

Process for ASL Hiring an Interpreter

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

Option 1: VANCRO

Option 2: 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 choosing ASLI

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

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).

For assistance or questions please reach out to Allie Frascati at:

(845) 257 – 3620 or frascatal@newpaltz.edu

All interpreter requests should be submitted by the department that is handling the event.