

**Information Technology Policy  
Commonwealth of Pennsylvania  
Governor's Office of Administration/Office for Information Technology**

<b>ITP Number:</b>	<b>ITP-ACC001</b>
<b>ITP Title:</b>	<b>Accessibility Policy</b>
<b>Issued by:</b>	<b>Deputy Secretary for Information Technology</b>
<b>Date Issued: March 16, 2006</b>	<b>Date Revised: November 18, 2010</b>
<b>Domain:</b>	<b>Access</b>
<b>Discipline:</b>	<b>Accessibility</b>
<b>Technology Area:</b>	<b>Usability</b>
<b>Revision History Date:</b>	<b>Description:</b>
<b>11/18/2010</b>	<b>Moved product standards to new STD-ACC001B. Rescinded OPD-ACC001B, and OPD-ACC001D</b>

**Abstract:**

This Information Technology Policy (ITP) establishes policy for the development of accessible websites for users requiring assistive technologies.

The goal of this policy is to ensure that when an agency, board or commission provides information through the web, it is taking reasonable measures to ensure that persons with disabilities can access, navigate, and otherwise obtain the same or equivalent information as those persons without disabilities.

**General:**

This ITP applies to all departments, boards, commissions and councils under the Governor's jurisdiction (Agencies). Agencies not under the Governor's jurisdiction are strongly encouraged to follow this policy.

**Policy:**

This policy establishes standards for the development and maintenance of accessible websites. For purposes of this policy, "website" is defined as any content or application accessed through an Internet browser. Agencies developing websites are to (1) provide the same or equivalent access to qualified individuals with disabilities and (2) test and validate websites.

Agencies are to test and validate websites using one or more of the following methods in conjunction with end user assistive technologies:

- 1.) Accessibility testing and validation features of Integrated Development Environment (IDE).
- 2.) Automated validation tools named as product standards in *STD-ACC001A – Accessibility Product Standards*.
- 3.) OPD-ACC001C, AccVerify Accessibility Rule Settings
- 4.) Manual testing and validation.

The fully licensed versions of products named in *STD-ACC001 – Accessibility Product Standards* are available through OA/OIT. Please contact OA/OIT at [ra-oitaccessibility@state.pa.us](mailto:ra-oitaccessibility@state.pa.us) for licenses. Additional product and support information may be found on the [IT Accessibility Website](#).

Agencies performing manual testing and validation are to follow the procedures detailed in [OPD-ACC001A - Manual Testing Strategies and Techniques for Web Site Accessibility Validation](#).

**Related Web Resources:**

- Federal Electronic and Information Technology Accessibility Standards: [Section 508 Standards](#)
- World Wide Web - Web Site Accessibility Guidelines 1.0: [W3C Accessibility Guidelines](#)
- World Wide Web - Techniques for Web Site Accessibility 1.0: [W3C Web sites Techniques](#)
- World Wide Web - Checklist of Checkpoints for Web Site Accessibility 1.0: [W3C Checklist](#)
- World Wide Web – Evaluation, Repair, and Transformation Tools: [W3C Evaluation Tools](#)

- Section 508 (of the Rehabilitation Act), IT Accessibility Training: [Section 508 Training](#)
- Microsoft's Accessibility Resources: <http://www.microsoft.com/enable/>
- American Federation for the Blind - Article: "[Designing an Accessible Web Site](#)"
- The Federal Access Board, the entity responsible for the authoring of the Section 508 standards - <http://www.access-board.gov/>
- Detailed resource information can be found on the Commonwealth's IT [Accessibility Web site](#).

**Refresh Schedule:**

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

**Exemption from This Policy:** In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppar.oa.pa.gov/>. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

**Questions:**

Questions regarding this policy are to be directed to [ra-itcentral@pa.gov](mailto:ra-itcentral@pa.gov).

**Policy Supplements:**

OPD-ACC001A - Manual Testing Strategies and Techniques for Web Site Accessibility Validation

STD-ACC001B - Accessibility Product Standards

[OPD-ACC001C](#) - AccVerify Accessibility Rule Settings