

# Working with Translators



## Key Concepts

### Translation

Rendering of written information from one language to another language.

### Translation

Performs a translation.

### 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.*

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 us in reaching LEP clients. Contact Nancy Calix for assistance on identifying additional providers.

### Accipio Language Services

838 East High Street, Suite 160  
Lexington, KY 40502  
info@accipioservices.com

### Al Día en America

P.O. Box 206275, Louisville, KY 40250  
Telephone: 502-451-8489

### Central Kentucky Interpreter Referral Inc.

201 West Broadway Street  
Danville, KY  
(859) 236-9888

### Catholic Charities Of Louisville, Inc.

2911 South Fourth Street  
Louisville, KY 40208  
(502) 637-9786

## For more information contact:

Nancy Calix  
Assistant Extension Administrator  
for County Operations  
(502) 597-5233  
nancy.calix@kysu.edu

Jessica Marquez  
Bilingual Community Resource  
Development Extension Assistant  
(502) 569-2344  
jessica.marquez@kysu.edu

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Kentucky State University, University of Kentucky, U.S. Department of Agriculture, and Kentucky Counties. Cooperating. Factsheet No. KYSU-CEP-FAC-0002, Revised 2020

 Disabilities accommodated with prior notification.

## Sources:

What's in a Word? A Guide to Understanding Interpreting and Translation in Health Care, [http://www.healthlaw.org/images/stories/Whats\\_in\\_a\\_Word\\_Guide.pdf](http://www.healthlaw.org/images/stories/Whats_in_a_Word_Guide.pdf)  
Communicating More for Less, <http://www.migrationpolicy.org/pubs/LEP-translationtechnology.pdf>  
Limited English Proficiency, <http://www.justice.gov/crt/lep/faqs.html>  
Translation: Buying a Non-Commodity, [http://www.atanet.org/docs/translation\\_buying\\_guide.pdf](http://www.atanet.org/docs/translation_buying_guide.pdf)