



How-to-guide

How to apply for a Certified Credential

This guide walks through how to prepare identification documents and apply for a Certified Credential via the myNAATI portal. For any enquiries please contact info@naati.com.au

Preparing identification documents

All applicants will need to attach additional files with their online application.

These files may include:

- a scanned copy of an identification document (e.g., passport or Australian driver’s licence)
- a scanned copy of your transcript, proof of enrolment or your certificate of completion
- evidence of English proficiency (not required if an Endorsed Qualification has been completed in the past 3 years).
- evidence of Ethical and/or Intercultural Competency where available (not required if an Endorsed Qualification has been completed in the past 3 years).
- a headshot photo (as per image right)



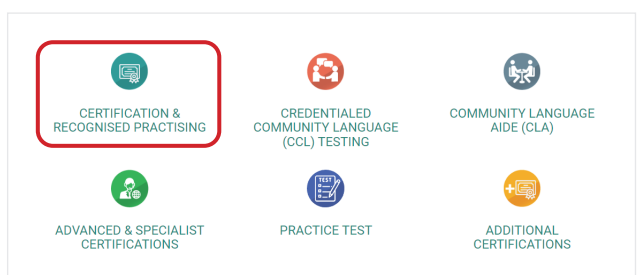
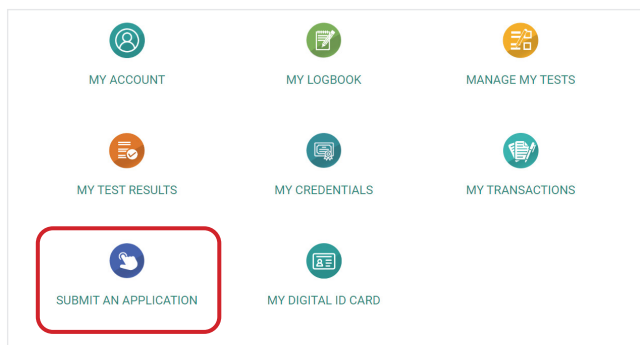
For a full list of requirements please visit: <https://naati.au/id-requirements>

Please note: Photo and document files must meet the requirements set out on our website. Attachments that do not meet these requirements may result in delays in processing your application.

Submitting an application

Step One - myNAATI Portal

On the myNAATI Home page navigate to the ‘SUBMIT AN APPLICATION’ icon then to the ‘CERTIFICATION & RECOGNISED PRACTISING’ icon.



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Step Two - Verify Your Details

Please ensure your contact details, email and customer number are correctly shown on screen.

Your Details

You will need to upload a copy of an identification document (such as a passport or Australian driver's licence) at the end of this form. Please click [here](#) to see a list of other identity evidence we will accept.

Title: Choose... | First Name: Test | Middle Names: | Family Name: Account

Gender: Male | Date of Birth: 01/01/1990 (Format dd/mm/yyyy) | Country of Birth: Turkey

Please enter your email address for correspondence.


Email: testaccount@naati.com.au | Verify Email: testaccount@naati.com.au

Have you been provided a Customer Number? If so, please enter your Customer Number.

Customer No.: 204929

Validate in Google

Address: 2 King St, Fortitude Valley QLD 4006, Australia



Step Three - Application Selection

Under 'Why are you seeking a NAATI credential' tick the 'To work as a translator or interpreter' option.

Application Selection

Why are you seeking a NAATI credential?
You may select more than one option.

To work as a translator or interpreter
 To obtain a skills assessment for migration purposes
 To obtain Credentialed Community Language Points

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Step Four - Credentials

In this section you will need to inform NAATI what Credential you are applying for.

Click on 'NEW CREDENTIAL REQUEST'. Then in the pop up screen enter the following details:

'Category'	Interpreter or Translator
'Type'	Credential name
'Skill'	Search for your Language

If your language does not appear in the list, it may be that it is listed under an alternative name or it is not available for the credential you have chosen.

You can check which languages are available for testing at <https://www.naati.com.au/certification/#language>.

If your language isn't tested, you can apply for a Recognised Practising Interpreter or Recognised Practising Translator credential instead. If you cannot find your language, contact NAATI at info@naati.com.au.

Credentials

Please select the Credentials you are seeking.

+ NEW CREDENTIAL REQUEST

No credentials added

NEXT

Add Credential Request

Category: Interpreter

Type: Certified Provisional Interpreter

Skill: Choose...

Search: [Search] [X]

- Choose...
- Amharic and English
- Arabic and English
- Armenian and English
- Assyrian Neo-Aramaic and English
- Auslan and English
- Bangla and English
- Burmese and English
- Cantonese and English
- Croatian and English

Example shown above for selecting a Certified Provisional Interpreter credential

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Training

To meet the prerequisites of a credential you will need to have completed training in either an 'Endorsed Qualification' (EQ) or a 'Non-Endorsed Qualification'. Click here to view a list of available training courses: <https://www.naati.com.au/certification/prerequisites-training/#training>

An [Endorsed qualification](#) will be a Diploma-level or higher from a Vocational Education & Training (VET) or Higher Education (HE) institution that has been endorsed by NAATI.

A [Non-Endorsed Qualification](#) may be a Skill Set course or any other translating or interpreting qualification that has not been endorsed by NAATI, including overseas qualifications.

Step Five(a) - Endorsed Qualification

If you have completed a diploma or higher from a VET or HE institution endorsed by NAATI select 'Yes'.

Then enter the institution, location, qualification name, your student ID, the start and end dates of your qualification and if it has been 3 years or more since you completed.

Endorsed Qualification

Have you completed (or do you expect to complete) a NAATI Endorsed Qualification in translating or interpreting?

