

ACCESSIBLE REQUIRED TRAININGS CHECKLIST (ASL/ENGLISH)

This checklist supports programs in planning, delivering, and evaluating required trainings that are linguistically and culturally accessible. Use it as a quick reference across training design, delivery, and follow-up.

Design Trainings for Accessibility from the Beginning

- ☐ Plan accessibility before trainings are scheduled - this includes meeting with interpreters for room design/set up, considering placement of captions on screen and in the room to establish clear sightlines, and/or design seating arrangements to optimize visual access
- ☐ Budget for interpretation, captioning, and translation services
- ☐ Ensure visual accessibility of materials and presentations
- ☐ Provide trainings in the languages used within your community (e.g., ASL, Spanish, English), rather than relying solely on voice-over or written English-heavy content
- ☐ Provide background information on complex or specialized vocabulary for staff new to a training topic

Provide Language-Appropriate Training Delivery

- ☐ Offer ASL-delivered training whenever possible
- ☐ Use qualified interpreters or fluent presenters familiar with the content area
- ☐ Provide captioning and accessible digital materials
- ☐ Ensure presenters understand effective interpreted communication practices, such as pausing to let audience members read a slide before introducing new content

Ensure Linguistic and Cultural Alignment

- ☐ Adapt examples to rely on visual or tactile cues, not auditory-only ones (e.g., a flashing alert for an emergency rather than 'hearing a disturbance')
- ☐ Use plain language and visual supports
- ☐ Provide opportunities for clarification and discussion in both ASL and English
- ☐ Avoid assuming equivalent access through interpretation alone

Evaluate Understanding and Access

- ☐ Gather feedback from d/Deaf and hearing staff regarding accessibility
- ☐ Assess whether staff fully understand required content through pre- and post-tests
- ☐ Monitor the quality and equivalence of interpretation and accessibility supports
- ☐ Continuously improve accessibility systems