

Process for Hiring an Interpreter

Choose a company from the list of vendors. Each has a separate hiring process detailed below.

Option 1: VANCRO

Option 2: SLR (Sign Language Resources, Inc.)

Option 3: ASLI (American Sign Language, Inc.)

If choosing VANCRO:

Vancro's Service request link: <https://vancroiis.com/request-an-interpreter/>

Complete the online form using this request link. They will reach out using the contact information you provided. If you use this Vancro, please email Victoria St George, stgeorgv@newpaltz.edu and Maria Cathcart, cathcarm@newpaltz.edu with the details of the event/request.

If choosing SLR:

Email the description of the event to erika@slrconnect.com

Please be sure to cc stgeorgv@newpaltz.edu and cathcarm@newpaltz.edu

You must include the following information in your initial email:

Date:

Start Time:

End Time:

Location:

Context of the Event:

Names of Speakers:

Name and cell for on-site contact:

Additional Information about SLR: For all service requests, at a minimum we will provide date, time, location, est. duration, type of event, consumer name, and any additional information necessary depending on type of appointment. It is understood that our key SLRI Coordinator, Erika Riseling (erika@slrconnect.com) will advise should she need additional information.

If choosing ASLI

Email the description of the event to: interpreters@asli.com

Please be sure to cc stgeorgv@newpaltz.edu and cathcarm@newpaltz.edu

You must include the following information in your initial email:

Date:

Start Time:

End Time:

Location:

Context of the Event:

Names of Speakers:

Name and cell for on-site contact:

Additional Information about ASLI: Lindsay Henderson is the primary scheduler for our college work. Sabrina Redmon is her backup. Both are Schedule Coordinators. While both of them can be reached at a private email box lindsay@asli.com or sabrina@asli.com, however, it's best to use interpreters@asli.com, so the whole team can access the request, in case both are unavailable. Jennifer Richter can troubleshoot general issues around scheduling and invoicing, jennifer@asli.com. ASLI's main number is 212-477-0775. which will transfer requests to our assigned Schedule Coordinator Lindsay's direct line (410-695-3608).

Be sure you've cc'ed Maria Cathcart from HRDI and Victoria St. George, Deaf Studies Coordinator. See their contact information below.

Victoria St. George (845) 257 – 3466, stgeorgv@newpaltz.edu

Maria Cathcart (845) 257 – 3675, cathcarm@newpaltz.edu

**All invoices and payments will be processed through Human Resources
Diversity & Inclusion.**



Sign Language Interpreter Services

Please contact Victoria St. George with any questions or concerns.

Points of Contact for SUNY New Paltz

Key Coordinator: Victoria St. George (Deaf Studies Coordinator & Instructor)

Email: stgeorgv@newpaltz.edu

Phone: (845) 257 - 3466

2nd Key Coordinator: Allie Frascati (Secretary for Dept of Communication Disorders)

Email: frascata1@newpaltz.edu

Phone: (845) 257 - 3620

Additional Contacts

Maria Cathcart: Human Resources Diversity & Inclusion

Email: cathcarm@newpaltz.edu

Phone: (845) 257 - 3675

Ashley Guerrero: Disability Resource Center

Email: guerrera@newpaltz.edu

Phone: (845) 257 - 3014

April Coughlin: Department of Teaching & Learning

Email: coughlia@newpaltz.edu

Phone: (845) 257 - 2918