



National Accreditation Authority
for Translators and Interpreters LTD



How-to-guide

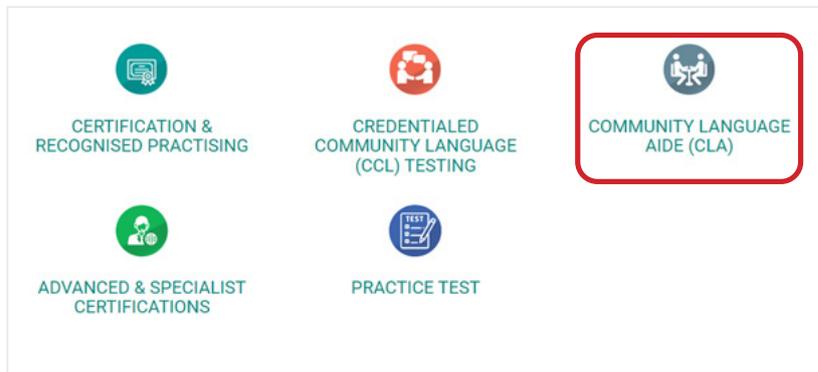
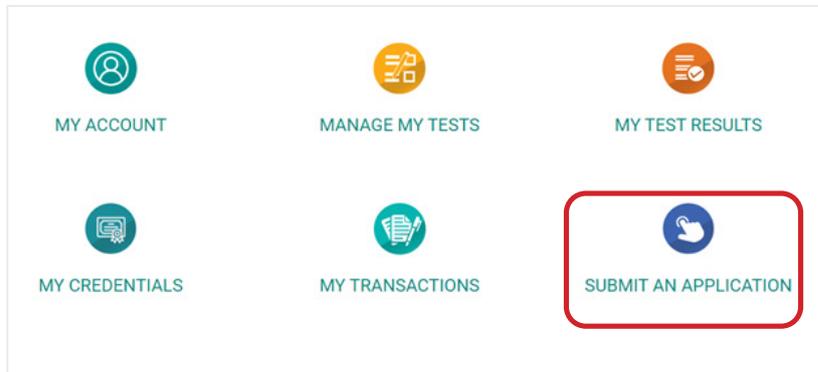
How to apply for a Community Language Aide (CLA) test & select a test date

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 homepage navigate to the 'SUBMIT AN APPLICATION' icon then to the 'COMMUNITY LANGUAGE AIDE (CLA)' icon.



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 Choose...	First Name Test	Middle Names	Family Name Account
Gender Male	Date of Birth 01/01/1990 <small>Format dd/mm/yyyy</small>	Country of Birth Turkey	

Please enter your email address for correspondence.

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

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

Customer No.
204929

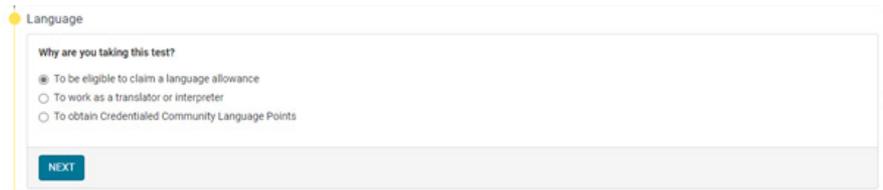
Validate in Google

Address
2 King St, Fortitude Valley QLD 4006, Australia

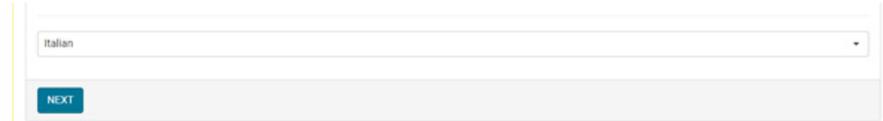
How to apply for a Community Language Aide (CLA) test

Step Three - Test options

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

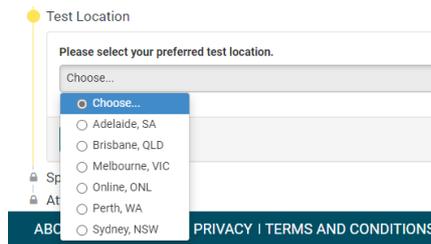


Select your language then click next.



Select your test location.

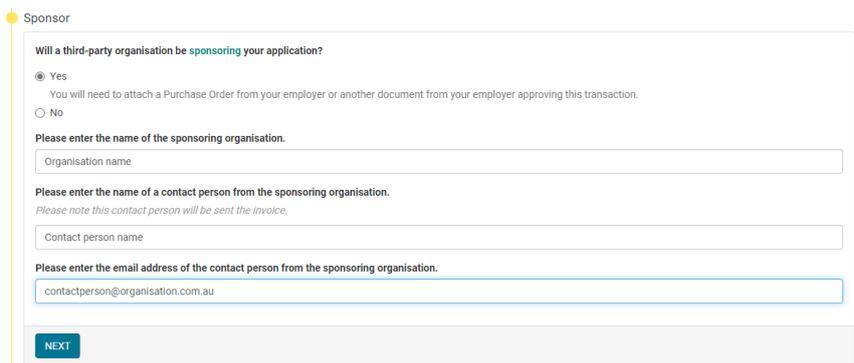
Please note all Auslan CLA tests are conducted face to face so a physical test location is required. For spoken languages please select 'Online'.



