


Course for Beginner Sworn Translators

 You've passed the state exam and are ready to embark on your career as a sworn translator – congratulations!

Now comes the most important part: **professional practice**.


This course is designed specifically for newly certified translators who want structured support and guidance in their first months of work.


What you will learn:


- ✓ How to prepare and certify sworn translations correctly (annotations, seals, formulas)
 - ✓ How to keep a translation register in full compliance with legal requirements
 - ✓ The rights and obligations of sworn translators in relation to courts, public authorities, and clients
 - ✓ Best practices for organizing your work and pricing assignments
 - ✓ How to deal with the most common document types:
 - Civil status records
 - Powers of attorney
 - Contracts
 - Court judgments
 - Certificates
 - Vehicle documents

 - ✓ How to build a professional workflow and avoid typical beginner mistakes
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Why join this training?

 **Learn from professionals** – courses are led by experienced sworn translators who combine theory with real-life practice.

 **Start strong and confident** – avoid pitfalls and step into the profession with clarity and assurance.

 **Flexible schedule** – session frequency is tailored to each participant.

What's included:

- Small-group or one-on-one sessions – maximum focus on your needs

- Practical exercises – translating legal, notarial, family, commercial, and criminal-procedure documents
 - Expert feedback – corrections, strategies, and tips that truly work
 - Flexible format – fully online or blended learning (meetings + independent work)
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Additional modules:

- Basics of civil, criminal, family, commercial, and notarial law
 - Professional standards and ethics for sworn translators
 - Guidelines for drafting certified translations in the required formal style
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Core reading and legal framework:

- 📖 *Act on the Profession of Sworn Translator* (25 November 2004)
 - 📖 *Regulation of the Minister of Justice* (24 January 2005) on exam procedures
 - 📖 *Code of Ethics of Sworn Translators* (TEPiS)
 - 📖 Exam guides and study materials (Kuźniak, Gościński, Berezowski, and others)
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👉 This training is your pathway to professional growth. Take the next step in your career – start today!