



**TIPS TO MAKE
YOUR CE
PROGRAMS
ACCESSIBLE FROM
THE START**

WHAT TO DO IN ADVANCE OF A PRESENTATION:

- Provide course materials in advance.
- Encourage accommodation requests.
 - *Survey resource (next slide)*
 - *Accessibility statement*

EXAMPLE OF AN ACCESSIBILITY SURVEY:


1. We strive to provide an inclusive, accessible experience that enables all individuals to engage and participate fully in our programming. Will you require any accommodations to be able to participate in this program?
 1. Yes
 2. No

2. Auto-captioning will be enabled, and you will be able to access a transcript of the recording [X] weeks after the webinar. We will also share the slides prior to the start of the webinar. If you require any other accommodations to fully participate in the programming, please let us know. We can support requests up until [XX] days/weeks prior to the event start time.
 1. Name: _____
 2. Accommodation Request(s): _____

Or...

EXAMPLE OF AN ACCESSIBILITY STATEMENT:

“We strive to provide an inclusive, accessible experience that enables all individuals to engage and participate fully in our programming. Auto-captioning will be enabled, and you will be able to access a transcript of the recording X weeks after the webinar. We will also share the slides prior to the start of the webinar. If you require any other accommodations to fully participate in the webinar, please contact [NAME] by email at [EMAIL ADDRESS] or by phone at [PHONE NUMBER]. We can support requests up until [XX] days/weeks prior to the event start time.”



**7 DON'TS AND 7
DO'S TO HELP
YOU PREPARE
ACCESSIBLE CE
PRESENTATIONS**

7 “DON'TS” FOR CREATING SLIDESHOWS

(SEE CAST, 2018)

1. DON'T: Use Low-Contrast Colors.

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

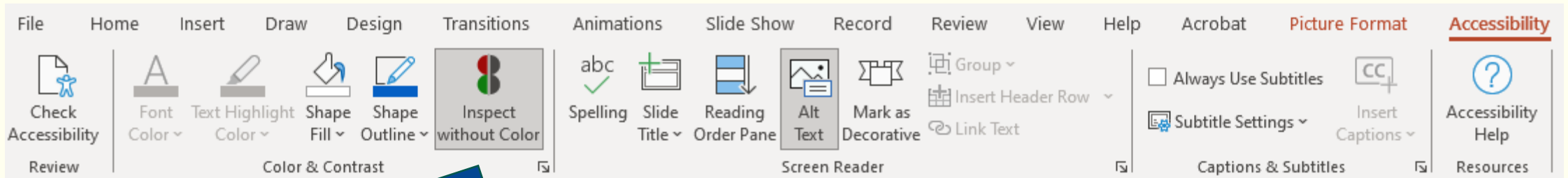
 **Avoid this.**

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

 **Try this!**

How to Determine if Your Color Contrast is Low:



Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

⊘ Avoid this.

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

↑ Try this!

2. DON'T: Rely on Busy Backgrounds.

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

 Avoid this.

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

 Try this!

3. DON'T: Choose Unreadable Fonts.

Step 1 of this Intervention

Involves:

- Exploration of feelings surrounding the loss



Avoid this.

**Step 1 of this Intervention
Involves:**

- Exploration of feelings surrounding the loss



Try this!

4. DON'T: Use Content that Flickers or Flashes.

5. DON'T: Use Many, If Any, Animations (gifs, etc.)

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss



 Avoid this.

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

 Try this!

6. DON'T: Be Verbose or Use Jargon or Acronyms Not Universally Understood.

Step 1 of this Intervention Involves:

- An in-depth assessment of feelings surrounding grief, to include, but not limited to, sadness, denial, anger, guilt, fear, loneliness, shock or numbness, yearning or longing, anxiety, and relief (e.g., DABDA).
- Utilize griever speak.
- Utilize the CBP.

 Avoid this.

Step 1 of this Intervention Involves:

- Exploring feelings surrounding the loss.
- Utilize metaphors or analogies to describe grief.
- Utilize the Continuing Bonds Paradigm (CBP).

 Try this!

7. DON'T: Forget to Title Your Slides.

- Exploring feelings surrounding the loss.
- Utilize metaphors or analogies to describe grief.
- Utilize the Continuing Bonds Paradigm.

 Avoid this.

