

How to Request Translation Services:

At Purdue Extension and Research, we value clear and accurate communication with all communities. If you need materials translated, please follow the process below. While we have bilingual staff, they are not compensated for translation unless their position includes a pay differential for language skills, or it is part of their role. At Purdue Extension and Research we will be sure to always find a solution for all people in Indiana. If you need further clarification, please refer to the resources listed at the end of this message.

Translation Request Process:

Before starting the translation request process, please consider the scope of your project. Will this be outreach be for only a couple people for a one-time event or is this for a large group for a reoccurring program? Please prioritize translations that have a larger impact. If your translation request can also benefit other counties or you want to see if we already have translations for what you are looking for, please contact Cassandra at salaza14@purdue.edu to help you coordinate efforts.

1. Initial Contact
 - a. Email the translator and attach a Word document or sample of the content needing translation, so they can review it for language level, formatting, length, and other details.
 - i. For Spanish- Email Cecilia Tenorio at ctenorio@purdue.edu from the School of Languages and Cultures.
 - ii. For Braille, email Patrick Janson, President of the National Braille Association, at patrick@braillemusicandmore.com
 - iii. For ASL, contact [LTC Language Solutions](#) or [ZP Better Together](#)
 - iv. Browse the list of other interpreters [here](#).
2. Assessment
 - a. They will respond with confirmation that they can take on the project, along with cost and time estimates, (Cecilia will refer you to other translators if necessary).
3. Confirmation
 - a. If they can complete the translation, confirm with them via email that you want to proceed. If she cannot assist, you may redirect your request to another translator.
4. Translation Delivery
 - a. The translator will send you the completed translation and provide the necessary payment details.
5. Payment Responsibility
 - a. Your office will be responsible for paying the translation costs. If funding is an issue, please contact your supervisor. For additional financial support, reach out to salaza14@purdue.edu. We will always provide accommodations when requested.
6. Send the English and translated copy to Cassandra at salaza14@purdue.edu (Extension Only)
7. Keep track of all translation requests and copies as it will be tracked in the yearly Civil Rights Review

Resources:

[Language Access- USDA](#)

[Limited English Proficiency Resources](#)

[Stop asking bilingual employees to translate your work. It's not their job](#)

[Assistance for LEP Taglines \(provided by the USDA\)](#)

Extension employees can direct questions to Cassandra Salazar, Extension Community and Staff Engagement Administrator, at salaza14@purdue.edu.

Research employees can direct questions to Bill Bogan, Ph.D., Senior Research Administration Specialist, at bogan@purdue.edu.