

Name

Position/Unit

In the tables below, the letter **Y** indicates Yes, **N** indicates No, and **NA** indicates the requirement is not applicable in context of the document/presentation. Once requirement is completed, date, initial, and obtain supervisor's signature.

1. Awareness

(January 1, 2017 through June 30, 2017)

Requirement	Y	Date Attended	Initials	N	NA
Attend required kick-off session to review the importance of providing accessible digital materials for all students as documented in Mandatory Training.					

2. Documents

(July 1, 2017 through June 30, 2018)

Requirement	Y	Date Attended	Initials	N	NA
Attend an <i>Introduction to Universal Design for Learning</i> .					
Attend required <i>Making Documents Accessible</i> training.					
Submit completed <i>ADA Compliance Checklist</i> to Supervisor for review.	Supervisor's Signature				

Courses Revised	Date Completed	Courses Revised	Date Completed

3. Presentations

(July 1, 2018 through June 30, 2019)

Requirement	Y	Date Attended	Initials	N	NA
Attend <i>Universal Design Lesson Planning</i> session.					
Attend required <i>Making Presentations Accessible</i> training.					
Submit completed <i>ADA Compliance Checklist</i> to Supervisor for review.	Supervisor's Signature				

Courses Revised	Date Completed	Courses Revised	Date Completed

4. Multimedia & 3rd Party

(July 1, 2019 through June 30, 2020)

Requirement	Y	Date Attended	Initials	N	NA
Attend <i>Universal Design for Learning</i> session.					
Attend required <i>Making Videos and Multimedia Accessible</i> training.					
Submit completed <i>ADA Compliance Checklist</i> to Supervisor for review.	Supervisor's Signature				

Courses Revised	Date Completed	Courses Revised	Date Completed

5. Review & Evaluation

(July 1, 2020 through June 30, 2021)

Requirement	Y	Date Submitted	Initials	N	NA
Submit completed <i>ADA Compliance Checklist</i> to Supervisor for review.	Supervisor's Signature				
Continue modifying digital resources as needed/required.					

ALL content, including external resources referenced in a course, needs to meet accessibility guidelines.

