**Adult Education Commitment to Accessibility**The California Adult Education Program (CAEP), supported by the CA Department of Education and the Community College Chancellor's Office, is committed to ensuring all people, including persons with disabilities, has full and equal access to the digital offerings provided by the CA adult education leadership and technical assistance projects. CA adult education leadership conforms to the most recent [Web Content Accessibility Guidelines (WCAG)](https://www.w3.org/TR/WCAG21/) standards to ensure our digital offerings are accessible to faculty, administrators, students, and support staff.

To move this effort forward, we have taken the following actions:

* We have adopted a web accessibility commitment.
* We have initiated training on web accessibility.
* We have partnered with outside vendors to remediate documents and videos.

**508 Compliance Overview**

The 508 Rehabilitation Act of 1973 was added in 1998 which requires federal agencies and their contractors to make electronic information and technology accessible to people with disabilities. This can be achieved using the WCAG which are standards that are widely used as a guide to achieve compliance.

With this commitment in mind, we have shared resources that will help you create an accessible document and presentation. By following these guidelines, you will be able to create accessible materials that can be posted on the CA adult education leadership and technical assistance projects’ websites.

We have compiled a short list of resources that are here to support these efforts. Through these resources you are able to follow step-by-step instructions, watch videos, and sign up for webinars. (See Accessibility guide page 3.)

[Microsoft](https://www.microsoft.com/en-us/accessibility/resources?activetab=pivot_1%3aprimaryr3)

[Accessibility Toolkit](https://docs.google.com/document/d/18xma_O3Yerz4qR1YmuEYaXwkGtEfibeaDijSMTBy4Yg/edit?ts=5dc4ab6e#heading=h.lxhgnnwrl2y4) from Designers for Learning

[WebAIM](https://webaim.org/techniques/powerpoint/)

**Partnering and Maintaining**As part of our efforts, we are committed to maintaining accessibility by continually reviewing our website (internally and independently) to ensure we adhere to best practices in web accessibility and working with our partners to provide compliant handouts, documents, and presentations.

Coming together as a community, committed to partnering with subject matter experts (SME), researchers, and other State and Federal agencies that support our collective mission, we ask that our partners and contractors work with us in this effort.

To learn more about 508 compliance, we invite you to visit the following websites:

<https://www.section508.gov/about-us>.

[Section 508 Compliance Testing for Websites https://www.boia.org/blog/section-508-compliance-testing-for-websites](https://www.boia.org/blog/section-508-compliance-testing-for-websites)

<https://www.fcc.gov/general/section-508-rehabilitation-act>

<https://www.ada.gov/508/>

**Trainings**

If you are interested in additional training, please visit previously provided [OTAN TRAININGS](https://otan.us/resources/accessibility-resources/). Here you will find an overview of expectations, step-by-step guidance, and additional tips and tricks.

**Resources provide by OTAN**

[OTAN Accessibility Resources - MS Word and PowerPoint](https://otan.us/media/vrsaced1/otan-accessibility-resources-handouts-a11y-r1.pdf)

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| --- |
| **Topic or Resource** |
| **Getting started*** [The A11Y Project](https://www.a11yproject.com/) (A11Y stands for accessibility)
* [Accessibility Toolkit](https://docs.google.com/document/d/18xma_O3Yerz4qR1YmuEYaXwkGtEfibeaDijSMTBy4Yg/edit?ts=5dc4ab6e#heading=h.lxhgnnwrl2y4) from Designers for Learning
* [National Center on Accessible Educational Materials](http://aem.cast.org/)
* [CDC - Disability and Health Promotion](https://www.cdc.gov/ncbddd/disabilityandhealth/index.html)
* [Hadley](https://hadley.edu/learn?topic_id=14) has a number of technology series on enabling features on devices for users with vision issues - create an account at the website to access
 |
| **Microsoft*** [Accessibility](https://www.microsoft.com/en-us/accessibility)
* [Windows accessibility help](https://support.microsoft.com/en-us/hub/4339839/windows-accessibility-help?os=windows-10)
* [Office Accessibility Center](https://support.microsoft.com/en-us/office/office-accessibility-center-resources-for-people-with-disabilities-ecab0fcf-d143-4fe8-a2ff-6cd596bddc6d)
* Create an account at the [Microsoft Educator Center](https://education.microsoft.com/en-us) for additional training
 |
| **Apple*** [Accessibility](https://www.apple.com/accessibility/)
* [Mac accessibility support](https://www.apple.com/accessibility/mac/)
* [iPad accessibility support](https://www.apple.com/accessibility/ipad/)
* [iPhone accessibility support](https://www.apple.com/accessibility/iphone/)
 |
| **Google*** [Accessibility](https://www.google.com/accessibility/)
 |
| **Browsers** also offer additional accessibility features:* [Chrome accessibility](https://support.google.com/chrome/answer/7040464?hl=en)
* [Firefox accessibility](https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we)
* [Microsoft Edge accessibility](https://support.microsoft.com/en-us/help/4000734/microsoft-edge-accessibility-features) and [Internet Explorer accessibility](https://support.microsoft.com/en-us/help/17456/windows-internet-explorer-ease-of-access-options)
* [Safari](https://www.apple.com/safari/#accessibility)
* [TPGi - Free Website Accessibility Testing Tools](https://www.tpgi.com/free-accessibility-testing-tools/)
* [WAVE Web Accessibility Evaluation Tool](https://wave.webaim.org/)
* [Accessibility Insights](https://accessibilityinsights.io/)
 |
| [NV Access](https://www.nvaccess.org/) offers a free, downloadable screen reader, **NVDA**, which enables blind or vision impaired people to access computers running Windows and many third party apps. |
| [The Ultimate Guide to Audio Description](https://www.3playmedia.com/learn/popular-topics/audio-description/) from 3Play Media - improving video and online presentations by better describing the content and what is happening on the screen |
| [Bookshare](https://www.bookshare.org/cms/) - A resource for people with dyslexia, blindness, cerebral palsy, and other reading barriers  |
| [Cognitive Disabilities and the Web](https://ncdae.org/resources/articles/cognitive/): Where Accessibility and Usability Meet? |
| [Paths to Literacy](https://www.pathstoliteracy.org/) - for students who are blind or visually impaired[Tagged PDF](https://taggedpdf.com/) - An aid to businesses, public sector agencies, educational institutions and others in meeting the PDF accessibility requirements |
| [Inclusive Design Principles](https://inclusivedesignprinciples.org/) - It's about designing for the needs of people with permanent, temporary, situational, or changing disabilities — all of us really. |