Policy

API needs at least four full months to translate an examination.

API is not responsible for any claims against the accuracy of translated material. Given the complexity of the subjects and the technical terminology required, API cannot warrant that foreign language translations of the exam materials will be deemed accurate by all applicants.

As always we are available to help answer any questions, or guide you through the process. Please contact the ICP Exam Coordinator at [ICPEXAMCOORDINATOR@API.ORG](mailto:ICPEXAMCOORDINATOR@API.ORG) with any questions.

### Exam translations for Computer-based Testing (CBT)

ICP is able to offer translations for our exams administered via computer-based testing (CBT). Please note that API cannot guarantee that every language request will be honored.

API will consider other language translations requests for CBT exams, based on the number of candidates:

1. API will not charge a fee to translate an exam if there is a minimum of 20 **new** applicants. In this case, “new” refers to applicants who are taking the exam for the first time and are paying the full application fee. It does not include candidates who are retesting.
2. If the minimum requirement of 20 **new** applicants is not met, a translation fee of \$1,500.00 will be charged from the requesting organization.
3. API will not consider any translation requests for fewer than 10 candidates.
4. Once a translation is published on the CBT network, API will make the translation available at all regularly scheduled testing locations outside of the United States for the duration of the calendar year.
5. Testing instructions, tutorials and any necessary publications and will be displayed in English. The exam questions will be displayed in both English and the translated language side-by-side.

## Exam translations for Paper-based Testing (PBT)

Paper-based exams will only be administered at special sites. Special sites can be organized if the desired testing location is more than 200 miles from an existing CBT center. These special sites require a minimum number of candidates and additional fees may apply. Please review our Special Sites Requests policy.

ICP may be able to offer exam translations for paper-based exams administered at special sites, but it is not guaranteed. Please review the Policies and Guidelines below.

API will consider additional translation requests for paper-based exams, based on number of candidates:

1. API will not charge a fee to translate an exam if there is a minimum of 15 **new** applicants.
2. If the minimum requirement of 15 **new** applicants is not met, a translation fee of \$2,500 will be charged from the requesting organization.
3. API will not consider any translation requests for fewer than 12 candidates.
4. Testing instructions will be displayed in English.
5. The exam questions will be presented in both English and the translated language side-by-side.