This booklet has been developed to assist applicants who wish to revalidate their NAATI credential(s). It provides an introduction to the process involved and will help you complete your application. You should read this booklet carefully.
What is NAATI?

NAATI is the national standards and accreditation body for translators and interpreters in Australia. It is the only agency that issues accreditations for practitioners who wish to work in these professions in Australia.

NAATI's Purpose

NAATI’s primary purpose is to strengthen inclusion and participation in Australian society by assisting in meeting the nation’s diverse and changing communication needs and expectations, through:

- setting, maintaining and promoting high national standards in translating and interpreting, and
- implementing a national quality-assurance system for credentialing practitioners who meet those standards.

NAATI credentialing provides quality assurance to the clients of translators and interpreters and gives credibility to agencies that employ practitioners who are credentialed appropriately.

About NAATI

The National Accreditation Authority for Translators and Interpreters Ltd (trading as NAATI) is incorporated in Australia under the Corporations Act 2001. The company is owned jointly by the Commonwealth, State and Territory governments and is governed by a board of directors, who are appointed by the owners. NAATI’s main business activities are providing accreditation and other credentialing services for translators and interpreters and related activities. NAATI services are available through offices in every State and Territory of Australia and in New Zealand. The National Office is in Canberra.
Revalidation: Keeping the Professional Edge

Revalidation is the mechanism by which translators and interpreters with a NAATI credential demonstrate at regular intervals that they remain up-to-date and fit to accept assignments and work.

Revalidation applies to all types of NAATI credential:
- Advanced Translator (Senior)/Conference Interpreter (Senior)
- Advanced Translator/Conference Interpreter
- Professional Translator/Professional Interpreter
- Paraprofessional Translator/Paraprofessional Interpreter
- Recognised Translator/Recognised Interpreter

Revalidation does not apply to Language Aide awards, which are not considered by NAATI to be a type of translating or interpreting credential.

Revalidation will:
- Retain the high level of currency and competency in the profession
- Bring translating and interpreting into line with other professions in ensuring professional standards are maintained and enhanced
- Foster long-term sustainability and integrity of the profession
- Demonstrate to the industry a practitioner’s commitment to ethical behaviour
- Enhance work opportunities among agencies who commit to giving preference to practitioners who retain currency
- NAATI encourages all practitioners with a NAATI credential to be involved in the Revalidation system. Practitioners with credentials awarded prior to 1 January 2007, in particular, are encouraged to opt in to the Revalidation system.

The History of Revalidation

In consultation with stakeholders and NAATI’s owners a Revalidation system was developed in 2006. NAATI credentials awarded after 1 January 2007 were automatically included in the system with credentials awarded for three years. Initially it was intended the Revalidation of credentials would be required from 1 January 2010.

In December 2009 the owners of NAATI reconsidered this decision. The owners determined that the commencement of revalidation should be deferred because of the prevailing economic climate and their wish that practitioners are not asked to bear additional costs at that time.

NAATI’s owners committed to revalidation of credentials from 1 July 2012.

With the deferral of the start of revalidation, the expiry dates for credentials were extended. This will not occur again. All affected credentials will need to be revalidated to be retained. If a practitioner is unsure about the status of their credential, information can be obtained from NAATI at info@naati.com.au.
The Revalidation System

1. Credential Obtained

2. Record keeping

3. Revalidation Reminder

4. Revalidation Application

5. Application Assessed
1. CREDENTIAL AWARDED

NAATI credentials are awarded via a number of pathways including on the basis of testing, approved course and overseas qualification. NAATI notifies an individual of the award of a credential in writing and this advice will include the date of expiry for the credential.

To maintain the highest level of competency and currency in the translating and interpreting profession, NAATI will commence revalidating credentials from 1 July 2012.

From 1 January 2007 NAATI credentials have been issued with an expiry date. Before the expiry of the credential a practitioner will need to apply for Revalidation or have their credential lapse. Practitioners whose credential lapses or who do not meet the Revalidation requirements will be able to re-obtain the credential through one of the available pathways to that credential.

While practitioners with credentials awarded prior to 1 January 2007 are not automatically part of the Revalidation system, NAATI strongly encourages practitioners to opt in to the system.

To opt in to the Revalidation system practitioners must complete the Application to Opt In to Revalidation form. Once a credential is part of the revalidation system it will be valid for three years before Revalidation is required.

How to revalidate

The Revalidation process is based on:

1. Evidence of Work Practice as a translator or interpreter
2. Evidence of Professional Development activity
3. An application for Revalidation prior to expiry of the credential

If the credential is revalidated, it will be valid for a further three years.

