

# Limited English Proficiency (LEP) Plan

Tennessee College of Applied Technology Knoxville is committed to ensuring Equal Educational Opportunity and meaningful access to all programs and services for students and the public with Limited English Proficiency (LEP).

## **Identification of LEP Individuals:**

The College utilizes a language identification card provided by the TBR to determine the language spoken by the guest.

## **Language Assistance Services:**

The institution subscribes to the state of Tennessee-contracted Linguistic International for outside interpreter service.

For a complete list of resources at the Tennessee College of Applied Technology, please contact the Student Services Office at 865-546-5567.

## **Staff Training:**

To ensure meaningful access to services, all staff complete annual Title VI training and receive additional training on the limited English proficiency (LEP) plan.

## **Monitoring and Updates:**

The College annually assesses language assistance needs. The LEP Plan is publicly posted and accessible in multiple languages to ensure meaningful access for all.