



National Register of
Public Service Interpreters

Guidelines on Providing Proof of Public Service Interpreting Experience

You must be able to provide evidence to support your claim of the professional Public Service Interpreting (PSI) hours you have entered on your First Language Application form or annual registration renewal form. PSI is defined as interpreting between a member of the public and a UK-based Public Services Organisation. Public Service Organisations are the government funded organisations for example HMCTS, MOJ, NHS, DWP, NCA, Police Services; this list is not complete or exhaustive. Note that NRPSI may check any documents supplied for accuracy with the original authority.

Proof of PSI hours must include the following:

- Your name
- Date of assignment
- Language (proof must be linked to one language only)
- If more than one language is included, the relevant number of hours must be specified for each language
- The number of PSI hours worked (excluding waiting, travel time or cancelled work)

Acceptable evidence

- Claim forms, attendance sheets or time sheets from public service bodies or agencies - must be on official headed paper and bear an official signature of the client for example a Public Service Officer
- Letters/emails from a public service organisation - must be written on official headed paper or include the organisation's crest/logo with an official signature. Original letters, scanned copies and emails are acceptable. You may be asked to support the letter with other forms of evidence.
- Letters/emails from interpreting agencies - the agency must confirm that the work undertaken was interpreting within the public sector, state the organisation worked for, the language used, and the date of the assignment.
- For remote work, where online claim forms or time sheets are not signed they must bear client's e.g. Public Service Officer's printed forename and surname and marry up with corresponding proof of payment (e.g. a remittance advice clearly showing public service client's or agency's details)
- For remote work, your own invoices must marry up with corresponding proof of payment (e.g. a remittance advice clearly showing public service client's or agency's details) and/or corresponding booking emails or Purchase Orders

Unacceptable Evidence

- Self-generated lists of appointments
- Screen shots or printouts of jobs logged on your profile with an agency
- Your own invoices, booking forms or letters/emails confirming bookings that are on their own and are not matched with each other as stated above
- Work undertaken outside of the UK
- Work for the BBC, Foreign Office, Ministry of Defence or Embassies.
- Translation work

Submitting proof

Please do not send non-PSI correspondence (background to individual cases, unrelated letters to individuals within any organisation, glossary of terms etc). If you are sending in original proof of work and you would like it returned to you please provide us with a stamped addressed envelope. Otherwise all photocopies of evidence will be shredded.

Unable to provide proof at registration renewal?

We require proof of 10 hours PSI experience at each renewal to ensure that the Registrant is maintaining their skill levels and can interpret to the required standard when needed. For Registrants who, due to personal circumstances, are unable to follow our guidelines for providing evidence, please provide an explanation of the difficulties with suitable description of how interpreting skills have been maintained. It will be at the Selection Panel's discretion to accept alternative forms of evidence if available or waive the requirement for one year. Examples of alternative forms of evidence: conference interpreting, unpaid activities that use the language skill.