Criteria for Revalidation

(A) Work Practice

To be revalidated a practitioner must be able to demonstrate they have undertaken a minimum of:

- An average of 10,000 words translated, edited, proofread and/or checked per year over the three years (or 30,000 words in total) for translating credentials
- An average of 40 assignments or 40 hours per year over the three years (120 assignments or 120 hours in total) for interpreting credentials. An assignment is any job ranging in time from less than one hour up to a day.

The Work Practice requirements must be met for each language and skill in which a credential is held. The criteria are the same irrespective of the type of credential held.

The Work Practice can be either paid or pro bono but, irrespective of the nature of the work, independent verification must be provided, if requested for auditing, to confirm this work has been completed.

The Work Practice criteria for practitioners holding credentials in languages or language directions where there is low demand for a translator or interpreter, including practitioners based in rural and regional areas, may be reduced where evidence of this can be provided. Work practice less than 10,000 words per year may also be accepted where the translator holds accreditation both from and into English in one language and meets the criteria in one language direction and not in the other direction.
(B) Professional Development

To be revalidated a practitioner must be able to demonstrate they have undertaken Professional Development activities within the three years that meet the following criteria.

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum points</th>
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<tr>
<td>Ethics of the Profession</td>
<td>30</td>
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<tr>
<td>Maintenance of Language</td>
<td>30</td>
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<tr>
<td>Skills Development</td>
<td>30</td>
</tr>
<tr>
<td>Complementary Skills Development</td>
<td>No minimum</td>
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<tr>
<td>Contribution to the Profession</td>
<td>No minimum</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
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Professional Development activities have been divided up into five categories with a range of opportunities within each category. Different types of professional development attract different points. The NAATI Professional Development Catalogue provides details of the type of Professional Development activities and the points that can be claimed.

Planning for Professional Development activities over the Revalidation period, ensuring that the criteria for Revalidation are met is important.

Applicants should note that only Professional Development completed within the current Revalidation period can be claimed. This means that if accreditation has been granted on the basis of completion of a NAATI approved course, this qualification cannot be claimed as Professional Development for Revalidation purposes.

Maternity Leave or Illness Provisions

Consideration will be given on a case-by-case basis if there are extended periods where the practitioner was unable to work either for maternity or health reasons. Medical evidence must be provided in support of any claim in this regard. A year’s extension may be provided for a practitioner to meet the Revalidation requirements, one year pro rata, in circumstances where no work is undertaken over the Revalidation cycle. Where a practitioner was able to work for a proportion of the Revalidation cycle the assessment will be on a pro rata basis.

Conditions for Practitioners holding Paraprofessional Interpreter or Translator Accreditation

Translators and interpreters with Paraprofessional level accreditation have special obligations. Individuals holding this type of credential will be given a maximum of two periods of Revalidation (i.e. six years) during which an attempt to upgrade the credential to Professional level must be made. If no Professional level accreditation is available then NAATI will not require an attempt to upgrade.

Any practitioner holding a Paraprofessional level credential must attempt to upgrade to Professional level, over the two Revalidation periods, otherwise the credential will lapse, irrespective of whether the Revalidation criteria are met. If an attempt to upgrade to Professional level is unsuccessful the practitioner can revalidate their Paraprofessional credential. The Practitioner then has two further revalidation periods to attempt to reach the Professional level.

Practitioners holding Interpreter or Translator Recognition

Translators and interpreters who hold a NAATI Recognition can only revalidate their Credential while testing has not been established for the language and skill.

If testing for a language is established, NAATI will phase out Recognition for the language. This means that Recognitions that have been awarded will expire, irrespective of whether the Revalidation criteria are met. NAATI encourages any practitioner holding a Recognition in a language for which testing is available to upgrade to Paraprofessional level accreditation before their Recognition expires.

For information about languages for which accreditation testing is available, please refer to the NAATI Accreditation by Testing Information Booklet on the NAATI website.
Coordinating the Expiry Dates of Multiple Credentials

NAATI would like the Revalidation process to be as simple as possible for practitioners. One way in which Revalidation can be simplified for holders of multiple credentials is through the synchronisation of credential expiry dates.

NAATI will consider any request to synchronise the expiry dates of multiple credentials. In situations where the credentials expire within six months of each other, NAATI will synchronise to the latest expiry date. In situations where there is more than six months between the expiry dates NAATI will, with the agreement of the practitioner, synchronise to the earliest expiry date, with the Revalidation assessment for the shortened period being assessed on a pro-rata basis.

For example a practitioner has two interpreter accreditations, one expiring on 1 July 2014 and the second on 1 July 2015. If a request to synchronise these dates is made by the practitioner then NAATI would synchronise the dates to 1 July 2014 and the practitioner would only need to show 2/3 of the Work Practice requirements for the second accreditation (as the period before revalidation is required has been reduced from 3 years to 2 years).

