ICP LANGUAGE TRANSLATION POLICY

General Policy

ICP can offer translations for exams administered via computer-based testing (CBT) outside of the United States. Please note that API cannot guarantee that every language request will be honored.

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

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.

Please contact the ICP Exam Coordinator at ICPExamCoordinator@api.org with any questions.

Exam translations for Computer-based Testing (CBT)

1. API will consider other language translations requests for CBT exams, based on the number of candidates. API will not consider any translation requests for fewer than 10 candidates.
2. 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.
3. 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.
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 on the same page.
6. If candidates are requesting an Exam Translation for a Special Site, there may be additional translation costs. Contact ICP Exam Coordinator for more information.