Step 1 of this Intervention Involves:

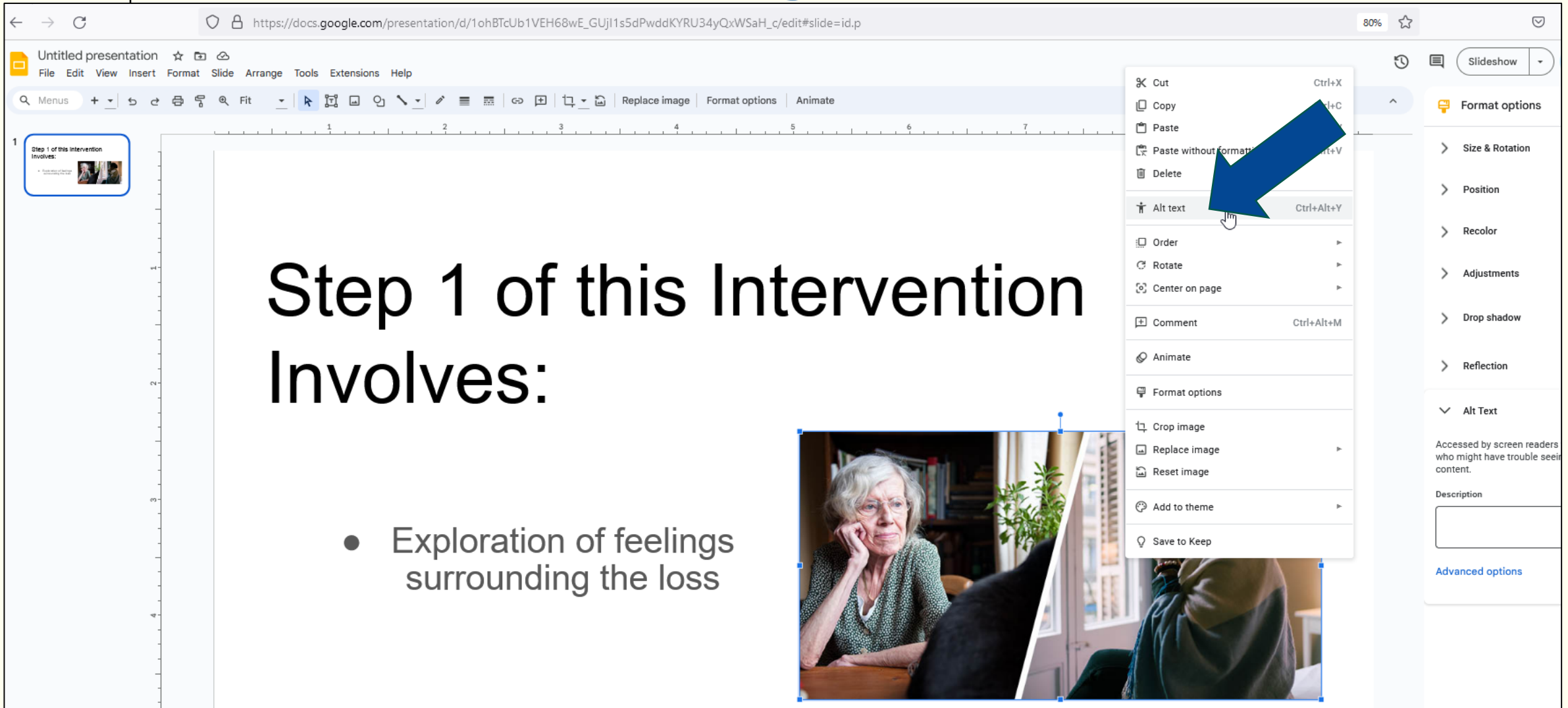
- Exploring feelings surrounding the loss.
- Utilize metaphors or analogies to describe grief.
- Utilize the Continuing Bonds Paradigm.

 Try this!

7 “DO’S” FOR CREATING SLIDESHOWS

(SEE APA, 2023; AXELROD, 2018)

1.DO: Choose Accessible Presentation Software Programs



The screenshot shows a Google Slides presentation titled "Untitled presentation". The slide content includes the text "Step 1 of this Intervention Involves:" followed by a bulleted list item: "● Exploration of feelings surrounding the loss". Below the text is an image of an elderly woman sitting at a desk with a laptop. A context menu is open over the image, with a blue arrow pointing to the "Alt text" option. The menu items include Cut, Copy, Paste, Paste without formatting, Delete, Alt text, Order, Rotate, Center on page, Comment, Animate, Format options, Crop image, Replace image, Reset image, Add to theme, and Save to Keep. The right sidebar shows the "Format options" panel with sections for Size & Rotation, Position, Recolor, Adjustments, Drop shadow, Reflection, and Alt Text. The Alt Text section is expanded, showing a description field and an "Advanced options" link.

Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

Alt text

Accessed by screen readers who might have trouble seeing content.

Description

Advanced options

Accessibility for PDFs

The image shows a PDF document titled "STANDARD B PROGRAM MANAGEMENT" with a section on "PRINCIPLE". A vertical toolbar on the left contains various icons. A blue arrow labeled "1st" points to a menu icon in the toolbar, which has opened a dropdown menu with three options: "Customize toolbar", "Reset toolbar", and "Reset position".

A "Customize toolbar" dialog box is overlaid on the right. It has a "TOOLBAR" section on the left with icons and an "Add to Toolbar" button. The main section is titled "Prepare for accessibility" and lists several tools: "Autotag Document", "Autotag Form Fields", "Reading Options", "Accessibility Full Check", "Accessibility Report", "Identify Form Fields", "Set Alternate Text", and "Setup Assistant". A blue arrow labeled "2nd" points to the "Accessibility Full Check" tool, which is highlighted in blue. A third blue arrow labeled "3rd" points to the "Add to Toolbar" button.

The background document text includes:

STANDARD B
PROGRAM MANAGEMENT

PRINCIPLE
Effective program management is essential for ma...
highest quality in continuing education programs for

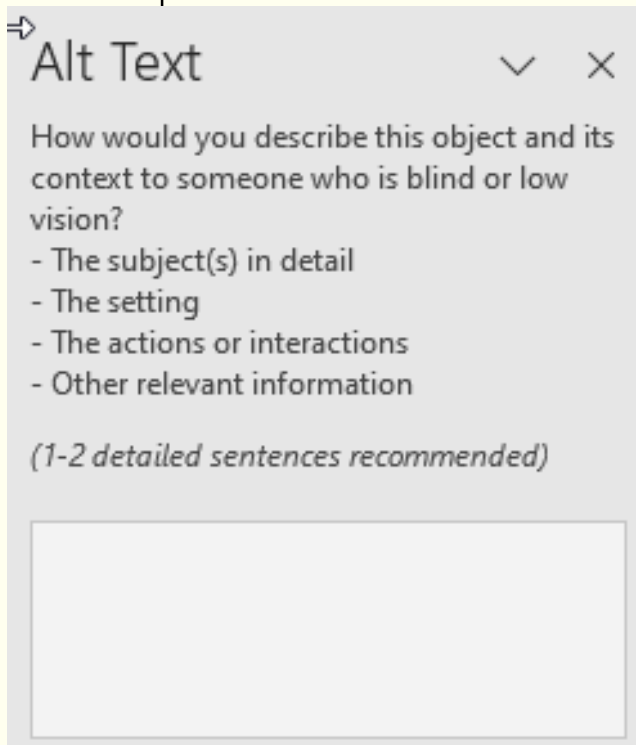
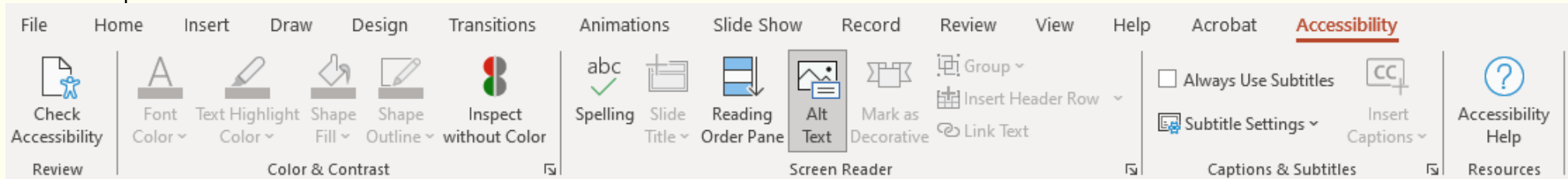
PRINCIPLE
Sponsors must include the direct input of psych...
phases of the decision-making and program-pla...
for the activities offered to psychologists for CE c...

