Office of Equity and Accessibility
ADA and Accessibility Services
220 Gilbert Street, Suite 5200
Blacksburg, VA 24060
Phone I 540-231-2010
Fax I 540-231-2990

American Sign Language Interpreters:

- Amanda Wharton Stacey (arw.stacey@gmail.com)
- Kay Seib (kay@swvainterpreter.com/ kayseib@yahoo.com)
- Stacey Schroepfer (sschroepfer85@gmail.com)
- Bobbie Moulton (bobbiem@vt.edu) (VT employee-contract as sporadic hire-evenings/weekends/semester breaks)
- Marcella Vaughan (marcy.vaughan@gmail.com)
- Christine Romp (cmromp@gmail.com)
- Dedi Spradlin (bilju@yahoo.com)
- Caroline Burrow (caroline.burrow@gmail.com)

Captioning Agencies:

- Alternative Communication Services: http://www.acscaptions.com
- Verbit: https://verbit.ai/

Other helpful links:

- Deaf and Hard of Hearing Services Center, Inc. tips and links: http://www.deafhh.net/wp/interpreters-2/
- Virginia Department for the Deaf and Hard of Hearing interpreter listing and interpreter agencies: http://www.vddhh.org/ipdqi.htm

Registry of Interpreters for the Deaf searchable interpreter database:
https://myaccount.rid.org/Public/Search/Member.aspx

Sign Language Interpreting and Captioning Services

The Services for Students with Disabilities office (SSD) provides sign language interpreting and C-Print transcription services for Virginia Tech students in regularly scheduled classes and labs. It is the responsibility of the sponsoring department or college to arrange and fund sign language interpreting, C-Print™, or other transcription/captioning services for sponsored events or conferences in order to provide accessibility under the Americans with Disabilities Act. In this document SSD has provided guidance for this service contract process (a listing of service providers, information to give to and receive from the service provider, etc.).

You may obtain clarification and further information by contacting University ADA Services (adaaccess@vt.edu 231-2010) or James Bell at SSD (jabell@vt.edu 231-3788). When planning these

events, it is suggested that the departments/colleges set aside funds (either through increased participant fees or through a standing budget allocation) to cover these communication access expenses.

As a general guideline, a minimum of two interpreters is necessary for an event/session that is over 1.5 hours in length. The number of interpreters required for a specific event can be discussed with the contract interpreter when details of the event are supplied. Interpreters in our area tend to maintain busy schedules, therefore giving as much advance notice as possible will help ensure your ability to find an available interpreter for your event. For all-day events, you will want to specify whether the interpreters are expected to work or remain on call through lunch (for which they will be paid), or if they will have lunch on their own (taking an unpaid break). It is common practice in the interpreting field to charge a two hour minimum and include travel time on their bill as well, so take their home location into consideration when hiring interpreters.

When contracting with sign language interpreters/captionists, the following information (as appropriate to the event) should be obtained from and given to the following people:

From the person requesting services:

- What mode of communication is preferred
    - Interpreting (American Sign Language)
    - Transliterating (English base)
    - Cued Speech (English base)
    - Oral Interpreting
    - Tactile (Deaf/Blind)
    - Real-time captioning
    - Notetaking
    - Captioned media
- What other services or assistive equipment is needed?
- When he/she will be arriving?
- Where he/she will be staying?
- Will services be needed for the entire conference (event)? If not, specify times.
- Set a time and place to meet the interpreter.
- If possible, a name and contact information (such as e-mail) for the sponsoring department/college or the service provider to make contact for further directions or clarification.

To the interpreter/captionist/service provider:

- Date(s) of event
- Time (beginning and ending) of the event
- Location of the event (be detailed and include parking information)
- Detailed description of the event
- Formality of the conference/event
- needed to determine attire
- anything “out of the ordinary” the service provider should know
- Name(s) and communication preference(s) of the participant(s)

- Departmental/College contact person (name and phone/e-mail)
- Billing information
- Copies of presentation materials (speeches, songs, poems, etc.) for preview
- Information regarding the format of the presentations
- Information regarding terminology, topic areas, acronyms, conference/event agenda, and any expected speaker dialects.
- Other information as requested by service provider

From the interpreter/captionist/service provider:

- Billing information (name, address, social security #, phone)
- Rate of pay (with minimum hours and mileage)
- Cancellation policy