



TRANSITION TO NAATI CERTIFICATION

This form can only be used by accredited and recognised practitioners who wish to transition their current credentials to the new NAATI certification system. Please complete all parts of this form.

PERSONAL DETAILS			
NAATI Number		Title <i>(select)</i>	
Given names			
Family name			
Country of Birth		Date of Birth	
Address <i>(street)</i>		Suburb	
City		State	
Postcode		Country	
Phone/Mobile			
Email			

Please be aware that you will need to submit **1x Australian passport size photo** with this form. This photo should be an electronic attachment. Requirements for photo files can be found on the last page.

NAATI CREDENTIALS		
Do you wish to transition all of your current credentials? <i>(select)</i>		
Do all of your credentials have an expiry date? <i>(select)</i>		
If any of your credentials do not have an expiry date, you will need to attach work practice evidence for each credential without an expiry date.		
Please mark the type/s of work practice evidence you will be attaching to this application.		
Reference letter from employer or service provider	Completed work practice record	Proof of income from an accountant
If you cannot provide work practice evidence , please provide a brief statement below as to why you have not.		

If you are not transitioning all of your credentials, please use the section below to advise **which credentials you are transitioning**.

CREDENTIAL 1

Credential type *(select)*

Credential language

CREDENTIAL 2

Credential type *(select)*

Credential language

CREDENTIAL 3

Credential type *(select)*

Credential language

CREDENTIAL 4

Credential type *(select)*

Credential language

CREDENTIAL 5

Credential type *(select)*

Credential language

PROFESSIONAL INTERPRETERS ONLY

If you are **transitioning to Certified Interpreter**, you will need to attach **evidence of work experience, education or training in chuchotage**.

Please mark the type/s of chuchotage evidence you will be attaching to this application.

Reference letter from employer or service provider	Evidence of training/formal unit of study (as part of a qualification)	Evidence of a completed professional development session
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If you **do not provide evidence**, you will be offered **the opportunity to complete a professional development session**.

You will not be issued a Certified Interpreter credential until evidence is received and processed by NAATI.

Do you wish to be awarded Certified Provisional Interpreter during the interim period (until evidence is received by NAATI)? *(select)*

PRODUCTS

Applicants who successfully transition are entitled to claim the following products, based on their credentials:

- **Interpreters** can claim **1x NAATI ID card**.
- **Translators** can claim **1x translator stamp per language**.

All successful applicants will also receive a certificate per credential.

Will you be claiming all products that you are entitled to? *(select)*

ONLINE DIRECTORY

Applicants who successfully transition are entitled to claim free listing on the online directory of NAATI practitioners.

Do you wish to be listed on the online directory *(select)*

PAYMENT DETAILS

All fees are listed in Australian Dollars (\$AUD) and include GST.
The fees listed on this form are valid from 1 July 2019 to December 2019.
All prices are subject to change without notice.

Fees (\$AUD)

Application fee	\$121.00
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Once your application has been entered on NAATI's systems, you will receive an invoice (via email) that must be paid within 7 days.

Invoices can be paid by an individual or organisation.
Your application will not progress unless this payment has been made.

DECLARATION

- I understand NAATI will use the personal information collected in this form (plus any further personal information that I provide to NAATI as part of my application) to process my application, administer tests to me, and determine and record the outcome of my application.
- I understand that, if I am certified, NAATI may disclose to people and organisations (to verify my credentials, including via an online verification register) my name, NAATI credentials, expiry date, suburb and photograph.
- I understand that if NAATI does not collect my personal information, NAATI will not be able to provide its products and services to me, including certification as a translator or interpreter, and I will not be listed on NAATI's Online Directory.
- I understand NAATI will use the personal information collected in this form (plus any further personal information that I provide to NAATI as part of my application) to process my application, produce products for me, and arrange delivery of these products via third party suppliers.
- I understand that, if I am certified, ongoing certification is contingent on ethical behaviour and meeting the recertification criteria.
- I understand that NAATI will periodically review the certification system and this may result in changes to the recertification requirements.
- I understand that NAATI reserves the right to validate any of the information required if deemed necessary.
- I declare I have read and understood the information provided to me, including the terms and conditions noted in this application form.
- I declare the information provided in this application form is correct to the best of my knowledge.
- NAATI's Privacy Policy is available at <https://www.naati.com.au/resources/our-policies>. It contains information about how I can access and correct my personal information, how I can complain about a breach of privacy and how NAATI deals with complaints.

Date		Applicant Signature	
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Completed forms and applicable attachments must be sent to **transition@naati.com.au**.

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

Photo and document files must meet the requirements set out below.

Attachments that do not meet requirements may result in delays in processing your application.

Photo Files	Document Files
<ul style="list-style-type: none"> • File format: jpg, jpeg or png • File size minimum: 500KB • File size maximum: 2MB • Photo size minimum: 900px wide by 1200px high • Photo size maximum: 2250px wide by 3000px high • Aspect ratio (width to height): 4:3 • Photo layout position: portrait • Photo background: white • Photos must be in full colour 	<ul style="list-style-type: none"> • File format: doc, docx, pdf • File size minimum: 10KB • File size maximum: 2MB • Documents must be in full colour • Preferred file format is pdf