

Joint Training Committee Training Event Accessibility Checklist

Update November 2023

TRAINING SERVICES PROCUREMENT – SOLICITATIONS

Level 1 (Mandatory)			
Criteria	Yes	No	N/A
Training services procurement instruments (e.g., RFPs, RFQs, solicitations) are distributed in formats that comply with ADA/508 requirements			
All web-based communications for training services procurement meet current Web Content Accessibility Guidelines (WCAG)			
Training service procurement instruments state the commitment of the funding agency to accommodating the needs of people with disabilities and to ensuring equal access to training			
Training service procurement instruments state that contractors are required to demonstrate a commitment ADA/508 compliance			
Training contractors are provided a checklist of Level 1 and Level 2 accommodation requirements			
Level 2 (Optional)			
Criteria	Yes	No	N/A
Training services procurement instruments are distributed to organizations that have expertise in providing accessible training			
Training services procurement instruments are distributed to subject matter experts with disabilities			

TRAINING SERVICES PROCUREMENT – CONTRACTS

Level 1 (Mandatory)			
Criteria	Yes	No	N/A
Training services contracts state the commitment of the funding agency to accommodating the needs of people with disabilities and to ensuring equal access to training			
Training services contracts require that all content <i>generated</i> under the contract will be screened through and pass the Microsoft Accessibility Checker			
Training services contracts require that contractors comply with and provide evidence of compliance with ADA/508 Level 1 access requirements			
Training services contracts require that contractors make good faith efforts to comply with ADA/508 Level 2 access requirements			
Level 2 (Optional)			
Criteria	Yes	No	N/A
Training services contracts require that all content <i>used</i> under the contract will be screened through and pass the Microsoft Accessibility Checker			

Joint Training Committee Training Event Accessibility Checklist

Update November 2023

TRAINING EVENT PLANNING AND REGISTRATION

Level 1 (Mandatory)			
Criteria	Yes	No	N/A
Initial communications with S/L/T staff to advertise course availability includes language about disability accommodations			
The course announcement explicitly asks participants if they have assistive needs and includes contact information to make requests (link to Section 3.3.3 of the LADCO ADA/508 Compliance Wiki)			
Event registration resources conform to the latest WCAG recommendations			
Notification sent to participants that printed or electronic training content could be made available to people with disability needs at least 3 weeks prior to the training event			
Ensure that training facilities are ADA/508 compliant			
Ensure that training facilities are accessible by ADA compliant transportation and lodging			
Ensure that dietary accommodations requests are adhered to			
Level 2 (Optional)			
Criteria	Yes	No	N/A
The course announcement includes a list of specific disability accommodations that may be requested such as physical, communication, or dietary restrictions			
Training coordinator makes either a physical or virtual on-site inspection of training venues for ADA compliance			
Ensure that at least one conference room table is adjustable to account for different wheelchair and mobility device heights			
Ensure that seating is available for a personal assistant that accompanies someone with a disability			
When providing Communication Access Realtime Translation (CART), or live captioning, on-site, the CART provider has adequate space and power sources			

Joint Training Committee Training Event Accessibility Checklist

Update November 2023

TRAINING CONTENT

Level 1 (Mandatory)			
Criteria	Yes	No	N/A
Training slides and documents passed the Microsoft Accessibility Checker			
Printed copies of all materials were made available upon request			
Training content are available in PDF format with at least 14 point sans serif font with black text on white background			
Streaming content will use captions			
URL links are identified using descriptive text, avoiding the use of “click here”			
A single, uniform font is used throughout a document			
Interactive activities, such as break out rooms or discussion groups, are designed to accommodate people with disabilities			
Level 2 (Optional)			
Criteria	Yes	No	N/A
All embedded images use alternative text			
Written transcripts are provided with all streaming content			
Braille, CD, and large print versions of course content are available upon request			

Joint Training Committee Training Event Accessibility Checklist

Update November 2023

LIVE TRAINING EVENT MANAGEMENT

Level 1 (Mandatory)			
Criteria	Yes	No	N/A
Instructors follow disability accommodation best-practices for delivering training content.			
Instructors verbally describe visual materials			
Instructors repeat questions posed by participants before answering the question			
If requested, instructors have printed copies of all training materials			
Speakers always use a microphone			
15 min breaks are scheduled for every hour of training content			
For classroom trainings, break out groups maximize the distance between groups			
For online courses, provide a telephone-based teleconferencing connection in addition to the VOIP (Voice over the Web) webinar. This will allow participants with assistive needs to have access to the meeting if the webinar client or plugin is not accessible.			
Coordinate with the training hosts (state or MJO) to schedule the Federal Relay service for deaf or hard of hearing participants. The Federal Relay Service (FRS) (http://www.fts.gsa.gov/frs/frs_main.htm) is for the use of hearing impaired individuals. The relay service also provides for Video relay and Braille services			
For classroom trainings with refreshments, training organizers shall provide options and clearly indicate food content for allergens and gluten-free, vegan, vegetarian, or other options			
Level 2 (Optional)			
Criteria	Yes	No	N/A
Live training events are staffed with a facilitator who is knowledgeable on ADA/508 compliance to ensure follow-through on the accommodation activities in support of participants with disabilities			
A disability coordinator is designated for all training events (live and virtual) to be responsible for accommodations as well as help with seating, ensuring captioning and other technology is working, maintaining clear pathways, or other needs			
Microphones are available for the participants to use when asking questions			

Joint Training Committee Training Event Accessibility Checklist

Update November 2023

POST TRAINING EVENT FOLLOW UP

Level 1 (Mandatory)			
Criteria	Yes	No	N/A
Post-testing materials are accessible and ADA/508 compliant			
If a presentation was recorded, prepare accessible versions of the webinar recordings, including captioning for videos and a transcript			
Certificates of completion are provided in 14 point sans serif font			
Level 2 (Optional)			
Criteria	Yes	No	N/A