

Oklahoma Works Access for All Certification: Information and Communication Technology (ICT) Checkpoints

The goal of the Oklahoma Works Access for All Certification is to provide guidance to Oklahoma Workforce System Partners and participants. This guidance will help Oklahoma's Workforce System be more inclusive of job seekers with disabilities.

Read more about the [Access for All initiative under Oklahoma Works](https://www.ok.gov/abletech/Workforce_for_All/index.html) (https://www.ok.gov/abletech/Workforce_for_All/index.html).

The Access for All certification applies to ICT resources provided directly by Workforce System Partner agencies of local Workforce Centers.

One of the key, and growing ways that the Oklahoma Workforce System interacts with job seekers is by using different kinds of technology. System Partners may use technology to share information, through websites or social media like Facebook. System Partners may use technology to provide training to job seekers through online workshops or web-based training videos. System Partners may also use technology to provide access to other programs, services or activities so that job seekers can participate in the Workforce System anywhere, and at any time.

To make sure that the Oklahoma Workforce System does not discriminate against job seekers with disabilities when System Partners use technology, the Access for All initiative presents a set of checkpoints that will be used to determine an agency's/entity's eligibility for Access for All Certification. In order to receive the Access for All Certification, a Partner agency/entity must address technology and other aspects of programmatic accessibility. These other aspects include accessibility in physical buildings where services are offered. It also includes processes and policy that make Oklahoma's Workforce System more inclusive.

In the context of technology, the following checkpoints will determine whether an Oklahoma Workforce System agency/entity meets requirements for the technology-focused side of the Access for All Certificate.

[How to Use This Checklist](#)

The checklist is broken up into 5 distinct sections. Each section addresses a different aspect of technology accessibility within the Workforce System. It may be that one or more of the sections does not apply to your agency or entity.

For example, if you only use technology tools and resources provided by an Oklahoma Works System Partner and do not purchase or acquire technology within your entity, then parts of the Policy and Procedure section will not apply. That will not interfere with your agency's/entity's ability to receive certification.

Use the checkpoints that follow to assess some of the processes and people that should be in place in order to create a sustainable technology accessibility program within your entity. To fulfill requirements for checkpoints, the agency/entity should prepare documentation or other evidence that the checkpoint is fulfilled.

As you enter into the certification process, contact the Access for All initiative with any questions that you may have. The [Access for All contact form](http://bit.ly/AccessQuestion) (<http://bit.ly/AccessQuestion>) will get your questions to the right audience.

Policy and Procedure

- Agency/entity has identified an [Accessibility Compliance Representative \(ACR\)](https://www.ok.gov/accessibility/Agency_Compliance_Representative/index.html) (https://www.ok.gov/accessibility/Agency_Compliance_Representative/index.html) or Area Accessibility Representative (AAR), a role unique to Workforce Board Areas
- The ACR or AAR received training in order to provide guidance, training and to perform tasks in areas such as:
 - Training and technical assistance for agency staff
 - Web and non-web content evaluation and testing
 - Procurement accessibility evaluation
- ICT accessibility is a part of documented policy
- Staff position descriptions that require accessibility are written to include experience in it as a primary or preferred skill

Procurement and Acquisition

- Agency/entity procurement paperwork (Request for Proposal, contracts, scope of work documentation, etc.) includes specific language about ICT accessibility
- Responsibility for accessibility in ICT procurement is specified and documented
 - This may be the ACR, AAR or other individuals
- Agency/entity staff are informed about how to request documentation from vendors that attests to their product's accessibility. Documentation shall include a [Voluntary Product Accessibility Template](https://www.ok.gov/DCS/Central_Purchasing/VPAT_&_Accessibility.html) (https://www.ok.gov/DCS/Central_Purchasing/VPAT_&_Accessibility.html), available from the State of Oklahoma
- Agency/entity has a process in place to vet documentation from vendors

Web

- Responsibility for accessibility in ICT websites and applications is specified and documented
 - This may be the ACR, AAR or other individuals
- Agency's/entity's website, as determined from a sample of public-facing pages, meets standards set forth in [Oklahoma's EITA](https://www.ok.gov/accessibility/) statute (<https://www.ok.gov/accessibility/>) or the [Web Content Accessibility Guidelines 2.0, AA \(WCAG\)](https://www.w3.org/WAI/intro/wcag) (<https://www.w3.org/WAI/intro/wcag>)
- Barriers to access in agency/entity websites are documented
- Remediation plan to remove barriers is documented
- Remediation plan is reviewed at least annually

- Website designers, developers and content managers are trained in areas of accessibility that apply to their roles
- Testing procedures and tools are documented

Non-web

- Responsibility for accessibility in non-web ICT resources is specified and documented
 - This may be the ACR, AAR or other individuals
- Non-web electronic material, (PDF files, PowerPoint presentations and Word documents), as determined from a sample, meets standards set forth in WCAG 2.0, AA
- Barriers to access in agency/entity non-web ICT resources are documented
- Remediation plan to remove barriers is documented
- Remediation plan is reviewed at least annually
- Non-web content designers and authors trained in areas of accessibility that apply to their roles

Multimedia

- A process is in documented and followed, with allocated budget, to ensure that web-based audio is transcribed and video is captioned.