# CITES Voluntary Product Accessibility Template

The CITES Voluntary Product Accessibility Template (VPAT) is targeted at functional conformance to WCAG 2.0 guidelines. This format maps current requirements to WCAG 2.0 in anticipation of the upcoming changes to Federal Section 508 and the Illinois Information technology Accessibility Act (IITAA), which will make them consistent with WCAG 2.0. The template has been cross-linked with IITAA and Section 508 requirements where applicable; however, WCAG 2.0 goes beyond those requirements in some instances.

A secondary consideration for choosing this format was to provide greater conceptual understanding of accessibility requirements than that provided by the standard format, which merely lists requirements in a checklist form.

## A word about accessibility

To be considered accessible, information technology developed, purchased, or provided by or on behalf of the State must be usable in a timely, accurate, complete, and efficient manner by1:

1. People with limited or no vision
2. People with hearing loss or who are deaf
3. People with limited speech or no speech
4. People with limited or no reach, strength, or manipulation

1 From the [Illinois Information Technology Accessibility Act Standards website](http://www.dhs.state.il.us/IITAA/IITAAStandards.html#functionalperformancecriteria)

## VPAT Form

This form contains a checklist of twelve accessibility requirement areas. For each item, designate whether the application you are assessing conforms to the item, does not conform, or if the item is not applicable. Next, supply a brief explanation of how the application conforms to the item. If the application does not conform, describe either how the non-conformance will be resolved or why it is acceptable that this application does not conform.

Bottom of Form

# Perceivable - Information and user interface components must be presentable to users in ways they can perceive

It can be difficult for some users to determine the purpose or content of information presented in a web applications; this is especially true for users with disabilities when information is presented in a way that is not perceivable. For example: images are not perceivable to those who are blind; colors are not perceivable to those who are colorblind.

## Text alternatives for any non-text content are provided so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.

### Full Requirements List for 1.1

1. ASCII art is not used **(IITAA 2.4) (A)**
2. Alternate text is provided for images (or empty alt text for decorative images). **(IITAA 4.1) (A)**
3. Full descriptions are provided for graphs, diagrams and other meaningful images. **(IITAA 4.2) (A)**
4. Alternate text is provided for each area of client-side image maps. **(IITAA 5.1)(A)**
5. Information is not conveyed by sound alone. **(IITAA 6.1)(A)**
6. Text transcripts are provided for audio containing speech. **(IITAA 6.3)(A)**
7. Accessible alternatives for inaccessible embedded objects are provided (where inaccessible objects must be used), and such objects have equivalent content and functionality. **(IITAA 14.2)(A)**
8. Accessible alternatives for downloadable documents that cannot be made natively accessible are provided, and such documents have equivalent content and functionality. **(IITAA 15.2)(A)**

## 1.2 Alternatives for time-based media are provided.

### Full Requirements List for 1.2

1. Information is not provided by sound alone. **(IITAA 6.1)(A)**
2. Synchronized captions are provided for multimedia that contains essential auditory information. **(IITAA 7.1)(A – pre-recorded)(AA – live)**
3. Audio descriptions are provided for multimedia that contains essential visual information. **(IITAA 7.2)(A – media alternatives)(AA – audio descriptions)**

## 1.3 Content can be presented in different ways (for example, simpler layout) without losing information or structure.

### Full Requirements List for 1.3

1. Use appropriate markup to convey document structure. (IITAA 1.2)(A)
2. Provide meaningful page titles. (IITAA 1.3)(A)
3. Use Headings to introduce sections and sub-sections, and use them in the correct order. (IITAA 1.4)(A)
4. Use lists are used to identify series of related items, including navigation menus. (IITAA 1.5)(A)
5. Use labels or titles for all form fields. (IITAA 10.1)(A)
6. Provide legends for groups of form fields. (IITAA 10.2)(A)
7. Identify a header cell for each column and row in simple data tables. (IITAA 11.1)(A)
8. Identify relationships in complex data tables using id and headers attributes. (IITAA 11.2)(A)
9. Provide summary attributes for data tables. (IITAA 11.3)(A)
10. Provide concise, unique, and understandable titles for frames. (IITAA 12.1)(A)
11. When using tables for layout, ensure that reading order is logical. (IITAA 17.1)(A)
12. When using style sheets for layout, ensure that reading order is logical. (IITAA 17.2)(A)
13. Instructions provided for operating content do not rely solely upon sensory characteristics such as shape, size, visual location, orientation, or sound. (A)

