

**MICHIGAN STATE**  
**U N I V E R S I T Y**

August 22, 2006

**MEMORANDUM**

**TO:** Consumers of Interpreting and Real-time Captioning Services  
**FROM:** Michael J. Hudson, Director  
**RE:** Interpreting and Real-Time Captioning Rates and Authorization Form

The Resource Center for Persons with Disabilities would like to thank you for using our interpreter and real-time captioning services. As you are aware, our office employs staff Real-Time Captioners and Interpreters enabling us to fulfill our obligations for student-related classroom accommodations. By sharing extra service hours with departments and organizations we strive to provide quality student services while making excess time available for purchase by other campus entities. Beyond sharing our staff time, we also negotiate contract rates for both of these services and can often help provide needed services at our reduced contract rates, in turn saving departments from higher agency rates.



Resource  
Center for  
Persons with  
Disabilities

*Maximizing Ability  
& Opportunity*

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As labor costs increase, we periodically increment our fees to recover these increased service costs. Effective September 1, 2006 new rates for staff Real-Time Captioners and Interpreters are:

\$40/hr for one interpreter (1 hr or less)  
\$80/hr for two interpreters (greater than 1 hour)  
\$55/hr for one real-time Captioner

When staff service providers are unavailable, our office can facilitate departmental use of a contracted service provider. While contracted rates are higher than the staff rate, they generally represent a discount compared to prices available to smaller single-use contracts. This increase is the first in four years and our service rate remains lower than that of off-campus agencies.

If you have any questions or concerns, you can email Jeanne Hunt at [huntje@msu.edu](mailto:huntje@msu.edu). Again, I thank you for your continued use of our services.

RESOURCE CENTER FOR PERSONS WITH DISABILITIES  
Michigan State University

***Interpreter/Real-Time Captioning  
Service Request Authorization Form***

The purpose of this form is to facilitate request and payment of sign language interpreter and real-time captioning services through the Resource Center for Persons with Disabilities (RCPD). By completing and returning this form to RCPD with your unit's authorized signature, RCPD will initiate a JVE transferring costs (object code 071).

Please complete the form below and fax (353-8825) immediately to Jeanne Hunt, RCPD, 120 Bessey Hall and if you have questions regarding the billing procedures, contact Jeanne, Budget/ Personnel Manager at 516-884-1903. Thank you.

Unit Requesting Service		Contact Person (for billing)	Phone
Name of Function or Event		Billing Address	
Location of Event		Account #	
Date(s) of Service			
Begin Time	End Time	Authorized Signature	Date

Note: If RCPD staff is used for the services, costs will be **\$40/hr for Interpreting and \$55/hr for Real-Time Captioning**; however, if staff is unavailable and contract individuals are used, costs may be slightly higher.

\* \* \* \* \*

*(for RCPD use)*

Interpreter/Real-time Name	Hourly Rate	Hours Worked	Interpreter/Real-time Fees
Interpreter/Real-time Name	Hourly Rate	Hours Worked	Interpreter/Real-time Fees
Interpreter/Real-time Name	Hourly Rate	Hours Worked	Interpreter/Real-time Fees
Approval Signature	Date	Date JVE Prepared	Total Costs