2. RECORD KEEPING

Practitioners need to be aware of the requirements for Revalidation and make sure they keep records of their Professional Development activities and Work Practice.

NAATI provides Logbooks for record-keeping of:

A. Translating Work Practice
B. Interpreting Work Practice
C. Revalidation Professional Development Activities

These Logbooks can be downloaded from the NAATI website and the records kept either electronically or on a paper copy.

Work Practice Logbooks – There are separate logbooks for translating and interpreting work practice. Specific evidence of the work undertaken, like proof of payment or booking sheets, are not required to be submitted with the logbook but the practitioner must be able to provide this if requested as part of the audit process.

If an individual is employed as a translator or interpreter by a service provider the service provider can issue a written confirmation of the work completed. In this case the practitioner does not need to list in the Work Practice Logbook the translation or interpretation work done for the service provider. Only the cover sheet and the declaration page need to be completed and sent in with the letter(s) provided by the employer or agency.

If the translator or interpreter is employed full time a confirmation letter from the employer can be provided stating the period of employment, the job description and the overall proportion of the duties which are translating or interpreting, if not otherwise clear and this can be used as the basis for Revalidation. These documents have to be in English or a certified translation provided along with the original document in LOTE.

Professional Development Logbook – Generally, the Logbook does not require specific evidence of the Professional Development activity, like a certificate of attendance, to be sent with the application. However, a practitioner must be able to provide evidence that the entries relate to activities undertaken if requested as part of the audit process. For some activities proof might need to be sent in with the application, please check in the catalogue for details.

The Professional Development Catalogue, available from NAATI’s website, does not list every possible activity which could be completed. Provision for activities not otherwise listed is made in the last section of the Logbook.
3. REVALIDATION REMINDER

It is important to ensure your contact details are kept up-to-date; this information can be managed using NAATI Online. NAATI will remind practitioners of deadlines for the Revalidation requirements.

Approximately three to five months before the expiry of a credential NAATI will write to the individual reminding them of the need to submit an application for Revalidation. In addition should any aspect of the Revalidation system be amended practitioners will be notified of this.

4. REVALIDATION APPLICATION

At least 6-8 weeks before the expiry date of the credential, an application for Revalidation must be submitted, along with information (in the form of the logbooks) showing that the Revalidation criteria for Professional Development and Work Practice have been met.

While NAATI expects that all applications for Revalidation will be made before the credential(s) expires, it is acknowledged that there may be circumstances where this is not possible. NAATI will accept applications for Revalidation received up to three months after the expiry date.

NAATI prefers that applications are made by post as the volume of documents and requirement for passport photos makes electronic submission problematic.

The application form allows a practitioner to apply for one updated product, such as an ID card or translator stamp, at no extra cost.

For practitioners who hold credentials awarded before 1 January 2007 and who opted in to Revalidation before 1 January 2009 will be eligible for a discount to the Revalidation fee payable with their initial Revalidation application. Practitioners who opted in between 1 January 2007 and 31 December 2007 qualify for a 100% discount on the revalidation fee and those who opted in between 1 January 2008 and 31 December 2008 qualify for a 50% discount. Practitioners who believe they qualify for a discount to the Revalidation fee will need to indicate this clearly when applying.

Consideration of Particular Circumstances

NAATI understands that there can be circumstances that lead to practitioners not meeting the requirements for Revalidation. During the commencement of Revalidation NAATI will seek not to disadvantage anyone who attempted to meet the requirements for Revalidation but due to circumstances outside of their control did not.

There is the option for applicants for Revalidation to provide details of their particular circumstances in Part 2 of the application form.

5. APPLICATION ASSESSMENT

Each application for Revalidation will be assessed against the criteria and the applicant advised of the outcome. NAATI will notify an individual of the revalidation of a credential in writing and this advice will include the new date of expiry for the credential.

Post-Revalidation Products

Applicants granted Revalidation will be entitled to claim an ID Card, Certificate or Translator Stamp at no additional cost. The applicant must provide the details of the product claimed as part of the Revalidation application. Any other products claimed will need to be applied for using NAATI Online or the paper-based application form.
Auditing Revalidation Applications

NAATI conducts audits of a proportion of revalidation applications each year. Those practitioners audited will be asked to provide records proving the Professional Development and Work Practice claimed in the Logbooks.

Practitioners selected for audit will be notified soon after they have lodged their Revalidation application, the Practitioner will be advised what is required and the timeframe for a response. Advice will also be given about what should be done if there is difficulty in complying with the audit request and/or timeframes. If the Practitioner does not provide the requested supporting documentation, their credentials will not be revalidated.

Appeals against Decisions

A committee of NAATI’s Board of Directors called the Professional Reference Group (PRG) with representatives from AUSIT, ASLIA and major service providers will consider and make recommendation about appeals made by applicants denied Revalidation.

