Voluntary Product Accessibility Template¨ (VPAT¨)

WCAG Edition

Version 2.3 (Revised) - April 2019

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About This Document

The VPAT is provided in four editions based on the guidelines/standards being evaluated. The editions are WCAG, Revised 508, EN 301 549 and International that includes all of the standards.

This is the WCAG edition of the VPAT. It includes the following standards/guidelines:

- Web Content Accessibility Guidelines 2.0
- Web Content Accessibility Guidelines 2.1; use is optional; included for reference purposes

If you need to report on a different combination of standards/guidelines, use the appropriate alternate edition of the VPAT found on https://www.itic.org/policy/accessibility/vpat.

This document is broken into two main sections:

- Essential Requirements and Best Practices for using the VPAT¨ to complete an Accessibility Conformance Report
- The VPAT Template

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This section provides guidance for reporting product conformance for three major accessibility standards and guidelines using the VPAT¨ to produce the Accessibility Conformance Report. Deviating from these guidelines precludes vendors from referencing the template by name and/or the VPAT acronym. The purpose of these essential requirements and best practices are to promote accurate and consistent reporting of product accessibility information.

The VPAT is a template used to document a product's conformance with accessibility standards and guidelines. The purpose of the VPAT is to assist customers and buyers in making preliminary assessments regarding the availability of commercial "Electronic and Information Technology," also referred to as ÒInformation and Communication TechnologyÓ (ICT) products and services with features that support accessibility.

Getting Started

1. Before creating a report, read all of the materials provided in this document.
2. The Information Technology Industry Council (ITI) provides the VPAT. Use of the template and service mark does not require membership in ITI.
3. Determine which accessibility standards/guidelines will be included in the product conformance report.
4. It is the vendorÕs responsibility to maintain the integrity of the data in the report.

Essential Requirements for Authors

The following are the minimum requirements to be a VPAT¨.

1. The VPAT name and template are registered service marks of ITI. Use of the VPAT template and name requires the inclusion of the registered service mark (i.e., ÒVPAT¨Ó). Users of the VPAT agree not to deviate from the Essential Requirements for Authors.
2. The template file can be used as is or replicated in a different delivery format, for example as HTML or PDF. The final conformance report must be accessible.

- Product Description
- Report Date
- Contact Information
- Notes
- Evaluation methods used
- Applicable Standards/Guidelines
- Terms
- Report Information
  - Check that there is a response for each criterion for ÔConformance LevelÕ and ÔRemarks and Explanations.Õ

- Post your final document on your companyÕs web site, or make the document available to customers upon request.
- Your final document should be accessible.

Table Information for VPAT ¨ Readers

For each of the standards, the criteria are listed by chapter in a table. The structures of the tables are: the first column contains the criteria being evaluated, the second column describes the level of conformance of the product regarding the criteria and the third column contains any additional remarks and explanations regarding the product.

- When sections of criteria do not apply, or deemed by the customer as not applicable, the section is noted as such and the rest of that table may be removed for that section.
- When multiple standards are being recorded in this document, the duplicative sections are noted and responded to only one time. The duplicate entry will note the cross reference to the data.

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VPAT® Version 2.3 (Revised) – April 2019

Name of Product/Version:

Product Description:

Report Date:

Contact Information:

Notes:

Evaluation Methods Used:

Applicable Standards/Guidelines

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Criteria	Conformance Level	Remarks and Explanations

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Criteria	Conformance Level	Remarks and Explanations