



Military Community and Family Policy

eLearning Requirement Checklist for 508 Compliance

The following checklist should be used departmentwide by Military Community and Family Policy staff to verify that eLearning courses meet the requirements established by MC&FP. The checklist includes compliance with Section 508, in addition to other MC&FP requirements.

Document Information

Document Title:	
Reviewer/Tester Name/Signature:	
Review/Testing Date:	
The program manager approves that this work has been validated as 508 compliant:	

ID	1.0 508 Compliance Standard	Pass	Fail	N/A
1.1	All videos within the eLearning products include audio descriptions and closed captioning.			
1.2	All eLearning products include a transcript or other form of text-based notes that allow the user to read the narration if audio is turned off or muted.			
1.3	All images (grouped images and nontext elements that convey information) have alternative text descriptions.			
1.4	eLearning courses are navigable without a mouse. User can navigate with the keyboard.			
1.5	The contrast between the text and its background is readable by people with moderately low vision. The contrast ratio is at least 3:1 for large text.			

1.6	All decorative images that do not convey information have blank alternative text (this is to ensure that the screen reader does not read repetitive information and to maintain the correct tab order for screen readers).			
1.7	The course is compatible with a screen reader. If available, use JAWS or NVDA to test.			
1.8	An alternate 508 version of course that does not include animation is offered. This can be used in place of making the original course 508 compliant.			
1.9	Other 508 requirements as identified by the Americans with Disabilities Act as related to eLearning development (https://www.section508.gov) are followed.			
1.10	A visual check has confirmed no hidden data is present.			
1.11	The document has no flashing objects.			

Noncompliant Element Tracking

The following table should be used to document any elements of the asset that failed or were identified as being noncompliant. Identify each failed/noncompliant element of the asset by ID Number and include a description of the reason why the element failed or is noncompliant.

ID	Description of Failure/Noncompliance