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'.

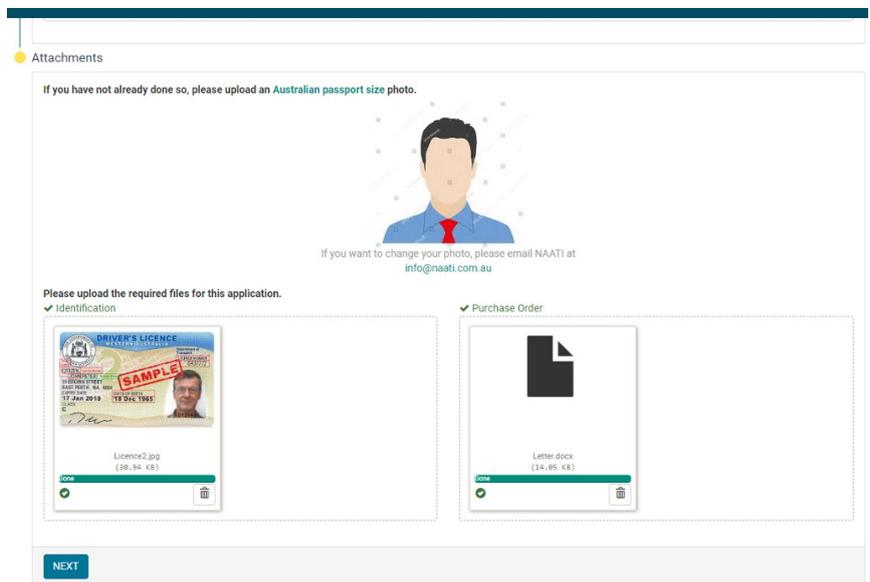
Please note that only sponsorship arrangements that have been pre-approved by NAATI should be included here.



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-requirements/>)
- your passport photo or driver's license for identification
- a purchase order (if you are being sponsored)



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

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.

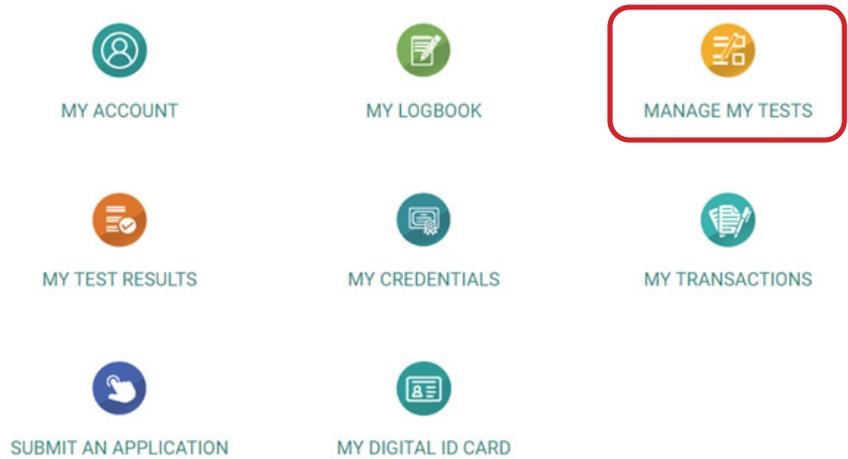
[Click here to return to the NAATI home page.](#)

How to select a test date

Step One - Manage My Tests

You will receive an email from NAATI if you have been made eligible for testing. You can now select a test date.

Log into myNAATI and select the 'MANAGE MY TESTS' icon.



Step Two - Select Test Type

You will see all available test types you have been made eligible for.

Click 'Select Test Session' for the test type you wish to book in for.

MY TESTS

Application	Credential Type	Skill
PRACTICE TEST	PRACTICE TEST - CREDENTIALIAED COMMUNITY LANGUAGE	ARABIC
Test Date	Venue	Status To be scheduled

Application	Credential Type	Skill
COMMUNITY LANGUAGE AIDE	COMMUNITY LANGUAGE AIDE	SPANISH
Test Date	Venue	Status To be scheduled

Step Three - Select Test Session

All available test sessions will display in a list. Click 'Select Test Session' to book in your preferred date.

AVAILABLE TEST SESSIONS IN OTHER LOCATIONS (INTERSTATE LOCATIONS)

📍 ONLINE - Online

Test Session ID TS32133	Test Date Thursday, 8 February 2024	Test Start 10:00 AM	SELECT THIS TEST SESSION
Expected Completion 12:00 PM	Availability Nearly Full	Venue Name NSW CLAS Online Tests	Venue Address .

