Appendix A
Sample Letter on Section 508 Compliance

Date

Mr./Ms. Course Manager
National Emergency Training Center
16825 South Seton Ave., Bldg # Rm #
Emmitsburg, Maryland 21727

This letter provides the results of a Section 508 Accessibility Evaluation for the following materials.

- Materials description: "(Insert Course Title)" independent study course.
- Identification code: (Insert Course ID)
- Person preparing evaluation: (Insert Name and Contact Information)
- Date(s) evaluated: (Insert Date)
- Software and Types of Reports used for evaluation: (Insert name of software and reports, i.e. AccVerify/AccRepair and JAWS)

1. The results of the 508 Compliance evaluation lists the following priority 1 errors (see attached report) on the (Insert Name and/or Type of Report) in the order found on the report. Actions regarding these violations are described below.

Insight/Infocus Accessibility Message	Action for Violation
Alt attribute required	This graphic is not needed to understand the content.
Valid alt attribute required	This tag is valid although it is longer than usual.
Should not target Javascript	This link provides readable text

2. The results of the (Insert Name of Reader Software used, i.e. JAWS) evaluation found no problems with the screen reader interpreting the information in the course.

3. The appropriate accessibility checklists are completed and attached and show compliance with Section 508 requirements for this material.

Please be aware that PDF files included in the course must meet Section 508 guidelines as well; compliance must be documented

Sincerely,

Mr./Ms. Developer Name, Position
Company XYZ
508 Section Street
Compliance, WW 77777

CC
EMI Distance Learning Branch

Appendix B
Sample Letter on SCORM 2004 Compliance

Date

Mr./Ms. Course Manager
National Emergency Training Center
16825 South Seton Ave., Bldg # Rm #
Emmitsburg, Maryland 21727

This letter provides the results of a SCORM 1.2 evaluation for the following materials.

- Materials description: "(Insert Course Title)" independent study course.
- Identification code: (Insert Course ID)
- Person preparing evaluation: (Insert Name and Contact Information)
- Date(s) evaluated: (Insert Date)
- Software and Types of Reports used for evaluation: (Insert name of software and reports, i.e. DOD Labs ADL testing tool)

This letter certifies that the above described course materials are compliant with all applicable guidelines and recommendations of the Shareable Content Objects Reference Model (SCORM) version SCORM 1.2 as found at http://www.adlnet.org. The course will function in any Learning Management System that is SCORM compliant, without requiring changes.

Sincerely,

Mr./Ms. Developer Name, Position
Company XYZ
508 Section Street
Compliance, WW 77777

Cc
EMI Distance Learning Section

Appendix C
Sample Letter on Copyright Compliance

Date

Mr./Ms. Course Manager
National Emergency Training Center
16825 South Seton Ave., Bldg # Rm #
Emmitsburg, Maryland 21727

This letter provides the results of a Copyright Compliance for the following materials.

- Any material being used under Fair Use copyright guidelines.
- Any material being used under the Teach Act (rare for an independent study course).
- Any copyrighted Material (with the exception of Public domain) used in the project.

This letter certifies that the above described course materials are compliant with all applicable
guidelines and recommendations of applicable copyright laws.
Sincerely,

Please ensure to attach any documents concerning copyright compliance (letters from copyright holder
granting permission, etc.).

Mr./Ms. Developer Name, Position
Company XYZ
508 Section Street
Compliance, WW 77777

Cc
EMI Distance Learning Section

Appendix D
Definitions

EMI eLearning: proprietary FEMA LMS. This LMS was developed internally by FEMA personnel; this system is not SCORM compliant and not able to interpret SCORM API calls. However calls used in conjunction with a standard web-based server (i.e. check browser version, etc) may be used. The "no hooks" version of the course is developed for this LMS.

FEKC: FEMA Employee Knowledge Center. This LMS is a Meridian-based system located behind the FEMA firewall and is for use by FEMA employees only. The FEKC is fully SCORM compliant and currently supports SCORM version 1.2; SCORM 2004 will be supported at some point in the future.

No Hooks: The "no hooks" version referenced in this SOW refers to the deliverable needed for use with the FEMA EMI eLearning LMS (referenced above). This LMS is linked from the following website: http://training.fema.gov; because this LMS has limited functionality and is proprietary in nature, SCORM calls are not recognize by this system, thus, necessitating the need for a "no hooks" version of the course.