CRITERIA

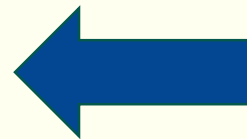
1. Sponsors must have a clearly designated progra...
tor who is responsible for ensuring that the organ...
the Standards described in this document.
2. Sponsors must ensure the security of tests an...
information; the confidentiality of any individu...
zations referenced within the content of program...
require confidentiality; and the privacy of participants
3. Sponsors must have a clearly designated progra...
tor who is responsible for ensuring that the organ...
the Standards described in this document.
3. Sponsors must ensure the security of tests an...
information; the confidentiality of any individu...
zations referenced within the content of program...
require confidentiality; and the privacy of participants

Educational and Technical Assistance
Psychologists must have input in all phases of the decisio...

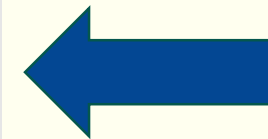
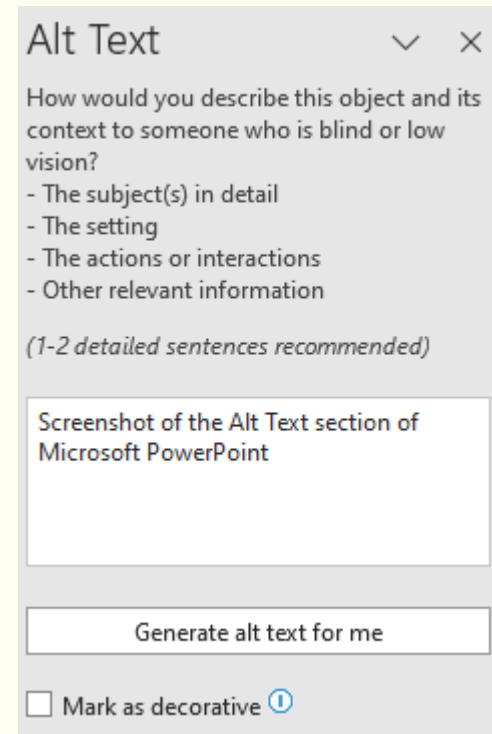
2. DO: Use Alt Text for Images and Caption Your Multimedia.



1st

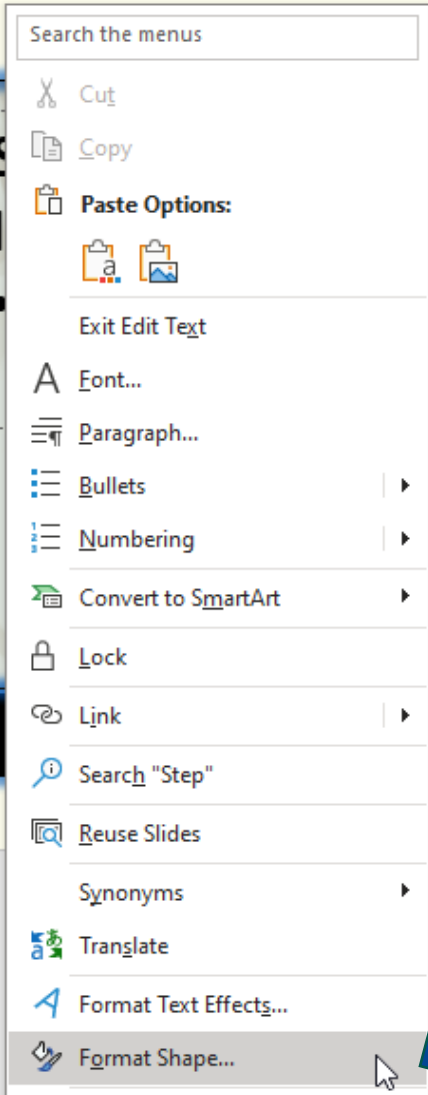


2nd




3rd

3. DO: Consider Using Text Overlays




Step 1 of this Intervention Involves:

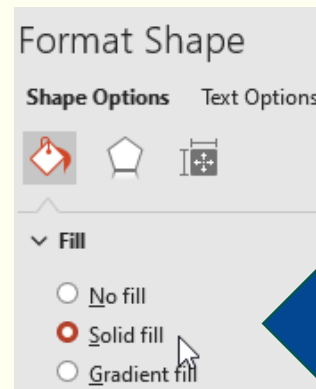
- Exploration of feelings surrounding the loss

 **Avoid this.**

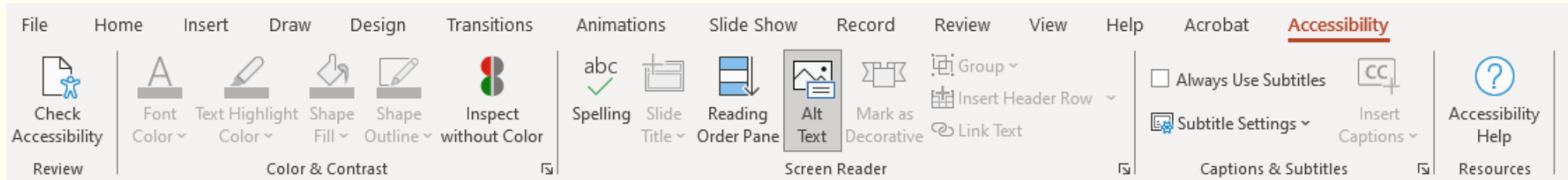
Step 1 of this Intervention Involves:

- Exploration of feelings surrounding the loss

 **Try this!**



4. DO: Check Your Slide Order



1st

Reading Order



- 1 Title 2: 4. DO: Check Your Slid...
- 2 Picture 2: First picture: Screen...
- Arrow: Up 3: Decorative
- TextBox 4: Decorative

2nd

5. DO: Consider Providing a Transcript

zoom Products Solutions Resources Plans & Pricing

Profile Meetings Webinars Personal Contacts Personal Devices Whiteboards Notes **NEW** Surveys **NEW** Recordings Meeting Summary with AI Companion **Settings** Scheduler Reports Account Profile Zoom Learning Center Video Tutorials Knowledge Base

General Meeting AI Companion **Recording** Calendar Audio Conferencing

Recording

Local recording

Allow hosts and participants to record the meeting to a local file. The content will include video and shared content with user's own view, and audio only file.

- Save chat messages from the meeting / webinar
- Save closed caption as a VTT file

Advanced local recording settings

- Hosts can give meeting participants permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

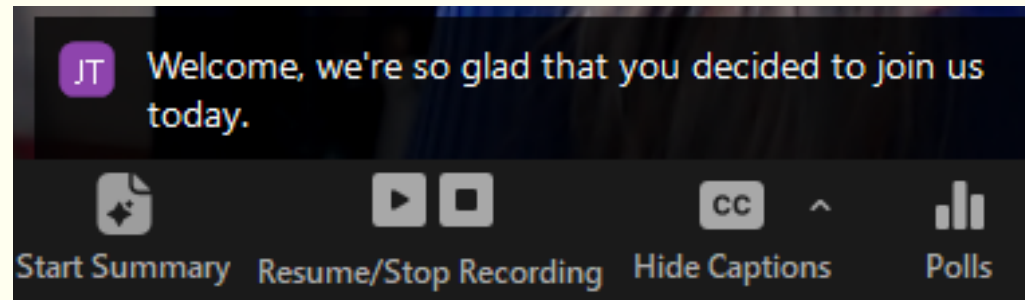
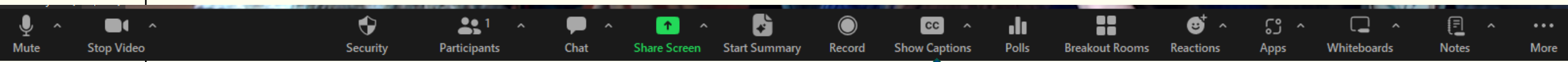
- Record active speaker with shared screen
- Record gallery view with shared screen [?]
- Record active speaker, gallery view and shared screen separately
- Record audio-only files
 - Record one audio file for all participants
 - Record a separate audio file of each participant [?]
- Record the Interpretation
 - Record sign language interpreter
 - Record language interpreter
- Record production studio customized view from the webinar
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

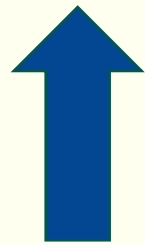
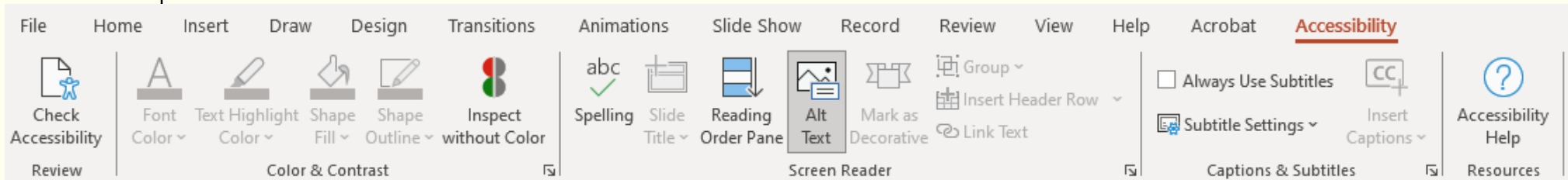
Advanced cloud recording settings

- Add a timestamp to the recording [?]
- Display participants' names in the recording
- Record thumbnails when sharing [?]
- Optimize the recording for 3rd party video editor [?]
- Create audio transcript [?]

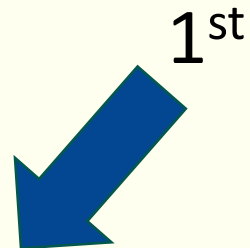
6. DO: Caption Your Multimedia



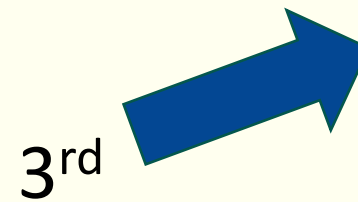
7. DO: Test for Accessibility



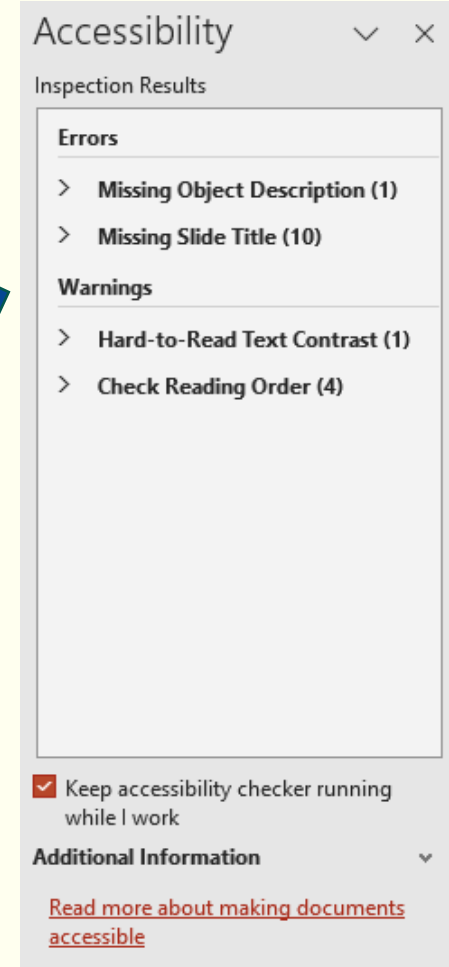
2nd



1st



3rd



RESOURCES TO CREATE ACCESSIBLE CE MATERIALS

- The Web Content Accessibility Guidelines (WCAG) 2.1 offers many suggestions for accessible learning.
- Make your Microsoft Word documents accessible to people with disabilities.
- Make your Microsoft PowerPoint presentations accessible to people with disabilities.
- Make your Google documents, presentations, and sheets accessible to people with disabilities.
- Make your PDFs accessible to people with disabilities.
- Run your resources through a free screen reader to ensure they are accessible.

RESOLUTIONS AND ADDITIONAL RESOURCES

- [APA Resolution on Equity, Diversity, Inclusion, and Accessibility in Quality Continuing Education and Professional Development](#)
- [APA Resolution on Support of Universal Design and Accessibility in Education, Training and Practice](#)
- [APA's Equity, Diversity, and Inclusion Framework](#)
- [Tips from APA for Creating Inclusive Presentations, Meetings, and Events](#)
- [Teaching Inclusively and Effectively: Highlights from the Science of Learning](#)
- [Inclusivity and Accessibility in the Psychology Classroom: Universal Design Principles in Higher Education](#)
- [PsycLearn and Inclusivity: APA's Commitment to Accessible and Inclusive Courseware](#)



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- Gierdowski, D. C., Brooks, D. C., & Galanek, J. (2020). *EDUCAUSE 2020 student technology report: Supporting the whole student*. <https://www.educause.edu/ecar/research-publications/student-technology-report-supporting-the-whole-student/2020/accessibility-and-accommodations>