

Professional Indemnity Insurance and Criminal Records Bureau Enhanced Disclosure For Communication Professionals

To register as a sign language interpreter it is compulsory to provide evidence of your Professional Indemnity Insurance cover and your Criminal Records Bureau Enhanced Disclosure Certificate (or equivalent) with your supporting information to:

The Registration Manager
NRCPD
Mersey House
Mandale Business Park
Belmont
Durham DH1 1TH

For all other communication professionals Professional Indemnity Insurance and CRB Enhanced Disclosure are not compulsory but are strongly recommended.

Professional Indemnity Insurance (PII)

Where appropriate you are required to provide evidence that you have obtained PII cover for the period of your registration. The PII requirement can be fulfilled through one of the following:

- A copy of your current ASLI/SASLI membership letter showing dates and category of membership.
- A copy of your own insurance schedule showing dates of cover and that you are covered for the work in the area you are applying for.
- A copy of your employer's insurance schedule showing dates of cover, with covering letter from your employer (on their headed paper) confirming you are covered for work as a communication professional by their PII.

It is the responsibility of each communication professional to ensure that s/he has PII cover for the full registration period and for all work that s/he may carry out as a communication professional.

Criminal Records Bureau (CRB) Enhanced Disclosure

Where appropriate you are required to provide evidence that you have obtained a CRB Enhanced Disclosure Certificate (or equivalent) for the period of your registration. This Certificate (or equivalent) must be less than three years old at the date from which your registration takes effect. The CRB Enhanced Disclosure requirement can be fulfilled through any of the following:

- A copy of your Enhanced Disclosure Certificate showing the issue date and disclosure number.
- A covering letter from an umbrella organisation confirming that you have a current Enhanced Disclosure Certificate, stating the issue date and disclosure number.
- A covering letter from a Police Force confirming that you have had a police check carried out at the level of Enhanced Disclosure.
- A letter on headed notepaper from an employer/training organisation stating that you have a current Enhanced Disclosure Certificate, stating the disclosure number and issue date.

It is the responsibility of each communication professional to ensure that if their Criminal Records Bureau – Enhanced Disclosure becomes more than 3 years old during their registration period, they will have a further check carried out to meet registration requirements.