

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER 3	SECTION 8P	TITLE Accessible Technology and Digital Content	HISTORY	
			Adopted 2025	Reviewed
			Revised	Next review 2028

PROCEDURE

Clover Park Technical College shall provide appropriate, effective, and integrated access to technology for students, employees and external community members. This policy applies to the procurement, development and implementation of instructional, administrative or communications technologies and content. In addition, this policy applies to both current and emerging technologies, including both hardware and software in use or being evaluated for purchase or adoption.

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The college will work to achieve the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG) 2.2 level AA. Contact the Accessible Technology Coordinator (Executive Director of Information Technology) with questions.

Specific applications of this standard are as follows:

- **Web:** All websites, Web pages and Web-based software published or hosted by the College or used to conduct College business (including remotely hosted sites and software) must meet the above standards and indicate in plain text a method of contact for Persons with Disabilities having trouble accessing content.
- **Instructional Materials:** All electronic instructional materials, optional and required, must be Accessible. This includes, but is not limited to, syllabi, textbooks, presentations and handouts delivered within the College's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, etc.
- **Documents:** All College produced, maintained or distributed electronic documents must be Accessible. This includes, but is not limited to, word processing documents, PDFs, presentations, publications and spreadsheets that are scanned, uploaded, posted or otherwise published or distributed electronically.
- **Electronic Media:** All electronic multimedia resources used by the College for instruction, communication, marketing, promotion or other academic or business purposes must be Accessible. Video must be closed-captioned and audio-described and audio resources must be transcribed.
- **Software, Hardware and IT Systems:** All software, hardware and IT systems used for academic and research purposes, administrative and business purposes, and customer service must be Accessible and produce Accessible products or content, which includes compatibility with assistive technology. Software, hardware and IT systems include, but are not limited to, learning management, content management, library systems, email, human resources administration, financial systems, course or event registration, freeware, shareware, enterprise systems and online or remotely hosted software.
- **Procurement/Purchases:** The College will purchase electronic products and solutions, including, but not limited to, software, operating systems, Web-based applications, video and multimedia, that meet or exceed the above Accessibility standards. The College recommends that all requests for proposals from and contracts with vendors include language that outlines this requirement and provides stipulations for how the vendor is expected to demonstrate compliance. A VPAT ([Voluntary Product Accessibility](#)

Template) will need to be submitted to the Technology department to keep on file with other software review documents.

### Web Accessibility – College Relations

The websites that fall under the College Relations department are as follows:

- cptc.edu
- blog.cptc.edu
- staff.cptc.edu
- catalog.cptc.edu

As the most accessed CPTC website and as a crucially important online tool for students, prospective students, the general public and staff combined, the main website will initially receive the majority of our accessibility focus. The restructuring and redesign of our main site will address accessibility issues such as navigation, content optimization, content organization, and user experience/design. Each of these areas will be redeveloped to meet or exceed Web Content Accessibility Guidelines 2.2 Level AA standards.

#### **Our Website Accessibility Standards will include the following:**

- Use of headings and style guide
- Alt-text for images
- Descriptive hyperlinks
- Accessible tables
- Accessible linked documents – PDF, Word, and any other documents submitted for publication on any of the College Relations websites must meet accessibility standards.
- Captioning and/or transcribing for all video content published on our websites
- Converting informational PDFs to web pages

To maintain the Accessibility standards on our websites, those who request or currently have editor level access will need to complete training before access is granted or to maintain current privileges and access. This system will be referred to as the Department Deputy system. Department Deputy training will consist of the Website Accessibility Standards listed above as well as CPTC Brand Standards.

#### **College Relations Web Accessibility Responsibilities**

1. Comply with the web accessibility standards when creating web content, sites, and documents.
2. Create and publish a CPTC Web Accessibility Standards page on our main website.
3. Develop a curriculum and required training path to become a Department Deputy or to maintain current editing access.
4. Publish Department Deputy requirements and responsibilities on our Intranet site.
5. Establish a quarterly training schedule as well as office hours for continued support.
6. Continually monitor our sites and content to confirm the Website Accessibility Standards are being met.

Archived Web pages do not have to comply with WCAG 2.2 Level AA unless specifically requested by an individual with a disability. Units with legacy pages not deemed high priority also do not have to comply with WCAG 2.2 Level AA, but are encouraged to identify and improve the accessibility of their pages.

Undue burden and non-availability may qualify as an exemption from the policy under the following circumstances:

- Where compliance is not technically possible, or is unreasonably expensive or difficult in that it may require extraordinary measures due to the nature of the IT or the intent of a web page.

### Limitations and alternatives

Despite our best efforts to ensure the accessibility of the CPTC website, there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

### Known limitations for CPTC:

1. **Website:** Accessibility varies across different sections of the CPTC website. Our website is in the process of being updated. Accessibility is improving as older site sections are migrated to newer technologies. Please contact [webmaster@cptc.edu](mailto:webmaster@cptc.edu) with any specific accessibility concerns.

APPROVAL:

By: Amelia Grayson  
Vice President signature

Date: 06/09/2025








# 3.8P Accessibility Procedures

Final Audit Report

2025-06-09

|                 |                                             |
|-----------------|---------------------------------------------|
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