## 1.4 Users can easily to see and hear content, including separating foreground from background.

### Full Requirements List for 1.4

1. Use text to display text, unless formatting that cannot be achieved with CSS is required. **(IITAA 2.1)(AA)**
2. Use relative sizes for fonts. **(IITAA 2.2)(AA)**
3. Do not convey information with color alone. **(IITAA 3.1)(A)**
4. Use contrasting foreground and background colors. **(IITAA 3.2)(AA)**
5. Do not automatically play audio. **(IITAA 6.2)(A)**
6. Ensure that text in form fields can be enlarged. **(IITAA 10.5)(AA)**
7. Avoid horizontal scrolling. **(IITAA 17.3)(AAA)**

# Operable - User interface components and navigation must be operable.

Screen reader users must rely upon the keyboard, as do those with low-mobility (note: many assistive technologies for low-mobility users emulate the keyboard). Menus and other interface controls must be operable via both the keyboard and mouse. Further, keyboard input methods are slower than using the mouse, so users must be given enough time in which to interact with the application.

## 2.1 All functionality is available from a keyboard.

### Full Requirements List for 2.1

1. Ensure that same-page links move keyboard focus as well as screen focus. **(IITAA 9.4)(A)**
2. Ensure that significant interactions can be performed with both keyboard and mouse. **(IITAA 13.2)(A)**

## 2.2 Users are given enough time to read and use content.

### Full Requirements List for 2.2

1. Provide a means of pausing any moving, blinking, scrolling, or auto-updating information. **(IITAA 8.1)(A)**
2. Notify users of time limits and provide a means to extend time if possible. **(IITAA 16.1)(A)**
3. Do not automatically refresh the current page. **(IITAA 16.2)(Note: considered covered in 16.1)**

## 2.3 Content is not designed in a way that is known to cause seizures.

### Full Requirements List for 2.3

1. Do not include content that flashes faster than 3 times per second. **(IITAA 8.2)(A)**

## 2.4 Users are given ways to help them navigate, find content, and determine where they are.

### Full Requirements List for 2.4

1. Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. **(AA)**
2. Provide meaningful page titles. **(IITAA 1.3)(A)**
3. Use headings to introduce sections and sub-sections, and use them in the correct order. **(IITAA 1.4)(AA)**
4. Ensure that links are understandable out of context. **(IITAA 9.1)(A)**
5. Provide a means of skipping past repetitive navigation links. **(IITAA 9.2)(A)**
6. Provide labels or titles for all form fields. **(IITAA 10.1)(AA)**
7. Provide legends for groups of form fields. **(IITAA 10.2)(AA)**
8. Ensure that form fields are in a logical tab order. **(IITAA 10.3)(A)**
9. More than one way is available to locate a web page within a set of web pages except where the web page is the result of, or a step in, a process. **(AA)**

# 3 Understandable - Information about and the operation of the user interface must be understandable.

## 3.1 Text content is readable and understandable.

### Full Requirements List for 3.1

1. Identify the language of text. **(IITAA 2.3)(A – full page)(AA – parts)**

## 3.2 Web pages appear and operate in predictable ways.

### Full Requirements List for 3.2

1. Avoid changing focus unexpectedly. **(IITAA 13.3)(A)**
2. Avoid changing content unexpectedly. **(IITAA 13.4)(A)**
3. Navigational mechanisms that are repeated on multiple web pages within a set of web pages occur in the same relative order each time they are repeated, unless the user initiates a change. **(AA)**
4. Components that have the same functionality within a set of web pages are identified consistently. **(AA)**

## 3.3 Help users avoid and correct mistakes.

### Full Requirements List for 3.3

1. Provide labels or titles for all form fields. **(IITAA 10.1)(A)**
2. Provide legends for groups of form fields. **(IITAA 10.2)(A)**
3. If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text. **(A)**
4. If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content. **(AA)**
5. For web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true **(AAA)**:

* Submissions are reversible.
* Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.
* A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.

# 4 Robust - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

## 4.1 Maximize compatibility with current and future user agents, including assistive technologies.

### Full Requirements List for 4.1

1. Use valid, standard web programming code. **(IITAA 1.1)(A)**
2. Ensure that scripted functions are usable with assistive technologies. **(IITAA 13.1)(A)**
3. Use accessible embedded objects whenever possible. **(IITAA 14.1)(A)**
4. Provide natively accessible downloadable documents whenever possible. **(IITAA 15.1)(A)**