



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. 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)
- The number of PSI hours worked (excluding waiting, travel time or cancelled work) Where letters of proof of experience are supplied, these must be written on official headed paper or include the organisation's crest/logo with an official signature. If more than one language is included, the relevant number of hours must be specified for each language.

Acceptable evidence

- Claim forms from public service bodies (must be on official headed paper)
- Witnessed logbook
- Letters/emails from a public service organisation. These must indicate the hours worked and the language. 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.

Unacceptable Evidence

- Self-generated lists of appointments
- Your own invoices booking forms or letters confirming bookings
- 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 on Full status, who are unable to follow our guidelines for providing evidence, please provide an explanation of the difficulties and note that we may accept the following alternative forms of evidence if available or waive the requirement for one year with suitable description of how interpreting skills have been maintained: Conference interpreting; unpaid activities that use the language skill.