

Application Process for translating Incredible Years® (IY) materials

We have had many requests for translations for IY programs into different languages and while we are excited about the possibilities of having more of our materials translated, the process of translating materials and DVDs is complex and time consuming. Incredible Years, Inc. coordinates and oversees the translation process in order to assure quality control of translated materials. There must be a contract in place with Incredible Years Inc. before translations can be undertaken. Please note there are important decisions to be made regarding what elements of the IY program will be translated first. We regret that we cannot undertake all requested translations and that there may be a waiting list for when we can begin a new translation contract.

Here are some important considerations:

- Contracts between Incredible Years®, Inc. and your agency are required before any translations can be undertaken because all materials are copyright protected. Failure to have a contract when translating IY materials will be a copyright violation.
- The best translation projects are done when Incredible Years Inc. works with those who have attended accredited IY trainings and have had experience delivering the program. Working with experienced IY group leaders (who speak the requested language as well as English) for checking the translation process is important because this assures that the meaning and understanding of the translated program is preserved. Translation contracts are only set up with agencies that have group leaders with extensive experience delivering the IY program.
- In non-English-speaking countries, we recommend that the program is first used by bi-lingual group leaders who can use the English leader manuals and texts and can access training and consultation in English while getting training and experience utilizing the program with their population.
- The agency/organization requesting the translation is responsible for paying for all costs associated with the translation. The total cost of the translation will be provided by Incredible Years Inc. on the basis of bids/quotes from reputable Seattle translation and/or video companies who have worked with Incredible Years Inc. for over 20 years and will be included in the contract. A payment schedule will be agreed upon prior to beginning translation.
- All translations are done in Seattle to ensure consistent quality of translations. The agency/organization will be asked to proof-read and check translations to be sure the translation is authentic and high quality.
- All translations must be presented with graphic formatting identical to the English version. Graphics work is also done in Seattle to ensure consistent quality.
- Completed translated versions of participant handouts are placed on the Incredible Years web site for use by others; they are still the copyright of Incredible Years after translation.
- Translation of program participant handouts should be the priority for any new IY program being offered since these are the materials that are given directly to parents, teachers and children who are less likely to speak English than the professionals delivering the programs. Translation of leader manuals and Video/DVDs are a later step once program has been piloted and found effective by participants.

- In countries where group leaders do not speak English, translation of detailed leader manuals may be necessary.
- For program video/DVD vignettes, subtitled translation is recommended rather than voice over (dubbing). Subtitled translations are easier and cheaper to produce and are more acceptable to participants watching the programs.
- There is a separate contract arrangement for translation of books written by Carolyn Webster-Stratton.

If you are interested in applying to translate one of the IY programs, you will need to complete our **Translation Request Application (see the last 2 pages of this document)**. Please read our translation checklist on the next page prior to completing your application.

9 Step Translation Checklist

Complete **Translation Request Application**. Please note, if you do not have extensive experience with the program that you are requesting to translate, your application is not likely to be accepted.

- 1 Incredible Years (IY) Inc. will approve or deny your request for translation. Note: IY retains all rights to translated materials.
- 2 If your request is approved, IY will provide you with a bid/quote for the cost of translation using our selected translation company and our video production company (if applicable).
- 3 If you accept the bid, IY will provide a contract for your review including payment schedule and anticipated translation timeline.
- 4 To start, a sample translation of a few pages will be set to you so that you can check that the dialect and translation are acceptable to your audience. Translation will not proceed until you have approved these sample pages.
- 5 If sample pages are approved, translation will begin on the full project. When the first draft of the translation is complete, the draft documents will be sent to you for review.
- 6 Your agency will review the documents and will be able to make edits for suggested wording changes. This is your only chance to make changes to the document.
- 7 IY will incorporate your changes into the documents and complete the graphic design portion of the project. If your project involves video/DVDs, the subtitles will be added to the videos after the translations have been approved.
- 8 Final documents or video/DVDs will be provided to your agency for review. No new changes can be made, but you may check to make sure that all your prior edits were incorporated into the final document.
- 9 After final payment is received, the participant handouts will be made available on the website, or your product will be produced and available for you to purchase (manuals, books, or video/DVDs).

Application for Incredible Years Translation

Agency Name _____

Main Contact Person _____

Official Title _____

Phone Number _____

Email Address _____

Financial Officer (person or department responsible for payment) _____

Phone Number _____

Email Address _____

Describe your experience using IY programs at your agency _____

Please list the accredited Group Leaders at your agency _____

Select program to translate:

Parent Programs

- Baby Program (0-1 years)
- Toddler Program (1-3 years)
- Preschool Basic Program (2-8 years)
- School Age Basic Program (6-12 years)
- Autism and Language Delays Program for Parents (2-5 years)
- Teacher/Parent Partnership Program for Children with Autism (2-5 years)
- Advanced Program (4-12 years)
- Attentive Parenting Program (2-6 years)

Child Programs

- Classroom Dinosaur Program (3-8 years)
- Small Group Dinosaur Therapy Program (4-8 years)

Teacher Programs

- Teacher Classroom Management Program (3-8 years)
- Incredible Beginnings Program (1-5 years)
- Teacher/Parent Partnership Program for Children with Autism (2-5 years)

Select materials to translate:

- Participant Handouts
- Full Leader’s Manual
- DVDs (subtitling)

Goals, plans with implementing IY programs and reasons for wanting to translate materials:

Funding source (grant, etc.) _____

Is there any additional information you would like to share with us? _____

Request Approved _____ Denied _____

Contract to be completed: _____

Signed _____

Date _____