**National Accreditation Authority
for Translators and Interpreters** LTD
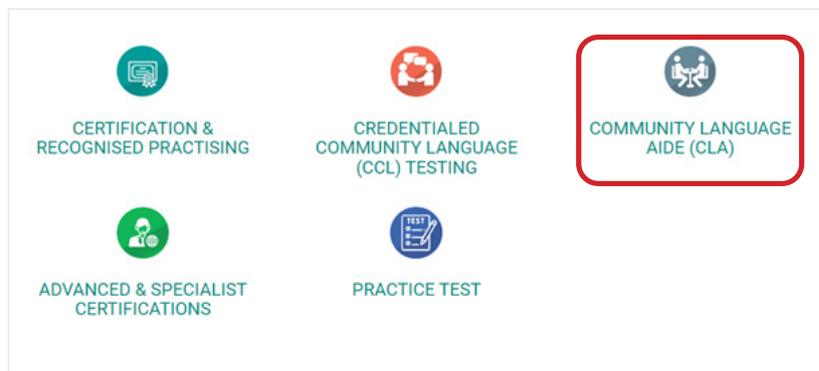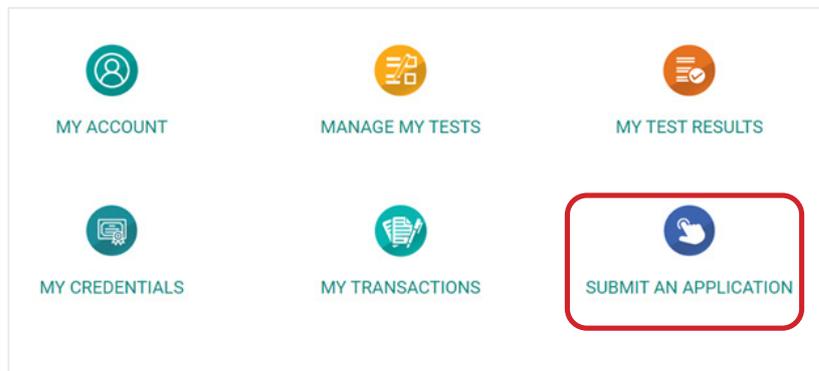
Guide

How-to-guide

How to apply for a Community Language Aide (CLA) test

This guide walks through how to apply to sit a Community Language Aide (CLA) test via the myNAATI portal. For any enquiries please contact info@naati.com.au

Submit an application

Step One - myNAATI Portal

On the myNAATI Home page navigate to the 'SUBMIT AN APPLICATION' icon then to the 'COMMUNITY LANGUAGE AIDE (CLA)' icon.

MY ACCOUNT

MANAGE MY TESTS

MY TEST RESULTS

MY CREDENTIALS

MY TRANSACTIONS

SUBMIT AN APPLICATION

CERTIFICATION & RECOGNISED PRACTISING

CREDENTIALED COMMUNITY LANGUAGE (CCL) TESTING

COMMUNITY LANGUAGE AIDE (CLA)

ADVANCED & SPECIALIST CERTIFICATIONS

PRACTICE TEST

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	First Name	Middle Names	Family Name
Choose...	Test		Account

Gender	Date of Birth	Country of Birth	
Male	01/01/1990	Turkey	
	Format dd/mm/yyyy		

Please enter your email address for correspondence.

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

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

Customer No.

204929

☑ Validate in Google
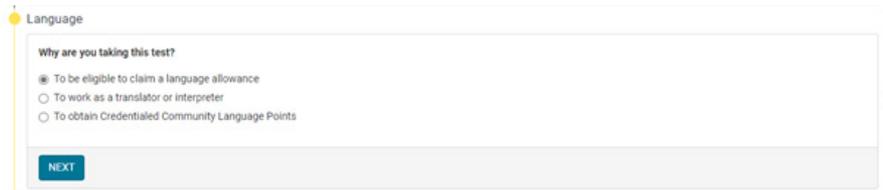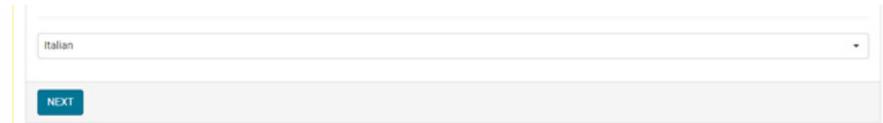
Address