An appeal may be made on the ground that either:

a. The assessment/audit did not consider all relevant material
b. The assessment/audit did not follow the process

An appeal must be made within two weeks of receipt of the decision. An appeal must be lodged in writing and state the grounds of the appeal.

NAATI will acknowledge receipt of the appeal and provide information about the timeline for consideration. The appellant will be notified in writing of the outcome of the appeal.

6. CERTIFIED COPIES AND TRANSLATIONS OF DOCUMENTS

You will be required to provide certified true copies of documents as part of the application process. This means that an individual authorised to do so in your country must certify any copies of original documents as true copies.

Where documents are not in English, you must provide a certified copy of the original language document plus an original English translation of the document (please note that copies of the translation will not be accepted). Normally this translation must be carried out by a NAATI accredited translator. The signature, name, and NAATI Number of the translator must be provided on every page of the English language version, preferably as part of the NAATI Translator Stamp. Should access to a NAATI accredited translator be an issue, please contact NAATI on info@naati.com.au and NAATI will consider your circumstances and whether a translation completed by another party would be acceptable.

Please do not send original documents (except original translations of non-English language documents), as we do not return these.

NAATI will not accept certified copies and translations of documents provided by persons with a conflict of interest, for example where the person certifying or translating a document is a relative or acts as a migration agent for the applicant.

If your current legal name is not the same as that on your documents, you must provide evidence of your name change.

All submitted documents that are copies of original documents must be certified.
Processing of your application will be delayed if you send incorrect or improperly certified documents. Please note that

1. Certified copies of an already certified document (that is, a copy of a copy) will not be accepted.
2. Certification should appear on each page of the document and should show:
   a. the signature of the person certifying the document
   b. the name of the person certifying the document clearly printed or evident in an official stamp
   c. the contact details of the person certifying the document. This may be a business address, telephone number or e-mail address
   d. where possible, an official stamp indicating the occupation/position of the person certifying the document.
3. The following classes of person are authorised to certify copies of documents:
   a. NAATI staff member (Australia only)
   b. An officer of an Australian Diplomatic Post
   c. A Notary Public authorised in the country of the application
   d. A Commissioner of Oaths (Declarations) authorised in the country of the application
   e. A Solicitor, Barrister or Judge authorised in Australia or the country of the application. (note: each page must be signed and it will not be acceptable for the name of a law firm to appear in lieu of the actual name and signature of the person certifying your document)
   f. A Justice of the Peace authorised in Australia or the country of the application.

Assessment of your application will not proceed if you submit copies of documents where the person certifying the copy is not one of those listed or where the above requirements are not met.

7. NAATI PRIVACY POLICY

NAATI is committed to protecting the privacy of personal information. Personal Information collected by NAATI, like other agencies operating in Australia, is protected by the Privacy Act 1988 and associated legislation. NAATI adheres to the National Privacy Principles contained with the Privacy Act 1988 which regulate how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

NAATI’s Privacy Policy is intended to inform people who deal with NAATI, particularly applicants for NAATI products and services, about:

- the kind of ‘personal information’ that NAATI may gather;
- how that information may be used;
- how that information may be shared or disclosed;
- the choices individuals have regarding NAATI’s use of their personal information; and
- how individuals may correct personal information held by NAATI about them.

GLOSSARY OF TERMS

**Accreditation:**
Type of NAATI credential awarded in translating and interpreting across four levels, Paraprofessional, Professional, Advanced and Advanced (Senior), on the basis of an objective assessment of an individual’s translating and/or interpreting skill.

**Credential:**
Descriptive of the attestation issued to an individual by NAATI, that is either a Recognition or Accreditation.

**Professional Development Logbook:**
Used for keeping records of activities and provided with the Revalidation application as evidence the criteria have been met.

**Translator Work Practice Logbook:**
Used for keeping records of translations completed and provided with the Revalidation application as evidence the criteria have been met.

**Interpreter Work Practice Logbook:**
Used for keeping records of translations completed and provided with the Revalidation application as evidence the criteria have been met.

**Opting In:**
The process whereby practitioners with credentials awarded before 1 January 2007 can become part of the Revalidation system.

**Professional Development (PD):**
Activities undertaken by the practitioner to maintain their knowledge and skills related to professional translating and interpreting. This includes self-development activities, tertiary courses and units, workshops and other activities offered by the industry.

**Recognition:**
Type of NAATI credential awarded in translating and interpreting on the basis of documented work experience, introductory training and English proficiency. This credential does not involve an objective assessment of an individual’s translating and/or interpreting skill.

**Work Practice (WP):**
Demonstrated and recorded practise as a translator or interpreter at a level appropriate to the type(s) of NAATI credential held.