

# Working with Interpreters

## Key Concepts

### Interpretation

Rendering of written information from one language to another language.

### Interpreter

Performs an interpretation.

### Limited English Proficient (LEP)

An individual who does not speak English as his/her primary language and has limited ability to read, speak, write, and understand English.

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## Selecting the Interpreter

- Consider the interpreter's credentials and experience.
- What is the interpreter's area of specialization?
- Interpreters should remain unbiased in conveying the message.
- Interpreters should abide by a code of confidentiality.
- Do a thorough research of fees to ensure adequate allocation of funds.

The success of accurately conveying the program's message depends on adequate interpretation. This occurs when the interpreter is able to understand and analyze a spoken word and render the message with accuracy.

## 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.

## Before the Event

- Meet with interpreter and describe event, room size, and number of people attending, equipment, and setting.
- Provide him/her with handouts, schedules, parking, building information, and payment information.
- Discuss type of interpretation to be used and special equipment and/or setting needed.
- Discuss/review protocol to be used during the interpretation.
- Inform guest speakers that the session will be interpreted and suggest that they speak a little slower and minimize colloquialism

## During the Event

- If equipment will be used, make sure that it is working properly.
- Arrange space in a way that interpretation does not distract anyone.
- Introduce speaker to interpreter. (If possible, try to arrange this prior to the event).
- equipment and/or setting needed.
- Make event participants' aware that interpretation will be taking place.

## 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](mailto:scheduling@accesslanguagesolutions.org)

Web: [www.accesslanguagesolutions.org](http://www.accesslanguagesolutions.org)

Telephone: 859-545-0950

### Accipio Language Services

838 East High Street, Suite 160  
Lexington, KY 40502

Email:

[info@accipioservices.com](mailto:info@accipioservices.com)

Web: [www.accipioservices.com](http://www.accipioservices.com)

Telephone: 859-533-4313

### Catholic Charities of Louisville, Inc.

Email: [Charities@archlou.org](mailto:Charities@archlou.org)

Web: [www.languagecclou.org](http://www.languagecclou.org)

Telephone: (502) 637-9786

### Central Kentucky Interpreter Referral

Email: [easytoreserve@ckira.org](mailto:easytoreserve@ckira.org)

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

Telephone: (859) 236-9888