

Working with Translators

Key Concepts

Translation

Replacement of written information from one language to another.

Limited English Proficient (LEP) Person

Persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English.

Expanding programming to Limited English Proficient (LEP) clients may include translation of written materials. Key to the quality of the translation is the successful reflection of cultural nuances and expressions that may bear meaning on the content of the message. Being bilingual does not guarantee the ability to accurately convey meaning from one language to another language; therefore, it is important to be aware and/or be able to assess language aptitude and skills necessary to convert a message from one language to another.

Title VI of the Civil Rights Act of 1964, indicates that "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Failure to provide access to information and effective participation of federally funded programs and activities may violate rights of LEP individuals protected under Title VI regulations on the grounds of national origin discrimination.

Quality

The translation document should convey "true" meaning of information. This is achieved by selecting a competent translator who:

- has proficiency in the target language;
- is cognizant of the culture of the target language;
- has proficiency in punctuation, spelling, and grammar in the target language;
- avoids literal conversions;
- is certified by a translation agency or has completed translator training;
- is knowledgeable of the subject matter and terminology;
- has excellent research skills and access to language resources; and
- is computer literate.

When hiring a translator you may request a sample of their previous work and letter of reference and proof of credentials. Translators should also be willing and able to work with others in the process of proofreading, editing, and publishing. They should have the ability to judge the time needed to complete a translation project and meet the deadlines for production.

Cost

Fees for translation will vary. Translators may charge by word or page, or may even provide discounts associated with contracts or volume. Do a thorough research of pricing information to ensure adequate allocation of funds.

Translation and/or Interpreting Services Available in Kentucky

Listed are a few language service providers that can assist in reaching LEP clients. This list is not exclusive. County Extension District Boards may select any qualified interpreter or translator that meets their needs and budget. The University does not endorse any interpreter or translator.

Access Language Solutions

Email:

scheduling@accesslanguagesolutions.org

Web: www.accesslanguagesolutions.org

Telephone: 859-545-0950

Accipio Language Services

838 East High Street, Suite 160

Lexington, KY 40502

Email:

info@accipioservices.com

Web: www.accipioservices.com

Telephone: 859-533-4313

Catholic Charities of Louisville, Inc.

Email: Charities@archlou.org

Web: www.languagecclo.org

Telephone: (502) 637-9786

Central Kentucky Interpreter Referral

Email: easytoreserve@ckira.org

Web: <https://ckira.org/>

Telephone: (859) 236-9888

Resources:

Guidance to Federal Financial Assistance Recipients Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Persons With Limited English Proficiency, 79 Fed. Reg. 70771 (Nov. 28, 2014)

Communicating More for Less, <http://www.migrationpolicy.org/pubs/LEP-translationtechnology.pdf>

Al Día en America, Newspaper in Spanish, P.O. Box 206275, Louisville, KY 40250, Telephone: 502-451-8489, <https://www.aldiaenamerica.com/>

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Lexington, KY 40506



Disabilities
accommodated
with prior notification.