Yes
You will need to attach a copy of your Transcript or Proof of Enrolment, at the end of this application form.

No

Please enter the Institution
TAFE NSW

Please enter the Location
Sydney NSW, Australia

Please enter the qualification name
Diploma of Interpreting (PSP50916) - Certified Provisional Interpreter

Please enter your Student ID
123456

Please enter the date you started the qualification
01/03/2022

Please enter the date you completed (or intend to complete) the qualification
01/03/2023

Has it been more than 3 years since you completed the qualification?

Yes
 No

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Step Five(b) - Non-Endorsed Qualification

If you have not completed a diploma or higher from a VET or HE institution endorsed by NAATI select 'No' to both questions about 'Endorsed Qualification' and 'Approved Course'.

If you have completed a Skill Set course or overseas qualification select 'Yes' to 'Non-Endorsed Qualification' then enter your institution, qualification name, your student ID, and the completion date of the qualification.

Endorsed Qualification

Have you completed (or do you expect to complete) a NAATI Endorsed Qualification in translating or interpreting?

Yes
 No

Have you completed a NAATI Approved Course?

Yes
 No

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Non-Endorsed Qualification

Have you completed a non-NAATI endorsed translating or interpreting qualification (at the appropriate level)?

Yes
You will need to attach a copy of your transcript, at the end of this application form.

No

Please enter the Institution
Institution name

Please enter the qualification name
Qualification name

Please enter your Student ID
123456

Please enter the date you completed the qualification
01/03/2023

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Prerequisites

To complete your application you must show evidence of meeting the prerequisites for the credential.

Step Six(a) - Endorsed Qualification Prerequisites

Not required - go straight to Step Seven - Test Location.

Step Six(b) - Non-Endorsed Qualification Prerequisites

Indicate if you can demonstrate English proficiency, and can provide evidence to be exempt from Ethical and Intercultural competency testing. If you cannot provide evidence select 'No' and NAATI will contact you to arrange an Ethical and/or Intercultural Competency test after your application has been submitted.

See <https://www.naati.com.au/certification/prerequisites-training/> for more information.

Prerequisites

Do you meet the English proficiency requirements?

Yes
You will need to attach evidence of your English proficiency or attach a document stating why you should be exempt at the end of this application form.

No

Ethical competency is a prerequisite for certification testing, can you provide evidence to be exempt from testing?

Yes

No
NAATI will contact you to arrange an Ethical Competency test after you application has been submitted. Click Next to continue.

Intercultural competency is a prerequisite for certification testing, can you provide evidence to be exempt from testing?

Yes

No
NAATI will contact you to arrange an Intercultural Competency test after you application has been submitted. Click Next to continue.

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Step Seven - Test location

Please select your preferred test location.

Please be aware that choosing a preferred location doesn't guarantee the test will be held there, as most tests are conducted online.

Test Location

Please select your preferred test location.

Choose...

Choose...

Adelaide, SA

Auckland, NZ

Brisbane, QLD

Canberra, ACT

Darwin, NT

Hobart, TAS

Melbourne, VIC

Online, ONL

Perth, WA

Sydney, NSW

Step Eight - Sponsor

If a government or private organisation is sponsoring your application select 'Yes', then enter the organisation name, contact person name, and contact person email. If not select 'No'.

Please note that only sponsorship arrangements that have been pre-approved by NAATI should be included here.

Sponsor

Will a third-party organisation be sponsoring your application?

Yes
You will need to attach a Purchase Order from your employer or another document from your employer approving this transaction.

No

Please enter the name of the sponsoring organisation.

Organisation name

Please enter the name of a contact person from the sponsoring organisation.
Please note this contact person will be sent the invoice.

Contact person name

Please enter the email address of the contact person from the sponsoring organisation.

contactperson@organisation.com.au

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Step Nine - Attachments

In this section you will need to upload:

- your passport photo (if you have not already)
- other documents showing evidence of ID, transcript or proof of enrolment.

If you have completed a skill set course or overseas qualification:


- evidence of English Proficiency, and Ethical and Intercultural Competency (if available)
- your transcript

If you are being sponsored:

- a purchase order or,
- a letter from the sponsor.

Attachments

If you have not already done so, please upload an Australian passport size photo.



If you want to change your photo, please email NAATI at info@naati.com.au

Please upload the required files for this application.

Identification Click or drag a file	Transcript or Proof of Enrolment Click or drag a file
English Proficiency Evidence Click or drag a file	Ethical Competency Evidence Click or drag a file
Intercultural Competency Evidence Click or drag a file	Purchase Order Click or drag a file

NEXT

Step Ten - Submit Your Application

Review the terms and conditions, select 'Yes' then click 'Finish' to submit your application.

If you have registered successfully you will see this screen and receive a confirmation email.

NAATI will now begin processing your application. Should we need to follow up any missing or additional information we will contact you.

Do you agree to the [Terms and Conditions](#)?

Yes
 No

FINISH

APPLICATION SUBMITTED SUCCESSFULLY

Thank you for submitting your application to NAATI. Here is your application number for future reference: **APP700566**
We have also emailed you this information as confirmation.

What happens now?

- NAATI will now begin processing your application. Should we need to follow up any missing or additional information we will contact you.
- If you need to sit a prerequisite test, we will contact you to make arrangements.
- Once your application has been assessed and you are eligible to sit a Certification test, you will be sent an email. You can then log in to myNAATI, select a test date and make payment. Please be aware that it may take several months for test places to become available.
- Please be aware that it may take several months for test places to become available.

[Click here](#) to return to the NAATI home page.