



Exam Translation Approval Form

Course organizer (society name) _____

Course contact _____

herewith requests to receive the current exam material to be translated into : _____

LOC AGREES:

- To carry out the translation of the exam material into the specified language.
- To carry out a validation by an official translation bureau stating that the translation is accurate.
- To send the translation and the validation for approval to the course administrator* at least six weeks prior to the course.
- To carry out the exam at the end of the course with the participants. (120 minutes max.)
- To honour the copyright of the exam material by assuring that these materials are not forwarded or made accessible to individuals or societies not involved in this particular course, and to assure that all exam material is collected after the exam.
- To evaluate the results of the attestation, and to issue an Attestation of Achievement for course participants who answered correctly at least 70% of the test questions.
- To carry financial responsibility for all aspects of the exam translation.
- To send electronically to IOF and ISCD an Excel spreadsheet, listing all exam participants with their scores within 14 days after the course.
- To pay USD 45 per participant

Name _____ Signature _____ Date _____

ISCD/IOF Approval:

Name _____ Signature _____ Date _____

* IOF ISCD Course Administrators

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