2 King St, Fortitude Valley QLD 4006, Australia

Exhibition station

Step Three - Test options

Under 'Why are you taking this test' select the 'To be eligible to claim a language allowance' option.
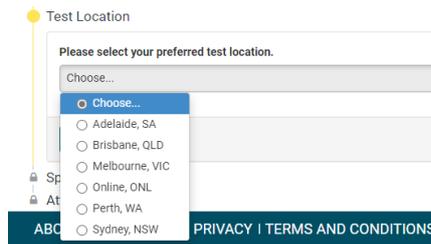Click next.

Select your languge then click next.
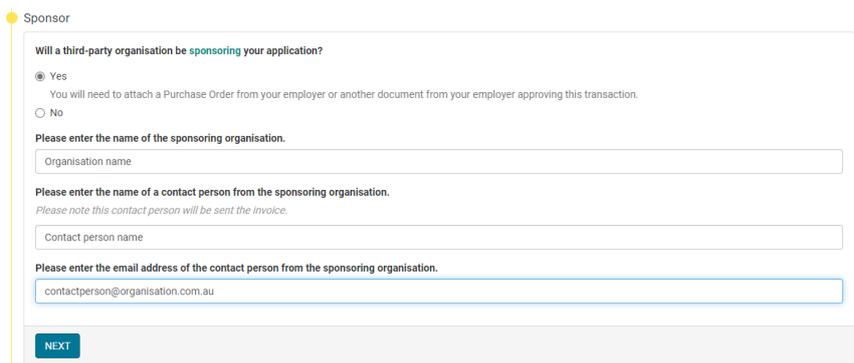
Select your test location.

Please note all Auslan CLA tests are conducted face to face so a physical test location is required. For spoken languages please select 'Online'.

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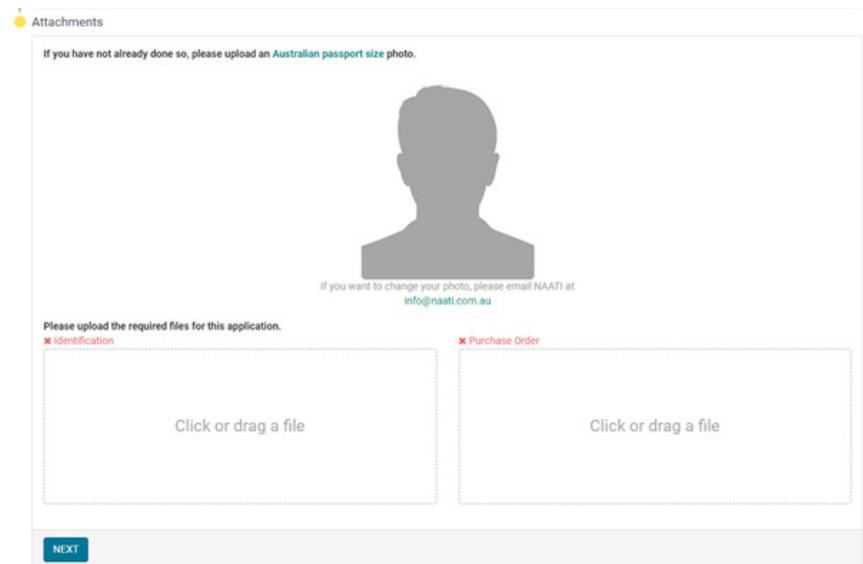
Please note that only sponsorship arrangements that have been pre-approved by NAATI should be included here.

Step Five - Attachments

In this section you will need to upload:
• a photo of your face (view the photo requirements here: https://www.naati.com.au/resources/application-require-ments/)
• your passport photo or driver's license for identification
• a purchase order (if you are being sponsored)

Step Six - 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.