

NATIONAL REGISTER OF PUBLIC SERVICE INTERPRETERS

Additional Language Application Form

Please read these notes carefully before you fill out this form. An incomplete or incorrectly completed form will be returned to you and will delay your application to the National Register.

1. This form is to be used only for additional language applications to the Register.
2. You must use black ink or biro to complete the form and write legibly in your own handwriting
3. Answer all questions accurately
4. If a section does not apply write N/A
5. Tick boxes as appropriate
6. Sign and date the declarations at the end of the form

Any information given in this form may be entered onto the National Register of Public Service Interpreters database, in compliance with the Data Protection Act. The information you provide will be used

- i) by the Selection Panel to decide if your additional language application is successful
- ii) to complete your entry into the database if your application is successful.

Space on the database is limited. The form has been designed to allow you to give the maximum information to the Selection Panel which will be evaluating your application. Any information written on the form but outside the boxes provided will not be accepted.

Special Notes

- If you have successfully completed a relevant Public Service Interpreting (PSI) qualification you will only be considered for entry onto the Register in the language for which you hold the qualification.

FOR CURRENT APPLICATION FEES AND CRITERIA FOR ENTRY PLEASE GO TO OUR WEBSITE
www.nrpsi.co.uk

NRPSI Application Queries

Applications to the National Register must be made by post; we advise that the most secure method of posting is Recorded or Special Delivery.

If you wish to seek clarification on any matter relating to the completion of the form, you should contact the office by telephone in the first instance.

We regret that visitors **can only be seen by prior appointment**. Please contact a member of staff if you wish to arrange an appointment. We will provide assistance where possible but we are unable to go through an entire application.

1 PERSONAL DETAILS

The following details will be entered onto the Register: your telephone and/or fax numbers and e-mail address, town and county, together with the first half of your postcode only. For security reasons your full address will not appear. Subscribers will telephone, fax or e-mail you to book you for an interpreting assignment. However, we need your full residential address for our records. PO Box numbers and business addresses are not acceptable.

Surname	
First name(s)	
Title (e.g. Dr/Mr/Mrs/Ms) no designatory letters	
Address	
Town	
County	Postcode
Telephone Number Daytime	
Telephone Number Evening	
Mobile Number	
E-mail Address (maximum of 30 characters)	
Fax Number	

2 PROFESSIONAL LANGUAGE USE

You must enter the name of the language for which you would like to be registered in the box marked "Language" and then tick the appropriate boxes to indicate your level of oral and written skills in that language and in English.

Language	<input type="text"/>			
	Native	Fluent	Good	Basic
Oral Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

English				
	Native	Fluent	Good	Basic
Oral Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 INTERPRETING TYPES AND HOURS OF EXPERIENCE

How many years have you been interpreting professionally?

How many hours of professional Public Service Interpreting experience have you gained in your interpreting career in the language you have entered in section 2?

Please estimate the number of hours below – do not include travel and waiting time in your estimate.

	Simultaneous/Whispered Interpreting	Consecutive/Liaison Interpreting
Hours	<input type="text"/>	<input type="text"/>

You must be able to provide sufficient evidence in support of your claimed experience – please refer to enclosed information sheet 'Guidelines on Providing Proof of Public Service Interpreting Experience'.

4 SPECIALISM(S)

Tick the box(es) below that are relevant to the Public Service Interpreting qualification(s) or experience you have gained.

	Area of Specialism	
Health	<input type="checkbox"/> Health Centres	<input type="checkbox"/> Hospitals
	<input type="checkbox"/> GP's	<input type="checkbox"/> Mental Health
	<input type="checkbox"/> Dentists	<input type="checkbox"/> Hospices
Law	<input type="checkbox"/> Courts/Immigration	<input type="checkbox"/> Refugee Services
	<input type="checkbox"/> Police	<input type="checkbox"/> Customs & Excise
	<input type="checkbox"/> Probation/Prisons	<input type="checkbox"/> Solicitors
Local Government	<input type="checkbox"/> Social Services	<input type="checkbox"/> Benefits
	<input type="checkbox"/> Housing	<input type="checkbox"/> Education
	<input type="checkbox"/> Advice Bureau	<input type="checkbox"/> Social Security

5 QUALIFICATIONS & CPD COURSES ATTENDED

You should give full details of all appropriate qualifications & CPD relevant to the language you would like to be registered, supported by original certificates and syllabi, where necessary.

Certified Translations must be provided for certificates that are not in English.

ORIGINAL CERTIFICATES MUST BE SENT. **Please note the Selection Panel will not consider qualifications that are not supported by your original certificate.**

You must enter the name of the qualification (e.g. Diploma in Public Service Interpreting, French/English Law), the date of the award (e.g. 1997) and the name of the awarding body (e.g. IoL).

	Title	Language and/or Specialism	Year	Organisation
Public Service Interpreting				
Conference Interpreting				
Translation				
Masters				
Degree				
CPD (Courses attended)				

CHECKLIST

Please ensure you have completed all sections of this form and that you have enclosed the relevant material/information with your application, as below:

- Original certificates of educational qualifications as requested in section 5.
- Copies of evidence of work experience to support the number of hours of Public Service Interpreting experience you have stated in section 3. For acceptable proof please refer to 'Guidelines on Providing Proof of public Service Interpreting'.
- 1 passport-sized photograph (approximate size 3.5 cm x 3.5 cm) for your National Register Photo ID card (please print your name on the reverse of the photograph).
- The fee. We accept Credit Card payments, online banking Faster Payments, or cheques, which should be made payable to "NRPSI Limited". Current application fees are on the website.

DECLARATION

I declare that I have read and agree to the National Register of Public Service Interpreters Code of Professional Conduct and Disciplinary Procedures (revised from time to time), that all the information supplied above is correct and that I have not withheld any relevant information. I am aware that if I knowingly supply incorrect information, my application will be rejected or my registration with the National Register withdrawn at any future date. I consent to my details being made available on the online register.

Signature

Date

NRPSI reserve the right to reject an application. Should an application be rejected, the administration fee is non-refundable.

IF YOU DO NOT ENCLOSE ANY/ALL OF THE ABOVE THIS WILL HAVE AN IMPACT ON YOUR APPLICATION

WE ADVISE YOU TO MAKE AND RETAIN A COPY OF THIS FORM FOR YOUR REFERENCE

YOU MUST SIGN AND DATE THIS FORM OTHERWISE IT WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED