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

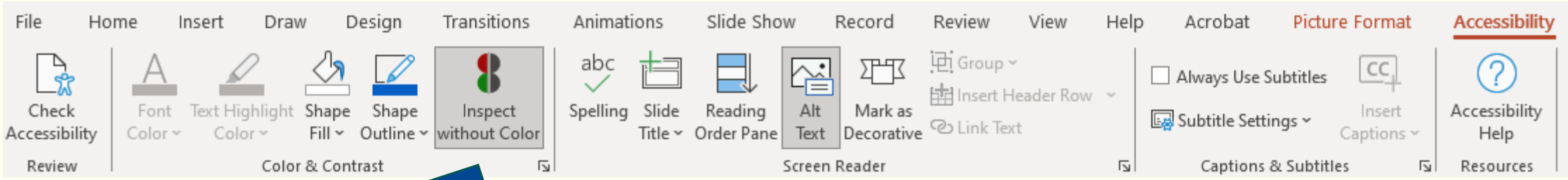
Avoid this.

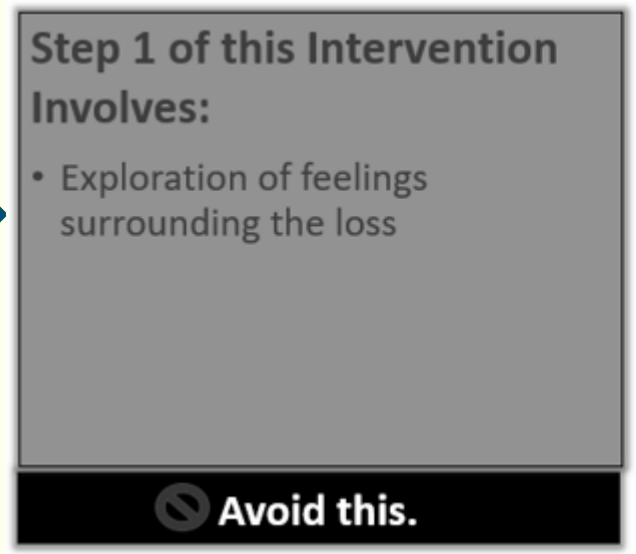
Step 1 of this Intervention Involves:

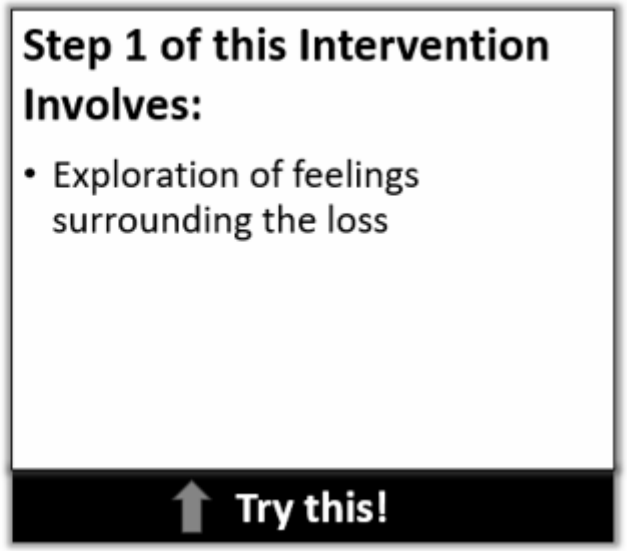
- Exploration of feelings surrounding the loss

Try this!

How to Determine if Your Color Contrast is Low:







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 grieverspeak.
- 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:

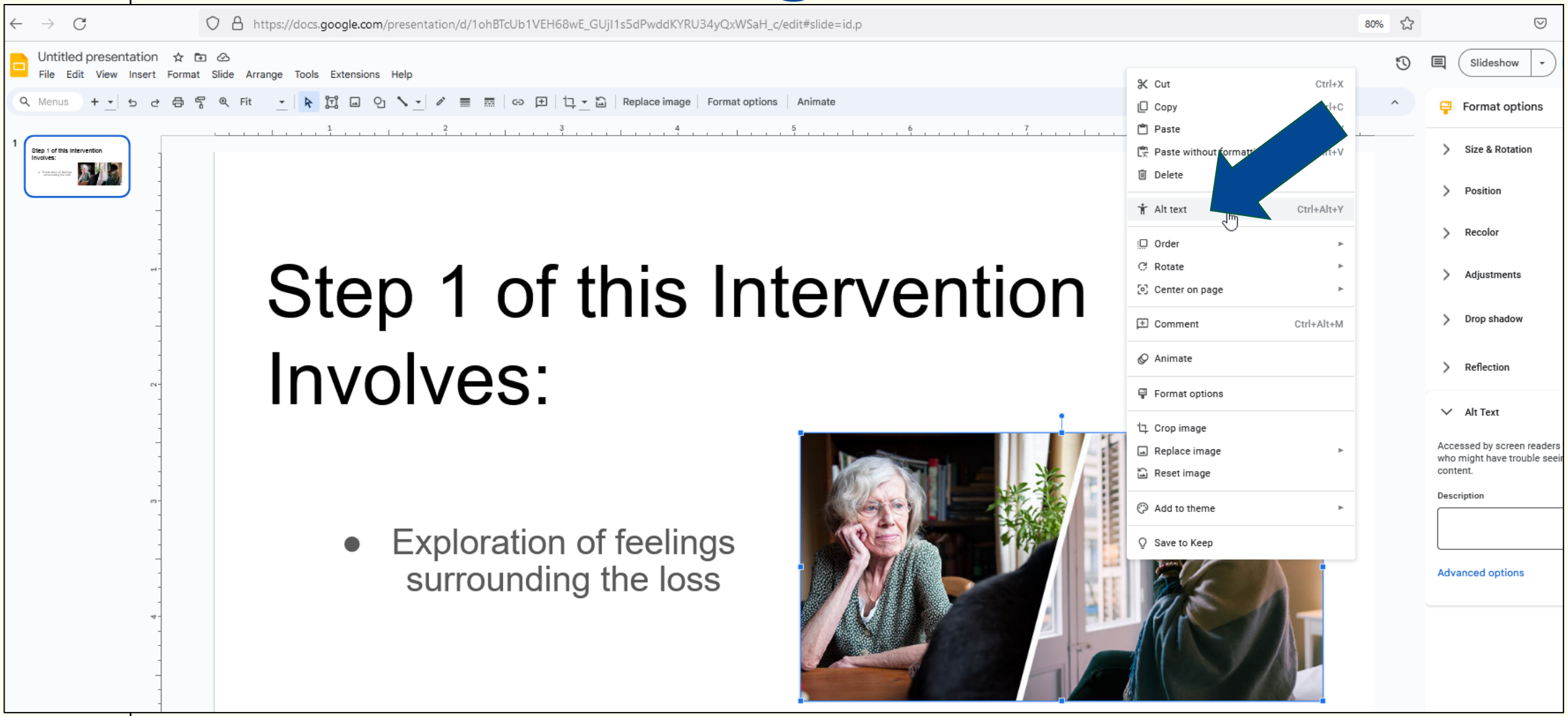
- Exploring feelings surrounding the loss.
- Utilize metaphors or analogies to describe grief.
- Utilize the Continuing Bonds Paradigm.

Try this!

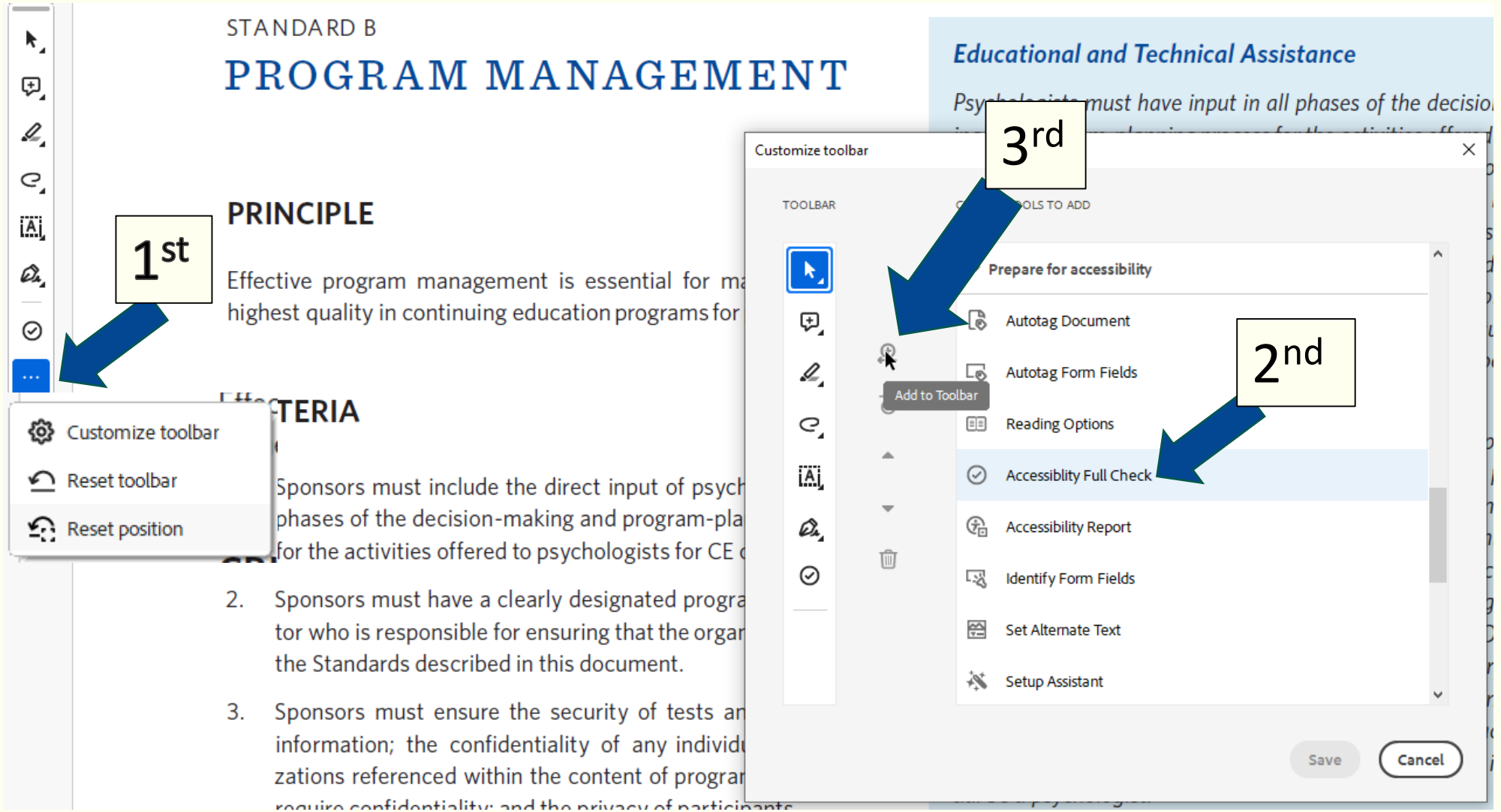
7 “DO’S” FOR CREATING SLIDESHOWS

(SEE APA, 2023; AXELROD, 2018)

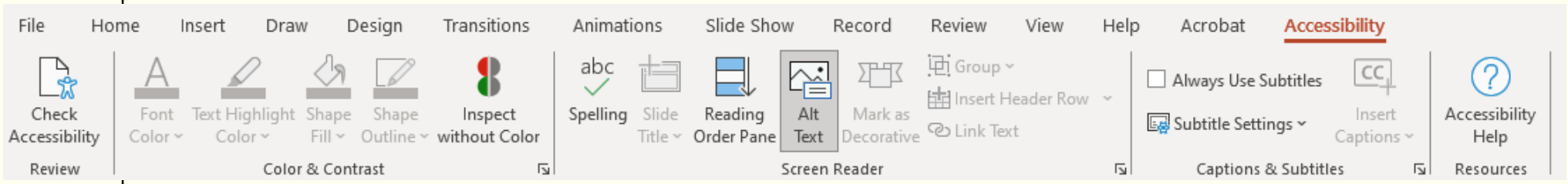
1.DO: Choose Accessible Presentation Software Programs

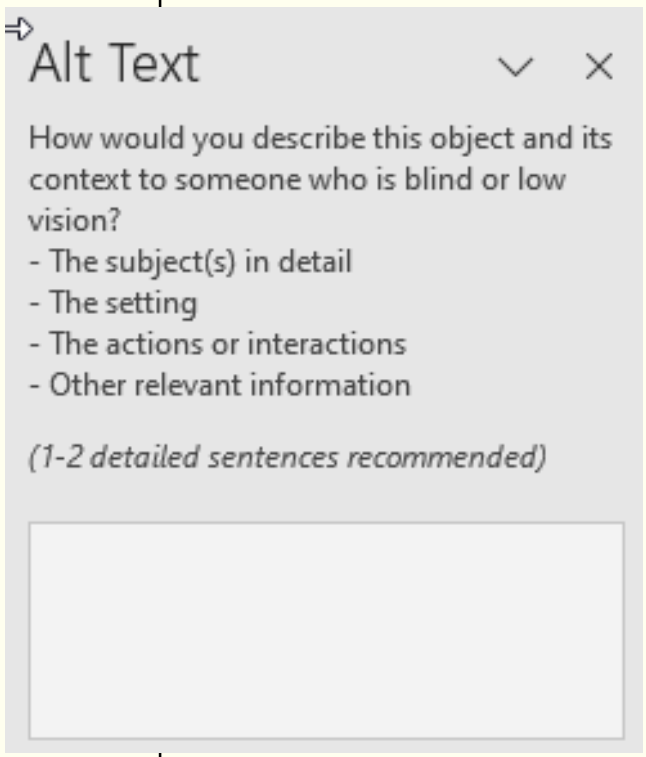


Accessibility for PDFs



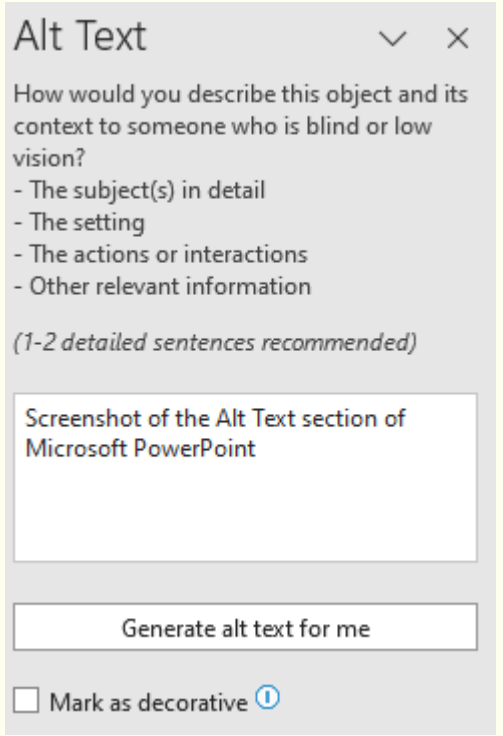
2. DO: Use Alt Text for Images and Caption Your Multimedia.





1st

2nd



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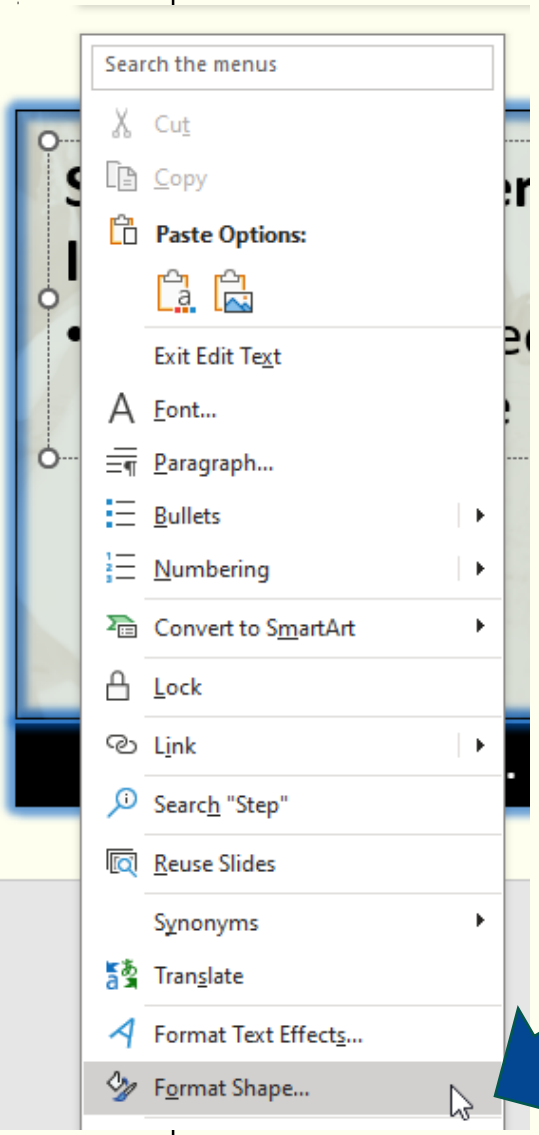
3. DO: Consider Using Text Overlays



1st

Step 1 of this Intervention Involves:

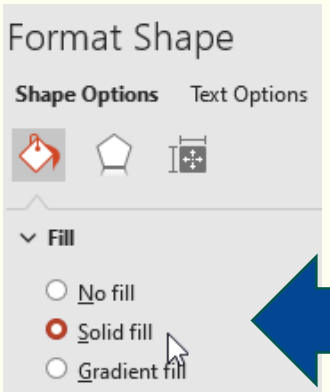
- Exploration of feelings surrounding the loss

Avoid this.

Step 1 of this Intervention Involves:

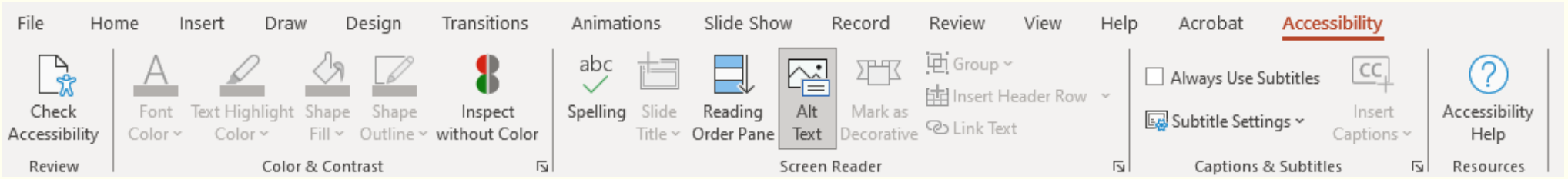
- Exploration of feelings surrounding the loss

Try this!



2nd

4. DO: Check Your Slide Order



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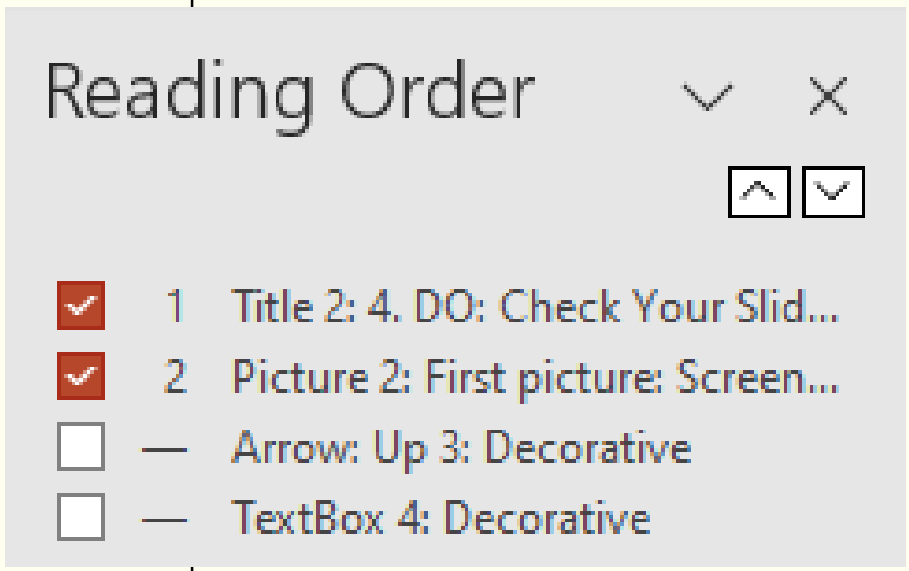

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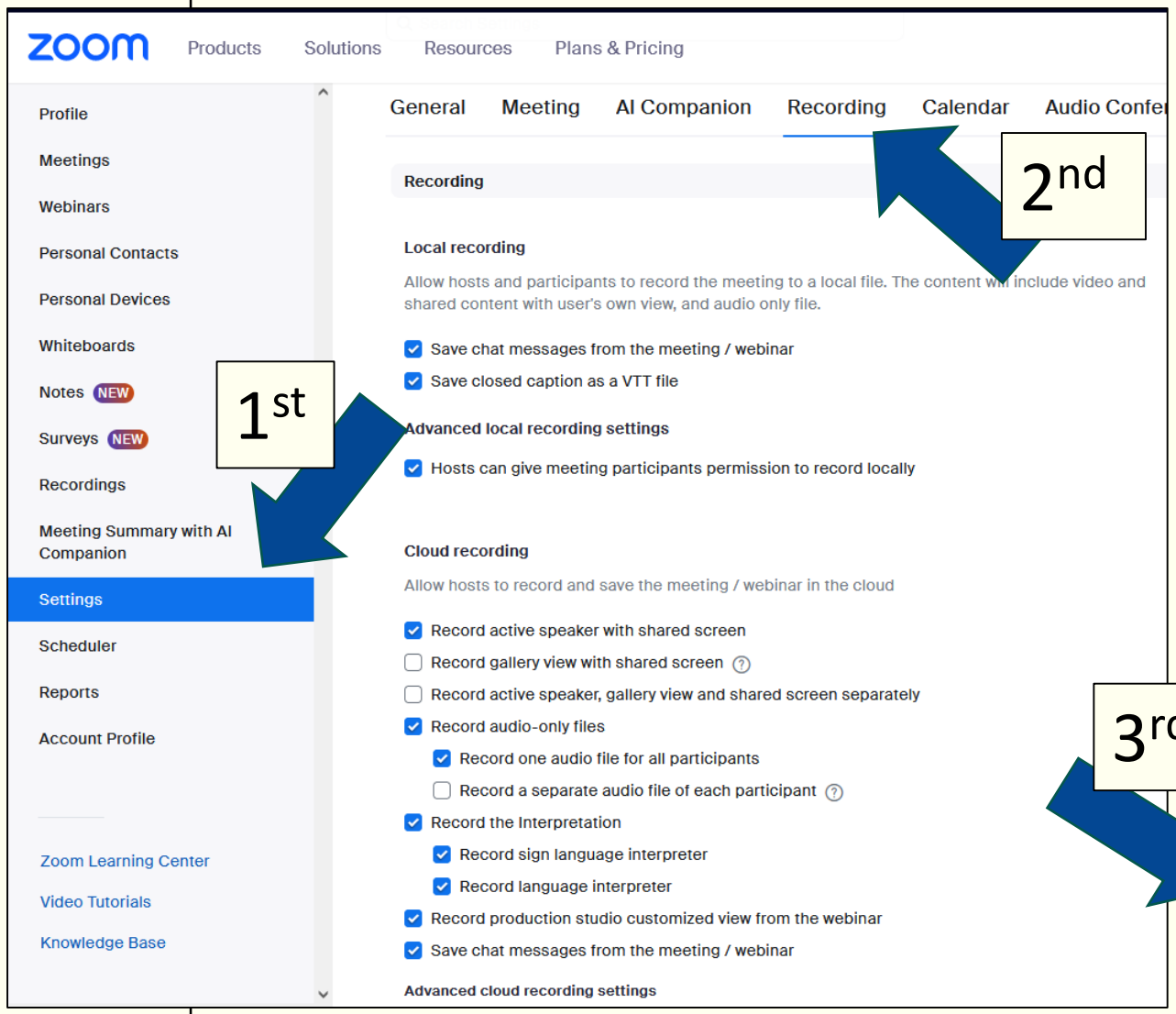
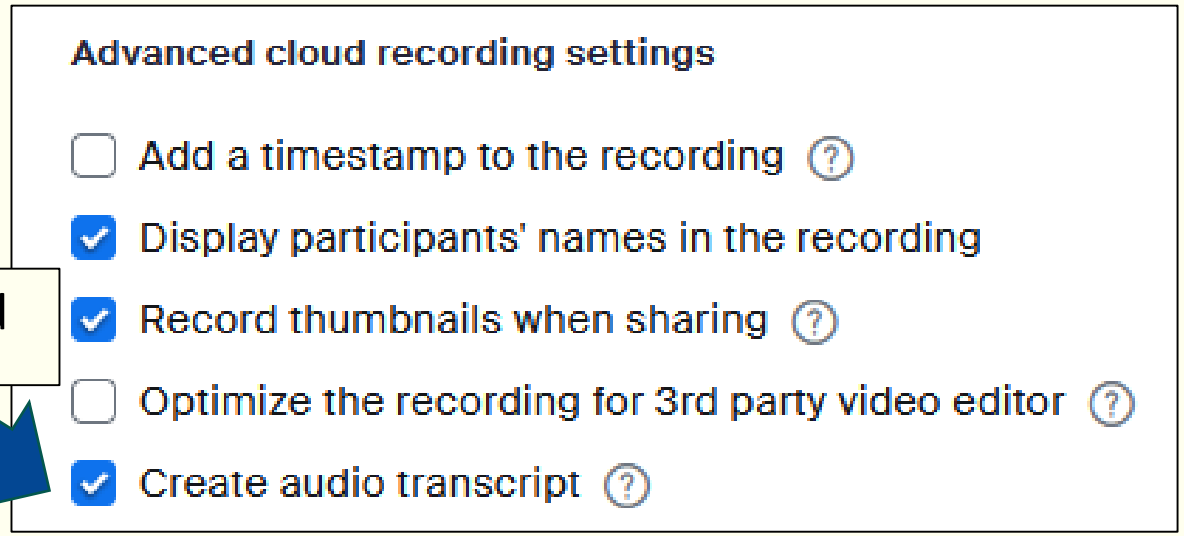
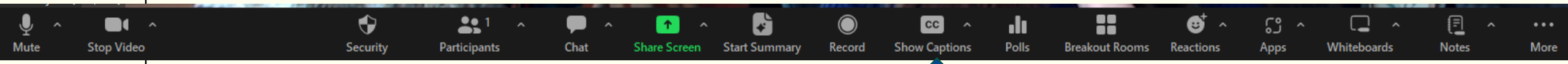
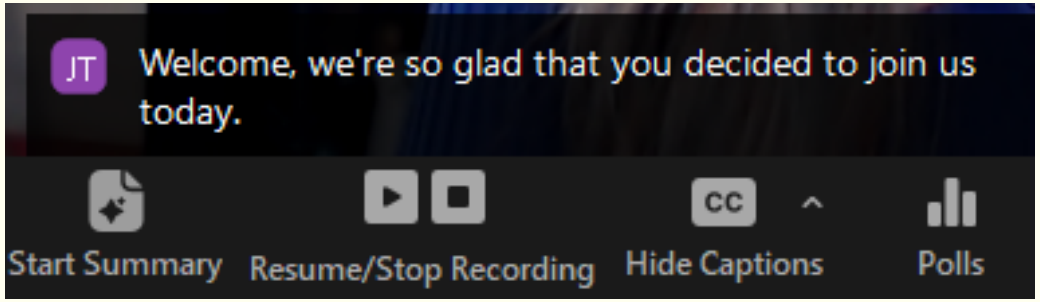
5. DO: Consider Providing a Transcript



