Section 508 and Accessibility Trainings Offered by the HTCTU 2015

The trainings below serve as a starting point and general exemplar of trainings we provide. We can also create customized trainings based on the needs of your campus. Don't see what you need? Please ask.

Training	Time	Intended Audience	Topics Covered
Brief Summary and Introduction to Section 508	1.5 hours	General audience (mostly designed for conferences or staff development presentations)	General overview of Section 508 as it applies to the colleges in the U.S.—no detail about implementation, no hands on
Legal Issues for Alternate Media	2–3 hours	DSPS director, faculty, DE Coordinators, DE staff, media specialists, librarians	Focuses on the legal requirements for captioning and alternate formats, as well as copyright and fair use
Legal Issues for Videos	1 hour (longer to cover details of how to caption)	Faculty, DE Coordinators, DE staff, media specialists, librarians	Focuses on the legal requirements for captioning and audio description, as well as copyright and fair use
Section 504 vs. Section 508	3 hours	DSPS personnel, Section 508 committees, compliance officers, and interested staff and faculty—especially anyone trying to design courses for access	An in-depth look at how Section 504 (accommodation) and Section 508 (access) work together and whose responsibility each area is on your campus
Section 508 Compliance— Half-Day Session	4 hours	Procurement officers, technology officers, CFOs, CEOs, deans, department heads, AV staff, librarian, business office staff, accounting personnel, faculty/student senate members, and DSPS staff	Geared for those complying with Section 508, this training provides a basic overview of the Section 508 Standards with focus on frequently asked questions and issues of specific interest to education, including discussion of captioning, DE courses, and Web accessibility

Please note: In the general Section 508 trainings, we do not cover how to create alternate formats or make Web pages accessible. Those topics are covered in classes that look at specific media (distance ed, Web accessibility, captioning, accessible PDFs, accessible forms, etc.).

Section 508 Compliance—Full-day Session	7 hours	Procurement officers, technology officers, CFOs, CEOs, deans, department heads, faculty/student senate members, business office staff, accounting personnel, and DSPS staff Geared for those who need to develop policies and procedures for and/or sign off on electronic and information technology (E&IT) purchases on campus	• What do the Section 508 Standards require? • What equipment is covered? • Best practices for compliance with California state law • Differences between accessibility and accommodation • Balancing accessibility with technical requirements • Is access expensive? • Is the most accessible always the best? • How can you evaluate E&IT for 508 conformance? • What is a VPAT and how can it help? Includes hands-on practice and exercises on implementation—focus is on procurement and specific procedures.
Accessible Online Learning for DE Courses	4 hours	Faculty, DE Coordinators, DE staff	Overview of access, basic concepts, digital media, content vs. container, workflows
Creating Accessible PDFs	2–4 hours (longer better for hands-on)	Faculty and staff	How to create accessible PDF documents
Creating Accessible Documents with MS Word	2–4 hours (longer better for hands-on)	Faculty and staff (lab or lecture—but most successful as a lab class)	Tips and tricks in MS Word to facilitate the creation of accessible documents, as well as save time and effort
Institutional Accessibility for the Web	2 hours	Faculty, DE Coordinators, DE staff, Web developers, administrators, deans	Considerations for institutional access—online services, Web content, specific media, best practices, policy development, evaluation criteria and tools
Accessibility and Universal Design for Learning (UDL): Teaching for Student Success	2–3 hours (Can also be modified to be a Keynote)	Faculty, administrators, and staff	Overview of learning styles (hands on learning profile), sensitivity to different learning strategies, intersection of learning styles and accessibility, discussion of teaching to maximize student success
STEM Access	2–4 hours	Faculty	Overview (2 hours) or in-depth presentation (4 hours) on what is required to provide access to STEM (science, technology, engineering, mathematics) materials for students with disabilities