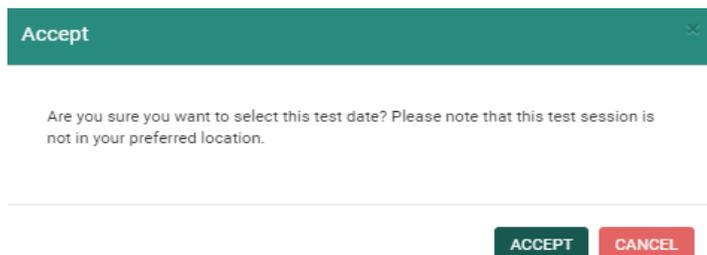
Test Session ID TS32134	Test Date Thursday, 15 February 2024	Test Start 10:00 AM	SELECT THIS TEST SESSION
Expected Completion 12:00 PM	Availability Nearly Full	Venue Name NSW CLAS Online Tests	Venue Address .

Test Session ID TS32007	Test Date Monday, 19 February 2024	Test Start 9:00 AM	SELECT THIS TEST SESSION
Expected Completion 4:00 PM	Availability Early Up	Venue Name NSW CLAS Online Tests	Venue Address .

Step Four - Accept Test Session

You will be given the chance to confirm once selected. Click 'Accept'.

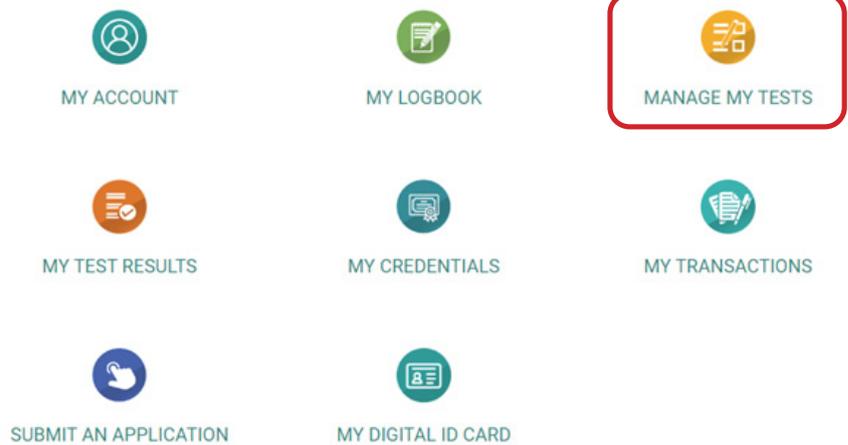
Congratulations! You will receive an email with confirmation and further details.



How to reschedule a test date

Step One

Log into myNAATI and select the 'MANAGE MY TESTS' icon.



Step Two - Select Test

Click 'Manage' next to the test you want to reschedule.

MY TESTS

Application	Credential Type	Skill	Status
CERTIFICATION PRACTITIONER	CERTIFIED INTERPRETER	FRENCH AND ENGLISH	To be scheduled
CERTIFICATION PRACTITIONER	CERTIFIED PROVISIONAL INTERPRETER	FRENCH AND ENGLISH	Processing Invoice

The second row of the table has a red box around the 'MANAGE' button in the status column.

Step Three

Once you see the details of the test you wish to reject, select the 'Change or Reject Test Date' button.

HOME > MY TESTS > MANAGE TEST

MANAGE TEST

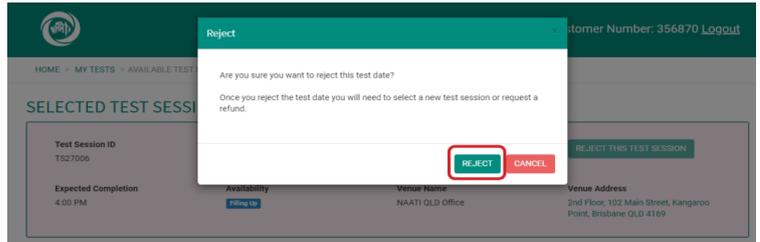
Customer No 356870	Test Session ID TS27006	Attendance ID 211224
Test Date Thursday, 13 April 2023	Test Start 12:30 PM (Arrive at 12:00 PM)	Expected Completion 04:00 PM
Application Certification Practitioner	Credential Type Certified Provisional Interpreter	Skill French and English
Status Test confirmed		
Venue Name NAATI QLD Office		
Venue Address 2nd Floor, 102 Main Street, Kangaroo Point, Brisbane QLD 4169		
Show Venue Map		
CHANGE OR REJECT TEST DATE		

The 'CHANGE OR REJECT TEST DATE' button is highlighted with a red box.

How to reschedule a test date

Step Four - Reject Test Session

Select the 'Reject This Test Session' button, and follow the prompt to confirm your cancellation.



Step Five - Select New Test Session

Follow the steps in the 'How to select a test date' section of this document to select your new test session.