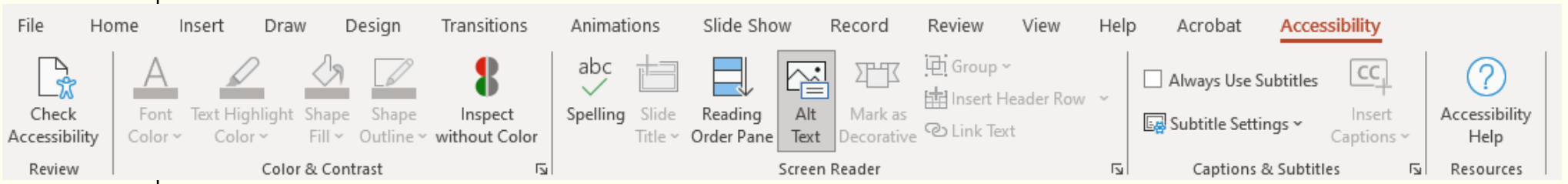


6. DO: Caption Your Multimedia





7. DO: Test for Accessibility



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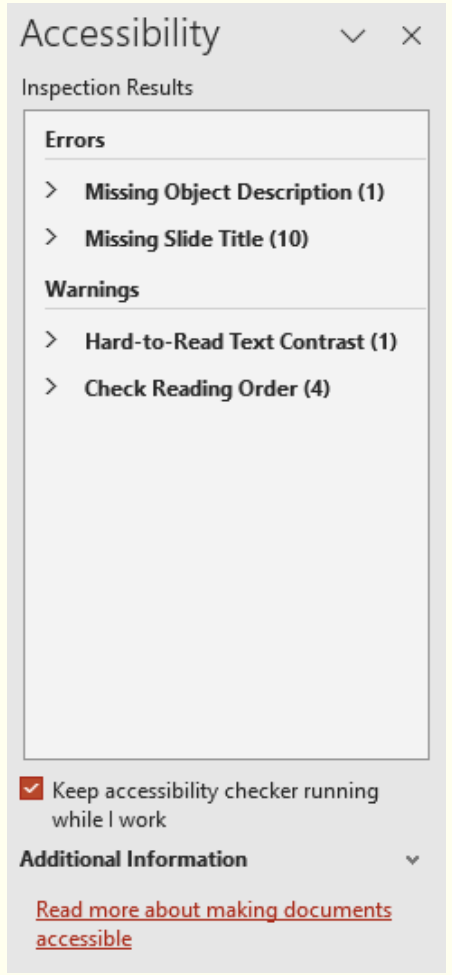

1st

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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