

NUMBER: 617

SUBJECT: LIMITED ENGLISH PROFICIENCY PLAN

APPROVAL DATE OF LAST REVISION: APRIL 23, 2018

PAGE 1 OF 2

---

### **617.1 — SCOPE & INTRODUCTION**

This Limited English Proficiency Plan has been prepared to address the Bridgerland Technical College's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

The identification of reasonable steps to provide oral and written services in language other than English is to be determined on a case-by-case basis through a balancing of four factors.

### **617.2 — MEANINGFUL ACCESS**

The College shall provide quality language assistance services to individuals with limited English proficiency, in a timely manner, to ensure meaningful access to programs. The purpose of this Executive Order and this LEP plan is not to create new services, but to eliminate or reduce limited English proficiency as a barrier or impediment to accessing the College's core services.

Census Reports determine that a limited number of persons in Cache and Box Elder County speak a language other than English. To date, the College has had no requests for LEP interpreters and no requests for translated program documents. Currently, there is very little contact with LEP persons.

There is no large geographic concentrations of any type of LEP individuals in the service areas for the College. An overwhelming majority of the population speak English. College staff are most likely to encounter LEP individuals through office visits or phone conversations.

The College reviewed its available resources that could be used for providing LEP assistance should the need arise. Spanish translation if needed could occur with bilingual faculty, staff, or volunteers within a reasonable time period. Other language translation, if needed, could be provided through an interpreter for which the College would pay a fee. Additionally, the English Language Center in Logan, Utah, would be available as a translation services for speakers of other languages.

### **617.3 — LANGUAGE ASSISTANCE**

A person who does not speak English as their primary language ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language to another.

#### **617.3.1 — LANGUAGE ASSISTANCE MEASURES**

Although there is a very low percentage of LEP individuals in the service region, that is persons who speak English "not well" or "not at all," the College will take reasonable steps to ensure meaningful access to their programs and will offer the following measures:

NUMBER: 617

SUBJECT: LIMITED ENGLISH PROFICIENCY PLAN

APPROVAL DATE OF LAST REVISION: APRIL 23, 2018

PAGE 2 OF 2

---

- Volunteer interpreters for the Spanish language (the largest LEP language-minority served by the College) will be provided within a reasonable time period.
- Language interpretation will be access for all other language through interpretation services.

**617.4 – TRAINING**

Information on LEP plan will be available to all employees on the web site along with language assistance services offered to the public.

**617.5 – TRANSLATION**

The College is dedicated to assisting LEP persons in their service region. Due to the very small local LEP population, translation of documents will occur on request by an LEP individual.

**617.6 – MONITORING**

As new US Census data is available, or when it is clear that higher concentrations of LEP individuals are present in the service areas, updates to the LEP plan will be provided.

**617.7 – DISSEMINATION**

Information on LEP plan will be available to all employees and citizens through the College web site.

**617.8 – SERVICES**

English Language Center – Logan, UT – [elc-cv.org](http://elc-cv.org)