

**ADVANCED CONTINUING EDUCATION ASSOCIATION
ACEA****ICT Accessibility Policy**

Introduction At ACEA, we are committed to ensuring that our software, particularly The CE App, is accessible to the credentialed professionals we serve. Our dedication to accessibility is a core aspect of our business values and product development process to help members learn throughout their careers.

Scope and Objectives This policy applies primarily to our software application, The CE App, and encompasses our websites. Our objective is to make our digital products accessible to all users, regardless of their abilities, in compliance with WCAG 2.1, ADA, and Section 508 standards.

Compliance Standards We strive to continuously improve accessibility by aligning with the Web Content Accessibility Guidelines (WCAG) 2.1, the Americans with Disabilities Act (ADA), and Section 508. Our goal is to enhance our software while embedding accessibility into new features.

Roles and Responsibilities As a small business, as of writing we do not have a dedicated accessibility officer or team. However, our software and design teams are knowledgeable about these policies and help ensure compliance. Our design and engineering teams take a user-first approach to software development.

Implementation Strategy Accessibility is integrated into our product through regular testing as part of our software quality assurance (QA). This includes assessing and addressing accessibility during development cycles.

Training and Awareness Relevant individuals involved in product development are made aware of this policy and are trained in our testing methodologies to ensure they understand and can implement accessibility standards.

Evaluation and Monitoring We conduct occasional third-party evaluations and internal assessments to monitor the accessibility of our products. We also maintain open channels for user feedback to identify areas for improvement.

Reporting and Feedback Mechanism Users can report accessibility issues or provide feedback through our live chat and support ticketing system.

Review and Updates This policy will be reviewed and updated biannually or as needed to ensure ongoing compliance and improvement.

Conclusion ACEA remains committed to creating an inclusive digital environment, ensuring that our software meets the needs of all users, including those with disabilities.