

Translation and interpreter services for non-English speaking subjects

Written translations

If a research study plans to enroll non-English speaking subjects, the informed consent form and other subject-facing materials must be translated into the expected language(s).

How to get study materials translated:

- Contact a translation service – the service used by Hennepin Healthcare System (HHS) is LanguageLine Solutions, www.language.com (800) 878-8523
- Request a quote from the translation service for the study materials to be translated
- Ensure the study budget has sufficient funds. All translation costs must be paid by the study sponsor; for externally- sponsored research, contact the sponsor to request an amendment to the contract if translation services exceed the originally budgeted amount

Interpreters

For non-English speaking subjects, you may contact the [HHS Interpreter Services](#) when an interpreter is needed. Alternatively, a certified member of the study team may serve as an interpreter.

How to obtain certification as an interpreter:

Process

- Supervisor needs to call HHS HR (3-2277).
 - Provide account number to charge cost of test
 - Provide contact information for staff member to be tested
- HHS HR will reach out to the staff member directly to schedule the exam
- Once certification is complete, ensure documentation is provided to the EQ office and the IRB has been notified of the personnel updated interpreter certification

Additional information

- HCMC works with an outside testing company
- Exam cost: \$150 per person
- Staff member will be sent two days to choose from with 3 hours of availability each
- Exam time: 30 minutes over-the-phone